

**MINUTES OF SPECIAL 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**

June 19, 2025

ROLL CALL

The Meeting was called to order by Chair Banks at 1:00 p.m. The meeting was held at the Illinois Conference Center, 1900 South First Street, Knowledge Room, 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, Bianca Green, Daniel Marker, Carolyn Ragsdale, Pascalinegrace Phongo (Student Trustee), and Maureen Banks. Also present were President Pamela Lau and Vice Presidents Amie Loyd, Stephanie Stuart, Nancy Sutton, and Mike Trame. Trustees Jarrett Clem and Dana Trimble were absent. No trustees attended electronically.

PUBLIC COMMENTS

Chair Banks opened the floor for public comments.

There were no public comments.

PRESIDENT & VP UPDATES

Dr. Lau reviewed the FY24-FY28 strategic plan and the accompanying five strategic goals. These goals include:

- Goal A: Empower our students
- Goal B: Enhance teaching and learning
- Goal C: Enrich the community
- Goal D: Invest in our employees
- Goal E: Secure our future

The Board discussed Parkland at a Glance data, including enrollment, tuition, and data from the 2021 ICCB Economic Impact Study. They reviewed the historic and current student success data and outcomes surrounding persistence, retention, and transfer rates; and discussed the benefits of GECC, AA, and AAS certificates and degrees and how those play into articulation agreements with 4-year institutions.

The VPs updated on the priority initiatives of their areas:

Academic Services

Dr. Sutton reviewed the initiatives of academic services over the past year. She noted that the main priority is to maintain the integrity of the curriculum and keep classes going. In addition, she updated on the Career and Community Engagement, which is aimed at increasing career awareness and opportunities for 6-12th graders and their families. She highlighted the Summer Start and Mobile Career Unit programs. They are currently brainstorming ideas to bring back creative initiatives such as the Story Shop to engage middle school aged students. They hope to increase recruitment efforts and will have a better idea closer to the 5-8 year mark in how these initiatives have helped enrollment. Dr. Lau noted that part of the challenge is that some of these activities are not revenue generating so we have to consider the return on investment and the impact to students. Dr. Trame noted that the college uses a CRM software that can help track who we've engaged with and who returns to enroll at Parkland.

Trustee Green left the room at 2:12 p.m. and returned at 2:20 p.m.

Dr. Sutton updated on the initiatives aimed at improving Inclusive Learning Environments. These include efforts to improve accessible course materials, digital catalog, and AI tools and resources. She noted that the college requires a statement in the syllabus that states that it's up to the faculty to inform students how AI may be used in the classroom. They plan to have further discussions to incorporate how AI is used in the field so that students can be prepared to use AI effectively and ethically.

Dr. Sutton highlighted the focus on Early College, noting that we now have a faculty director to serve as a liaison with our high schools and to ensure course integrity and compliance with our dual credit courses. We hope to build better pathways and increase matriculation rates. Dr. Lau reviewed the current dual credit funding model, noting that it is a money-losing model.

Dr. Sutton reviewed the Competency Based Education offerings and grant funds. She noted that they are discussing the different CBE models and will expand ours to include more class options with career programs. In addition, she reviewed the current planning for program growth, including branded programming (such as AGCO, CNH, Ford ASSET, and Collision Engineering), possible expansions, and possible new programming. They are reviewing all options to see what is feasible.

Student Services

Dr. Trame updated on the initiatives of Student Services over the past year. He highlighted initiatives related to enrollment growth, including strategies for recruiting international students and two newly signed MOUs with high schools in India. He updated on another program with Re-Up, which is focused on students who have stopped-out. Since May 5, 427 students have indicated interest, 42% indicate they want to start at Parkland as soon as possible, and 500 credit hours (about 50 new students) have been generated. In addition, Senator Faraci has supported this initiative and found \$21,000 in State funds to help pay for those registered by July 1. Dr. Trame noted that there is no upfront cost with Re-Up and we only pay for those who sign on.

Dr. Trame highlighted the student engagement and support initiatives. He updated on the Concern and Response Team (CART), which is comprised of a diverse group of employees from various areas of the college. Using their various perspectives, expertise, and resources, this team assesses each report received and triages the information to develop an appropriate institutional response. The goal is to keep students at Parkland and offer resources to help students succeed.

Dr. Trame reviewed the RISE program, Counseling Support Center, Athletics, and Accessibility Services. He noted that these services help provide resources and opportunities that help with the overall success rates of students. He noted that the Name, Image, and Likeness (NIL) policy will be added to the athlete offerings this coming year.

Dr. Trame also updated on the campus compliance and safety initiatives such as the door project, emergency preparedness, and Title IX, noting that Chief Daniels has done a great job at increasing the training and abilities of our Public Safety officers.

Strategic Partnerships & Workforce Innovation

Dr. Stuart updated on the initiatives of workforce development strategies and expansion for the institution. She updated on the creation of a new Workforce Development Forum, which includes leaders from academic services, student services, and SPWI divisions who collaborate on common goals so efforts are not duplicated. They developed a Workforce Development Plan to identify the efforts and industries to prioritize their work. The top two industries they focus on are manufacturing and healthcare. Work will be done to determine how to meet the needs of developing partnerships, pipeline expansion, upskilling and reskilling, and accelerating innovation.

Dr. Stuart highlighted the efforts of the Office of Apprenticeships. The college served 115 apprentices, “journeyed out” 25 apprentices, and served 15 employer sites. In addition, Parkland hosts monthly Workforce Collaborative opportunities for employers to come together to learn about Parkland offerings and be able to engage with one another. Parkland is set to hit \$500,000 in customized training with employers within District 505. They will enroll over 8,000 enrollments in community education with 2,200 of those being in customized training. In addition, Dr. Stuart reviewed the data from Adult Education and supportive scholarship programs, noting that these programs served 767 students to date in FY25.

Dr. Stuart emphasized external engagement and resource development efforts. She highlighted on the leadership transition of the Parkland Foundation, noting that we have a new Associate Vice President for Development and Executive Director of the Parkland Foundation. They will work on benchmarking data, scholarship fundraising, partnership opportunities with employers, and how to create new strategic funding opportunities.

In addition, she updated on legislative affairs and efforts made alongside the ICCCP presidents. They established a new Legislative Committee to engage strategies and opportunities to respond to legislation impacting community colleges.

REVIEW OF POLICY 1.03.06.01

The Board reviewed and discussed Policy 1.03.06.01 Comments for the Public at Board Meetings. The Board reviewed the procedure and practice for written requests. Upon review of the former PAC opinion 14-012, the Board decided that the current procedure of requiring a 2-week notice is not reasonable.

The Board discussed that the following changes should be made to the policy and procedure:

- Remove the 2-week notice requirement
- Move statement J to the top of the list, adding “as a courtesy” at the beginning and “prior to the scheduled meeting” at the end.
- No handouts will be allowed

In addition, Dr. Trame reviewed the disruption procedures and the option of training for the Board Chair as requested. The Board requested that a Public Safety officer continue to be present at Board meetings.

Dr. Banks noted that we would not do the Start-Stop-Continue exercise to allow time for the president’s evaluation. Mr. Ayers noted that the Board should do an annual self-evaluation per the HLC guidelines.

CLOSED SESSION

It was moved by Ms. Ragsdale and seconded by Mr. Ayers to go into Closed Session for the purpose of discussing the following topics:

1. Appointment, employment, compensation, resignation, or performance of specific employees.

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

The open meeting resumed at 5:18 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Ms. Ragsdale and seconded by Mr. Ayers to approve the audio recording made of the Executive Session of June 19, 2025 and that the secretary of the Board make provisions for its safe keeping and that it be made available only upon the proper order of the court and a finding by a judge that such audio tape should be released, and that such audio recording will be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the Executive Session in question.

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

PRESIDENT'S EVALUATION

It was moved by Ms. Green and seconded by Mr. Ayers to approve a raise of 5.45% for Dr. Lau for the next fiscal year and an extension of her contract be included for one year, subject to the completion of successful contract negotiations.

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

OTHER

Trustee Ayers presented Dr. Banks and Dr. Lau with their Trustee Education awards from the ICCTA Annual Awards Banquet.

Trustee Ayers noted that ACCT has their annual convention in October in New Orleans, which provides a good opportunity for training and connection.

ADJOURNMENT

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

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

The meeting adjourned at 5:26 p.m.

Maureen Banks, Chair
Board of Trustees

Carolyn Ragsdale, Secretary
Board of Trustees