

**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 16, 2025

ROLL CALL

The Meeting was called to order by Chair Banks 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 Banks, Krystal Garrett, Executive Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Jarrett Clem, Daniel Marker, Dana Trimble, Pascalinegrace Phongo (Student Trustee), and Maureen Banks. Also present were President Pamela Lau and representatives of the administration, faculty, staff, and public. Trustees Bianca Green and Carolyn Ragsdale were absent.

APPROVAL OF ELECTRONIC ATTENDANCE

Approval of attendance by electronic means, pursuant to Section 7(a) of the Illinois Open Meetings Act (OMA).

Trustees may attend by video or audio conference for the purpose of (i) personal illness or disability; (ii) employment purposes or the business of the public body; (iii) a family or other emergency; or (iv) unexpected childcare obligations.

It was moved by Mr. Ayers and seconded by Mr. Trimble to allow Trustee Clem to attend the July 16, 2025, meeting electronically via Teams due to business.

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

ROLL CALL OF TRUSTEES ATTENDING ELECTRONICALLY

At the direction of Chair Banks, Krystal Garrett, Executive Assistant to the President/Board of Trustees, called the roll of members of the Board who attended electronically. The following trustee was present: Jarrett Clem.

It was moved by Mr. Trimble and seconded by Mr. Marker to elect Trustee Ayers as the secretary pro tem for the July 16, 2025 meeting.

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

CONSENT AGENDA MOTION

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

It was moved by Mr. Trimble 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, Clem, Marker, Trimble, Phongo (Advisory Vote), and Banks. NAYS—None. ABSENT: Green and Ragsdale.

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Regular Meeting held on June 18, 2025, and the Special and Closed Session Meetings held on June 19, 2025.
- Approved the voucher checks listing through June 30, 2025, including Board travel, totaling \$3,088,782.78.
- Declared as surplus property the following items:

<u>Description</u>	<u>Qty</u>
IV Pumps (20+ years old)	3
Hospital Bed (15+ years old)	6
Massage Tables, Tan, Folding (H wing)	4
Metal Filing Cabinet, Black (H wing)	2
Metal Framed Panel Partitions (H wing)	4
Metal Shelving Units, Cream (H wing)	3
Office Chairs (L 240)	2
Office Chairs (Back of H wing)	3

- Approved the awarding of funds from the following external sources:
 - Local Workforce Development Board 17—LWIA 17 Youth Committee (via CCRPC): 2025 Youth Providers Grant (WIOA)
 - Illinois Community College Board (ICCB): FY25 Noncredit Strategies at Work Grant (Supplemental Funding)
 - Illinois Department of Transportation (IDOT): FY26 Highway Construction Careers Training Program (HCCTP)

- Approved the filing of the following grant applications:
 - Illinois Community College Board (ICCB): FY2026 Pipeline for the Advancement of the Healthcare Workforce (PATH)—SWFT Healthcare
 - Illinois Community College Board (ICCB): Workforce Empowerment Initiative (WEI)—Support for Workforce Training (SWFT)
 - Illinois Community College Board (ICCB): FY26 Rev Up EV Community College Initiative (Continuation Funding)
- Approved changes to the following policies:
 - Policy 2.08 Exclusive Bargaining Representatives
 - Policy 3.33 Telephone Use
 - Policy 8.10.05 Academic Opportunity Scholarship for Underrepresented Students
 - Policy 9.01 Staff Benefits

PUBLIC COMMENTS

Chair Banks opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Adam Karch, Vice-President of PCA, stated that there was no report, but PCA is looking forward to their first meeting in fall on August 28.

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

1. **Enrollment.** Our year-to-year comparisons for summer enrollments and projections for this coming fall look promising. Dean Smigielski will present her semi-annual enrollment report to the board this evening and provide further details.
2. **U.S.-Singapore TVET Exchange.** Dr. Lau represented Parkland College on the U.S. community college - Singapore TVET Exchange delegation to Singapore. We were one of 10 community colleges. This trip was facilitated by a grant through the Public Diplomacy section of the US Embassy in Singapore and coordinated through Community Colleges for International Development (CCID) of which Parkland is a long-term board-level member.

Singapore is a small island city-state with a land area about a quarter of Champaign County where 6 million people live and work. They visited several Singapore polytechnics and the Singapore Institute of Technology. Polytechnics are community college equivalent institutions whose graduates can continue studies at local universities or enter directly into the workforce. They learned how the Singapore

government strategically plans its workforce needs forwards into the next few decades, identifying the strategic areas of emphases. Polytechnics deliver the education and training for these sought-after employment categories and are robustly supported with public and private funds.

They were frequently told that this tiny republic has no resources other than its people. Hence the government prioritizes a well-resourced system of education that spreads from kindergarten to adults 50 years old. Post-secondary education is expected. Continuing education for adults to remain viably skilled is a priority and provided through an education network that blends credit and non-credit training. The cost of education is heavily subsidized by government funding. Public spending on education is second only to the defense budget. Labs and equipment reflect state-of-the-art technology.

Singapore's system of education is a unique model where efficiency, productivity, and national interests set the parameters within which individual citizens makes their education and career pathway choices. Everyone has access to post-secondary education, but not everyone gets to follow their heart. National interests take priority over individual choices and preferences.

Dr. Lau is beginning a conversation with one of the polytechnics to see whether there is interest in a partnership that can facilitate the transition for polytechnic graduates who are interested in completing applied baccalaureate degrees in the U.S. Parkland could position itself to play a role.

3. **TRiO.** After a long wait of more than 6 months, the college learned on Friday, July 4 that the federal grant for our TRiO program has been renewed. Our current five-year TRiO grant is scheduled to conclude this September. The college submitted its proposal for renewal last fall semester. We had expected to hear about the status of our renewal submission in January of this year but changes and uncertainty in the Department of Education delayed the news for several months. Parkland was not the only college in Illinois to receive the good news. All our Illinois community college peers with TRiO programs were notified that they will receive funding for the coming year.
4. **Adult Education.**
 - a. Freeze in federal funding. Our Adult Education programs are funded by the federal government with matching funds from the state. At the end of June, we received word from ICCB that the federal portion of grant funds that have supported two Adult Education programs – Adult Basic Education (ABE) and Integrated English Language and Civics Education (IELCE)– will not be forthcoming. To be more precise, we were informed that federal funds “are still under review.” Federal funds are typically awarded on July 1 of each year. These two grants support GED preparation as well as English language learning that includes some level of workforce preparation.

Before this announcement, we were planning on a little more than \$151,000 in federal funding. This accounts for 28% of funding used for ESL and GED programming. Dr. Stephanie Stuart and Senior Director for Workforce Development Alicia Beck (our Adult Education department now organizationally housed under Workforce Development) are reviewing the impact of this funding loss on our Adult Education services. We are glad to report that state funds for GED and ESL programming remain in place.

- b. Ascertaining eligibility of participants. On July 11, we learned that federally funded adult education and CTE programs must ensure that “federal public benefits” disbursed through these programs go to benefit only US citizens and “qualified aliens.” Dr. Mike Trame and Dean of Enrollment Management Smigielski together with Dr. Stuart and Senior Director Alicia Beck are now reviewing college processes for ascertaining eligibility based on citizenship and qualified non-citizen status. This review is done in consultation with Counsel Geiler.
- c. Alignment with DOL. On July 15, the Department of Education issued a press release announcing steps being taken at the federal level to implement a workforce partnership between the U.S. Departments of Education (ED) and Labor (DOL). This partnership initiates a shifting of the management of adult education (and Perkins-funded CTE programs) from ED to DOL with the objective of achieving greater effectiveness in the administration of workforce development programs. We expect to learn what this might mean operationally in the coming months.

Dr. Lau noted that we expect that these restrictions on who may benefit will impact overall enrollments. We are not sure of the complete impact because in the past we have not asked for documentation of citizenship for adult education programs. Dr. Stuart noted that the Federal government issued a new interpretation of the law. Formerly, the interpretations allowed for undocumented individuals to access these services. The current interpretation requires us to monitor these factors before administering any benefit. Dr. Lau added that Parkland has consulted with our legal counsel on how to interpret the federal guidance on this.

Upcoming events:

- 1. August 11 Collegewide fall opening: Welcome Back Week starts on Monday, August 11, beginning with a collegewide opening session in the college theatre at 9 a.m. Trustees are welcome to join us. Let Krystal know if your schedule allows this.
- 2. August 20 Pre-board optional tour: We invite trustees to check out the Career and Community Awareness mobile unit that we have named The Cobra Pathfinder before the August 20 board meeting. The Pathfinder will be parked by the Student Union at 6 p.m. Box dinners will be available after the visit prior to the board meeting.

ENROLLMENT REPORT

Kristin Smigielski, Dean of Enrollment Management, provided the following enrollment reports:

1. Spring 2025 end-of-semester enrollment data and related enrollment trends
2. Summer 2025 preliminary enrollment data and related enrollment trends

Trustees discussed the large summer enrollment in Physics. Dr. Sutton noted that there are hands-on Physics courses where the labs are predominantly math-related and not as hands on and can be completed online.

LEGISLATIVE

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

Dr. Banks asked if there has been any update on the Office of Civil Rights (OCR). Dr. Trame updated that there is a proposal to relocate the OCR to the Department of Justice (DOJ). That verdict remains to be seen.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

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

Requestor

James Xaio
Kyle Hayden
Robert Bates-Rogers
Kristi Walton
Abbas Khan
Justin Wenig
Mike Vichich
Belinda Little
Justin Wenig

Information Requested

Employment Inquiry
Public Safety Records
Public Safety Records
Construction Information
Purchasing Records
Vendor Contracts
Purchase Orders
Student Directory
Vendor Contracts

FINANCIAL STATEMENTS

Mr. Randles reported that the financial statements for June reflect the results of the unaudited operations of the College for fiscal year 2025. The revised budget estimates indicate that expenses will exceed revenues by \$4,132,856.

- As noted in the February annual budget workshop, the current financial models project a deficit very close to the original budget of \$3.7M.

- The key factors for the College's operating results in FY2025 will be the final CPPRT payment, the final months of self-funded health claims, and year-end audit adjustments.
- The FY2025 audited beginning operating fund balance is \$44.2M. This amount is 62% of current budgeted operating expenditures.
- The FY2025 final budget projected a \$3,660,338 deficit.
- The FY2026 College tentative budget will be lodged in July.
- The FY2025 College final budget was presented in September.
- The FY2024 College audit was presented in October.
- The TY2024 tax levy estimated amounts necessary were presented in October.
- The TY2024 final tax levy was presented in November.
- The annual budget workshop was presented in February.

Mr. Randles noted that the total for self-funded medical claims for the month of June was significantly higher than projected. They will monitor it to see how it plays out for next year.

TENTATIVE BUDGET

Mr. Randles presented the tentative budget for FY2026. 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 2025 Board meeting. Any questions regarding the budget prior to the September meeting may be directed to Chris Randles, Amie Loyd, or Dave Donsbach.

A hard copy of the budget book and a memo were provided. Mr. Randles noted that there is a \$1.9M projected deficit, noting that this deficit is strictly operational costs. The reason for the projection is because of increased benefits and healthcare costs. He noted that the RFP of a new health insurance provider will likely cost about 20% more than the discounts previously provided through Health Alliance. The hope is that healthcare claims are less, and enrollment is more than projected.

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Mr. Marker and seconded by Mr. Trimble to approve the Personnel Report for July 2025, in accordance with the documents provided to the Board.

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

ADMINISTRATIVE CONTRACT AMENDMENT

Administration recommended the approval of amendments to the contract for Dr. Pamela Lau, President of Community College District No. 505 (Parkland College), Executive Officer of the Board, and Chief Administrative Officer.

Proposed Amendments:

- Contract Term Adjustment: Revise effective dates from the original term of July 1, 2024 – June 30, 2028, to a new term of July 1, 2025 - June 30, 2029.
- Salary Increase: Adjust the base annual salary from \$318,000 to \$335,331, based on the approved 5.45% annual salary increase for administrators.

It was moved by Mr. Trimble and seconded by Mr. Ayers to the proposed amendments to Dr. Pamela Lau's contract as President of Community College District No. 505 (Parkland College), Executive Officer of the Board, and Chief Administrative Officer, as outlined above.

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

POLICY MANUAL UPDATE (LODGED)

The Board of Trustees and Administration have completed the latest review of the Policies and Procedures Manual. The recommended changes are being lodged and will be presented as a consent motion for approval at the August meeting.

Policy 1.03.06.01 Comments for the Public at Board Meetings

This policy needs to be updated to comply with the Illinois Open Meetings Act (OMA).

TRUSTEE REPORTS

Trustee. Ayers reported that he attended the pre-apprentice graduation for the building trades, noting that there were about 13 students who went through the program. Workforce Innovation Board member Kevin Sage, Representative Schweizer, and other dignitaries were also in attendance.

Trustee Ayers suggested that the Foundation consider fundraising in the business community to help adult education students and community members become more employable and extend the reach beyond just one company.

Trustee Ayers noted that he and Dr. Banks plan to attend the ICCTA Executive Board Retreat in August.

Chair. Banks encouraged trustees to attend the Welcome Back Opening Session on August 11.

ADJOURNMENT

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

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

The meeting adjourned at 8:08 p.m.

Maureen Banks, Chair
Board of Trustees

James Ayers, Secretary Pro Tem
Board of Trustees