

**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 17, 2024

ROLL CALL

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

It was moved by Mr. Ayers and seconded by Ms. Green to allow:

1. Trustee Banks to attend the meeting electronically via Teams due to business.
2. Trustee Trimble to attend the meeting electronically via Teams due to family illness.
3. Trustee Ayers to act as secretary pro tem for the January 17, 2024, Board of Trustees regular meeting.

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

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, Mobo (Advisory Vote), and Voyles. NAYS—None. ABSENT—None.

The consent agenda adopted included approval of the following items:

- Approved the minutes from the Regular and Closed Session Meetings held on December 20, 2023.
- Approved the voucher checks listing thru December 31, 2023, totaling \$2,100,923.07.
- Approved the Resolution identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of Series 2008 and Series 2009 Debt Certificates in accordance with the Resolution.
- Approved the filing of the following grant applications:
 - Illinois Community College Board (ICCB): FY24 Digital Instruction for Adult Learners
 - Illinois Community College Board (ICCB): FY24 Rev Up EV Community College Initiative (Electric Vehicle Technology Grant)
 - U.S. Department of State—Bureau of Educational and Cultural Affairs (ECA): 2023 IDEAS Grant (Phase One)
- Approved the recommendation by Legal Counsel that no closed session minutes be released at this time.

PUBLIC COMMENTS

The Chair opened the floor for public comments.

There were no public comments.

PUBLIC SAFETY DEPARTMENT – RESOLUTION AND OATH OF OFFICE

In accordance with the Illinois Compiled Statutes, the Board of Trustees is empowered to appoint sworn members to the College's Public Safety Department. Erik Combs was appointed to the full-time, 12-month public safety officer position, filling the vacancy created by Somphon Penland's transfer.

It was moved by Mr. Ayers and seconded by Mr. Clem to approve the Resolution to appoint Erik Combs as a Peace Officer to the Parkland College Public Safety Department.

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

REPORT FROM THE PRESIDENT OF PCA

Adam Karch, President of PCA, noted that he is excited for a new year with new faculty representing as senators and a lot of new people serving on committees.

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

1. **Legislative Breakfast – January 9:** Many elected officials at the federal, state, and municipal levels attended or sent representatives from their offices. There was genuine interest in and support for Parkland and our initiatives to engage the community in learning and be on the forefront of workforce development. Thanked Trustees Ayers, Clem, Ragsdale, and Chair Voyles for coming out to support us, and VP Stephanie Stuart for her excellent work in putting this breakfast together. We plan to bring the legislative breakfast back as an annual event.
2. **White House's Advanced Manufacturing Workforce Sprint webinar – January 11:** Aimee Densmore, our CTE program manager for workforce partnerships, was invited to participate in a national panel on training more people for advanced manufacturing as part of the White House's Advanced Manufacturing Workforce Sprint. The program was hosted by Jobs for the Future (JFF). It opened with JFF CEO Maria Flynn in conversation with Neera Tanden of the White House Domestic Policy Council. The panel followed. It was moderated by Brendan Danahar from the National Economic Council at the White House with Aimee from Parkland and a representative from AFL-CIO as panelists. Aimee did a splendid job representing Parkland. She spoke from her frontline experience in working directly with employers, especially in the area of setting up apprenticeships and advising students on their academic options as they pursue career pathways. She knocked every question out of the ballpark with to-the-point answers. She helped to put Parkland in the spotlight as these nationwide conversations are taking place. Congratulated Aimee for a job very well done and thanked trustees who had opportunity within their day to view the webinar. This webinar may also be viewed on YouTube.
3. **MLK Countywide Celebration – January 14:** Every year, Parkland joins the cities of Champaign and Urbana, the Village of Rantoul, and the University of Illinois in hosting a countywide celebration honoring the life and legacy of the Rev. Dr. Martin Luther King, Jr. Dr. Lau participated on behalf of the college in reading the proclamation. Several Parkland people were in the choir: retired counselor Donna Tanner Harold; counselor Joe Omo-Osagie; and business faculty member Ashley Davis. It was a meaningful celebration and a reminder that more needs to be done to fulfill Dr. King's dream.
Rice Repack – MLK Day of Service – January 15: The college traditionally marks MLK Day as a Day of Service. This year, as in previous years, many of us braved the cold and came out to partner with the Wesley Food Pantry. We repacked 1250 lbs. of rice into 20 oz bags in two hours of teamwork. The Wesley Food Pantry at Parkland is located in M-138 and is open to the public on Wednesday afternoons every week and the 1st and 3rd Saturday mornings each month. Twenty-eight percent of the families served come through the Parkland pantry.

4. **Career Guide:** The CTE division in collaboration with EFE 330 has produced a Career Guide for high school guidance counselors, students, and their families. Thanks to the board for approving the funds to do so. A copy of the guide was provided. Vice President Nancy Sutton updated that the guide will be shared with all the high schools, advisors are using it, and we will start to develop individual pathway guidelines for each of the high schools within all of the career areas.
5. **Spring Semester Enrollment:** We are seeing a positive trend in enrollment when pegged against spring 2023 headcount and FTE numbers. As of this morning, we are up 6.7% in headcount and 3.9% in FTE. We are glad to see the students come back. Behind these good numbers is a lot of student-focused, innovative, and sheer hard work from marketing, advising, faculty, employer outreach, and high school career pathways.
6. **Dr/ Trame update on keylock project.** Trustees received their new badges and are encouraged to wear them as a sense of identification to employees and students. The badges will serve as employee keys and employees are encouraged to wear to make it a friendly and welcoming environment. This wing will go live later this month and we already have a few soft launches. He noted that Bodine Electric has been a great partner, Jim Bustard has helped lead the physical aspects of the project, and we have a great team helping with programing. We hope to be live with most of campus by end of July.

Dr. Lau noted the following upcoming events:

1. National Legislative Summit, February 4–7 in Washington, DC.
2. Budget Workshop at 5.30 p.m. on February 21.

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.

Requestor

Information Requested

Tiffany Ferguson

Student Directory Information

FINANCIAL STATEMENTS

Mr. Dave Donsbach updated that the financial statements for November reflect the results of operations of the College for the first six months of fiscal year 2024. The revised budget estimates indicate that expenses will exceed revenues by \$344,803.

- 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- PHYSICAL PLANT SKID LOADER

The Physical Plant Department is looking to purchase a used 2020 Case SR240 skid loader to replace two 4410 John Deere compact tractors currently used for snow removal and salting. The current tractors are 25+ years old and have heavy corrosion damage. The skid loader will be used for snow removal along with salt, mulch, rock, and dirt loading. Additionally, the variety of quick detach implements compatible with the skid loader will allow the Physical Plant to rent attachments for special needs or projects without having to purchase additional equipment.

The Physical Plant has researched available used and new options from area implement dealers, rental outlets, and online retailers and found the quote from Birkey's Farm Store to be the best option based on the price, condition, and availability. Staff from the College's Diesel Technology program have also reviewed the quote for the skid loader to confirm the value of the purchase.

The purchase relates to the following strategic goals:

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.

E4: Maintain sustainable resources and maximize efficiency to support the learning mission of the college.

Administration recommended purchasing a used 2020 Case SR240 Skid Loader from Birkey's Farm Store of Gibson City, IL, for a total cost of \$44,000. This item is 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 are available from FY2024 operating budget for this purchase.

It was moved by Ms. Ragsdale and seconded by Mr. Trimble to approve the purchase of a 2020 Case SR240 Skid Loader from Birkey's Farm Store of Gibson City, IL for a total cost of \$44,000.

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

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.

- 5.01.02 Course Syllabus
- 5.10 Final Examination Requirement and Conflict Resolution
- 8.10.02 Athletics
- 8.20 Student Activity Fund

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Ms. Green and seconded by Mr. Clem to approve the Personnel Report for January 2024.

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

TRUSTEE REPORTS

Student Trustee Mobo updated on the activities of Student Government. Some of their upcoming efforts include teaching students about importance of voting and registering for voting station; hosting events to promote student engagement and school spirit such as a culture fair, arts and music showcase, hot chocolate and board games event, hygiene drive to help students in need, and blood pressure awareness. They also plan to create a survey to

collect feedback from Parkland students to help gain a better relationship between Parkland students and the institution.

Mr. Clem acknowledged the challenging work of pulling together all the components of the key project, noting that there is a lot of difficulty involved in coordinating the work between all the contractors and manufacturers and ensuring that it all works.

Credentials with all transcripts on back so you always have that available from your ID card. It would link to a repository where all their Mr. Ayers noted that this could be the wave of the future. Mike Trame noted that some states have a state-wide system.

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, Green, Ragsdale, Trimble, Mobo (Advisory Vote), and Voyles. NAYS—None. ABSENT—None.

The meeting was adjourned at 7:48 p.m.

James Voyles, Chair

James Ayers, Secretary Pro Tem