

**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 21, 2024

ROLL CALL

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

It was moved by Dr. Banks and seconded by Mr. Clem to allow Trustee Trimble to attend the meeting electronically via Teams due to family illness.

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

CONSENT AGENDA MOTION

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

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

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Regular Meetings held on January 17, 2024.
- Approved the voucher checks listing thru January 31, 2024, including Board travel, totaling \$1,613,453.33.

- Approved the awarding of funds from the following external sources:
 1. Illinois Community College Board (ICCB): FY24 Rev Up EV Community College Initiative (Electric Vehicle Technology Grant)
 2. Illinois Community College Board (ICCB): FY24 Digital Instruction for Adult Learners

- Approve the filing of the following grant applications:
 1. Illinois Community College Board (ICCB): CTE Virtual Reality Grant
 2. Illinois Community College Board (ICCB): Access and Equity in Dual Credit Project Grant

- Approved the recommended changes to the following policies in the Policies and Procedures Manual:
 - 5.01.02 Course Syllabus
 - 5.10 Final Examination Requirement and Conflict Resolution
 - 8.10.02 Athletics
 - 8.20 Student Activity Fund

PUBLIC COMMENTS

Vice-Chair opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Adam Karch, President of PCA, stated that there was no report.

PRESIDENT'S REPORT

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

1. **National Legislative Summit (NLS):** Dr. Lau reported that this year's ACCT National Legislative Summit in Washington D.C. was held February 4–7. She noted that Parkland was represented by Trustees Ayers, Banks, Ragsdale, and Student Trustee Mobo; VPs Trame and Stuart; and President Lau. They visited the National Science Foundation and spoke with the ATE (Advanced Technological Education); U.S. Senators Duckworth and Durbin's offices; Congresswomen Nikki Budzinski and Mary Miller. During this visit, they presented highlights of Parkland's work, especially areas funded by federal agencies and departments and advocated for the

work of community colleges, especially for the funding of short-term technical training. They explained why efforts to cap student loans by making institutions responsible for unpaid loans may not achieve the intended effect of holding down college costs, and discussed the impact of the delays associated with the new FAFSA online application. She noted it was a successful visit and thanked VP Stuart for her superb coordination of the agenda, Hill visits, and facilitating conversations in our elected representatives' offices.

2. **U.S. Senator Dick Durbin at Parkland and Give Kids a Smile Dental Day:** Dr. Lau noted that one immediate outcome of their NLS visits was that Senator Durbin expressed interest in visiting Parkland College. Senator Durbin is concerned with the availability of pediatric dental services for the underserved. His office is impressed by the work of our Dental Hygiene program not only in training dental hygienists but also in using our Dental Clinic as a community resource to provide low-cost dental care and education to the community.

She noted the annual Give Kids a Smile Day was held on February 10 in cooperation with CUPHD and the Illini Dental Society. We served 180 children from the C-U area with the help of 81 volunteers. 68 of these volunteers were DHG students, which was 97% participation from the students. A total of \$34,560 in services were delivered.

3. **White House Listening Session:** Dr. Lau reported that while in D.C. for NLS, she was invited to participate as a college president in a listening session hosted by the Executive Office of the President and the First Lady's office. 33 institutions were represented and two other presidents from Illinois were present – Dr. Avis Proctor from Harper and Dr. Cris Valdez from Richland. She noted that they were divided into dialog groups to talk about the innovations in workforce development, CBE initiatives, and the upcoming iFAB Works proposal. She noted that many spoke about the challenge of being responsive to industry and finding qualified CTE faculty interested in transitioning into education from industry. In addition, they addressed challenges in applying for and reporting on federal grants.
4. **Update on Partnership with UIUC College of Veterinary Medicine.** Dr. Lau followed up from her December report that students pursuing the Bachelor of Science in Animal Science have the option of coming to Parkland to complete an Associate Degree of Applied Science in Veterinary Technology. This program allows the students to complete two degrees in five years instead of six. She noted that this news appeared in the February issue of *Farm Week* and shared the article with trustees.

5. **Spring Semester Enrollment:** Dr. Lau updated that we continue to see a positive trend in enrollment when pegged against spring 2023 headcount and FTE numbers, and that. Dean Smigielski will provide a more detailed enrollment report.

Dr. Lau reported on the following upcoming events:

- **Professional Development Day** will be held February 22. Faculty, staff, and administrators will be participating in professional development opportunities planned around the theme, "Building a Student Ready College." The focus is on understanding the students who come to us, their demographic, needs, and how we adapt our policies and practices to meet students where they are. Dr. Lau thanked Krishna Thomas, Director for the Center for Excellence in Teaching and Learning for putting together a program that addresses topics and issues in support of our strategic plan.
- On Saturday, Feb. 24, the Mathematics Department will host the annual **ICTM** (Illinois Council of the Teachers of Mathematics) **Math Competition** on campus.
- On Saturday, March. 2, the Natural Sciences department will hold the annual **Science Olympiad**. 25 teams from middle and high schools will compete in 46 different science-related events. Awards are presented to winners in the afternoon of both events. If any trustees are interested in helping to present awards, please let Krystal know.
- On March 8, Parkland will host the **ILACEP Summit**. (ILACEP stands for the IL Alliance for Concurrent Enrollment Partnerships.) This is a one-day program geared towards dual credit/enrollment practitioners from community college and high schools. The theme this year is "Building Pathways to Strong Partnerships."

ENROLLMENT UPDATE

Kristin Smigielski, Dean of Enrollment Management, provided the following enrollment reports. A handout was provided.

- End of Fall 2023 enrollment report
- Spring 2024 preliminary enrollment report

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

<u>Requestor</u>	<u>Information Requested</u>
CheckCU.org	Firearm and Ammunition Purchasing
Nikolai Tarter	Public Safety Records
Kayla Owens	Public Safety RecordsIX. BUSINESS &

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 2024. The revised budget estimates indicate that expenses will exceed revenues by \$448,303.

- 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 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 was approved in October.
- The TY2023 tax levy was approved in November.
 - Tax levy documents were delivered to all twelve counties in November.
- The budget workshop will be presented in February.

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 A: Empower Our Students: Parkland College will empower all students for success.

1. Develop clear evidence-based pathways for success so that students start right, maintain progress, and complete a credential in a timely manner.

Administration recommended 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 (1), 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 2024 and FY 2025 operating budgets.

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

2024-2025 COURSE FEE SCHEDULE

A schedule of course fees for FY2025 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 Dr. Banks and seconded by Ms. Ragsdale to approve the 2024-2025 Course Fee Schedule.

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

2024-2025 TUITION

After carefully reviewing the projected revenues and expenditures, Administration recommended no increase for base tuition next year. Tuition rates will remain the same for FY2025.

FY2025 (effective summer term 2024) per credit hour tuition rates are as follows:

	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

Tier 2 Career Programs include the following pre-fixes: DHG, LPN, NUR, OTA, RTT, SUR, VTT, and XRA

It was moved by Mr. Clem and seconded by Mr. Trimble to approve tuition effective Summer term 2024 as above.

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

CLOSED SESSION

Vice-Chair Green stated that the Board would not be going into Closed Session.

PERSONNEL REPORT

It was moved by Ms. Ragsdale and seconded by Dr. Banks to approve the Personnel Report for February 2024, in accordance with the documents provided to the Board.

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

TRUSTEE REPORTS

Trustee Trimble thanked everyone who went to DC and represented Parkland. He noted that those visits are incredibly important, and he always enjoyed them when he attended. Trustee Ragsdale added that our team was well prepared, and it was impressive to listen to. Trustee Ayers noted that our student trustee did a great job and articulated her experience well.

ADJOURNMENT

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

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

The meeting adjourned at 8:04 p.m.

Bianca Green, Vice-Chair
Board of Trustees

Maureen Banks, Secretary
Board of Trustees