

**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**

December 18, 2024

ROLL CALL

The Meeting was called to order by James Voyles, Chair, at 7:00 p.m. The meeting was held electronically via Teams and in room U325. 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, Dana Trimble, Jaden Campbell (Student Trustee), and James Voyles. Also present were President Pamela Lau and representatives of the administration, faculty, staff, and public. Trustee Ragsdale joined the meeting at 7:02 p.m.

It was moved by Dr. Banks and seconded by Mr. Trimble to allow Student Trustee Campbell to attend the meeting electronically via Teams due to a family emergency.

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

CONSENT AGENDA MOTION

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

It was moved by Ms. Green 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, Ragsdale, Trimble, Campbell (Advisory Vote), and Voyles; NAYS—None; ABSENT—None.

The consent agenda adopted included approval of the following items:

- Approved Minutes from the Regular and Closed Session Meetings held on November 20, 2024.
- Approved the voucher checks listing thru November 30, 2024, totaling \$14,697,870.61.

- Approved the awarding of funds from the following external sources:
 - U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA): Agriculture and Food Research Initiative Competitive Grants Program—Education and Workforce Development Program
 - Illinois Green Economy Network (IGEN): Illinois Green Economy Network (IGEN): Renewable Energy Resources Trust Fund (IEPA funding) – General Membership Award
 - Illinois Innovation Network (IIN) and Department of Commerce and Economic Opportunity (DCEO): Grassroots Local/Regional Manufacturing Training Program Engagement and Recruitment
 - Illinois Arts Council (IAC): General Operating Support (GOS) Grants
- Approved the filing of the following grant applications from the following external sources:
 - Illinois Community College Board (ICCB): Taking Back the Trades! Trades School Grant Program- Round 3 Grant
 - Fabricators and Manufacturers Association/Nuts, Bolts & Thingamajigs: Summer Manufacturing Camps
 - Illinois Community College Board (ICCB): FY 2025 Digital Instruction for Adult Education
 - Illinois Community College Board (ICCB): Expansion of ESL Services for Adult Education Providers
- Approved the recommended changes to the following policies in the Policies and Procedures Manual:
 - Policy 6.01 Purchasing and Contracts
- Moved that the notice published in The News-Gazette regarding the schedule of regular meetings of the Board of Trustees for 2025 be recognized as being published.

PUBLIC COMMENTS

Chair Voyles opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Adam Karch, President of PCA, provided a handout of the 2024 PCA Annual Report, which highlighted the work of the PCA committees over the past year.

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

1. Major events

Thanked those who were able to join at the AGCO Training Center ribbon cutting and the holiday reception – both of which were held on December 3.

The strong showing of our board clearly communicated the college's commitment to supporting private-public partnerships as a major strategy to developing the skilled workforce pipeline. AGCO Corporation sent out our joint press release on the ribbon cutting. There were more than 100 news stories on the occasion. Trustees were gifted a miniature replica of a Fendt or Massey Ferguson tractor as a souvenir to remember the occasion and partnership.

2. Enrollments for Spring 2025

Final exams concluded last Friday on Dec. 13, ending the fall semester. As of this morning (December 18), enrollments for spring 2025 are 6.0% in the positive compared to the same time period a year ago, despite a clean-out drop for non-payment on Monday (December 16). Student Services staff worked hard to contact and re-enroll students who still plan on attending Parkland in the spring semester.

3. Former trustee Lin Warfel honored

Former Trustee Lin Warfel was honored by the Illinois Farm Bureau with the prestigious Eagle Award for Excellence for his unwavering dedication and advocacy for agriculture in general and Ag in the Classroom programming in particular. His long list of recognized achievements includes his longtime service as a Parkland College board member. Parkland is privileged to have had Trustee Warfel serve in a board leadership role. We continue to build upon his legacy.

4. Upcoming events

We will hold our annual legislative breakfast on Friday, January 17 at 8 a.m. in U140. National Legislative Summit in Washington, D.C. on February 9 – 12.

Please let Krystal know if you are planning on attending.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Strategic Partnerships and Workforce Innovation, provide a legislative update.

She updated that the Surgical Technology Lab is nearing the end of construction from the congressional funds designated by Congressman Rodney Davis. We hope to have a ribbon cutting ceremony in the spring and invite Congressman Davis back for the occasion.

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>
Justin Cunningham	Contract & Sales Proposals
Lee Giboney	Search Rubric
Aries Hunter	Video Footage Request
Jana Wiersema	Filing Petitions

FINANCIAL STATEMENTS

The financial statements for November reflect the results of operations of the College for the first five months of fiscal year 2025. The revised budget estimates indicate that expenses will exceed revenues by \$3,799,356.

The key factors for the College's operating results in FY2025 will be tuition & fee revenues (enrollment), CPPRT revenues, and self-funded health claims' expenses and planned fund balance spending.

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 FY2025 College tentative budget was 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.

EXEMPT PURCHASE – CONSTRUCTION EQUIPMENT

The FY25 Perkins grant funding provides for purchasing instructional equipment for the Construction program. These tools are necessary to provide students with hands-on education in construction projects.

Grainger is listed as a Maintenance, Repair, and Operation commodities vendor in the IPHEC1921 bulletin.

Equipment	Item Number	Price Each	Number Requested	Total Price
Milwaukee Cordless Circ Saw,7-1/4	2732-21HD	510.58	10	5105.80
Milwaukee Jig Saw,12V	2545-20	194.57	10	1945.70
Milwaukee Reciprocating Saw, 3,000 SPM, 18VDC	2821-20	220.14	10	2201.40
Milwaukee Multi Tool	2836-20	281.53	7	1970.71
Milwaukee Band Saw	2729S-20	519.15	4	2076.60
Milwaukee HOLE HAWG	2807-20	323.71	5	1618.55
Milwaukee M12 Band Saw Kit + Battery + Accessories	2529-21XC, 48-39-0631	350.00	10	3500.00
Milwaukee M18 FUEL 2-Tool Kit, M18 Braking Grinder	3697-22, 2880-20	440.00	10	4400.00
Milwaukee Nail Gun, Finish Nail Head, Pistol,7VDC	2746-20	279.00	10	2790.00
Shipping				45.00
Total				25,653.76

This purchase relates to the following strategic goal:

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

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

4. 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.

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.

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

Administration recommended purchasing equipment for the Construction program from Grainger, Lake Forest, IL, for a total cost of \$25,653.76. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (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 the Perkins grant.

It was moved by Ms. Green and seconded by Mr. Trimble to approve the purchase of equipment for the Construction program from Grainger, Lake Forest, IL, for a total cost of \$25,653.76.

The motion carried by the following vote: AYES—Ayers, Banks, Clem, Green, Ragsdale, Trimble, Voyles; NAYS—None; ABSENT—Campbell (due to technical difficulties).

EXEMPT PURCHASE – DESIGN AND CONSTRUCTION OF MOBILE CAREER ENGAGEMENT UNIT

As part of Parkland College's Career Engagement Priority and the creation of a Department of Career and Community Engagement aimed at increasing awareness of career opportunities and educational pathways, we are contracting for the design and construction of a customized fifth-wheel trailer to serve as a mobile career exploration lab and district-wide recruitment space.

After consultation with other organizations and educational institutions that have developed similar mobile units, it was determined that limited vendors would customize and build vehicles for such purposes. Accessibility with a chair lift and the ability to include bump-outs to expand the width of the interior space is essential. Standard RVs and box trailers are not accessible nor suited to the needed customizations. Upon determining the minimum needs for the trailer, we opened discussions with the few vendors providing services in this realm.

Proposals were requested from the following vendors:

Mobile Marketing Solutions, Inc., dba Brewco Marketing Group of Central City, KY, in conjunction with Triune and RBD of Elkhart, IN, work as a consortium to design, build the frame, and custom build the trailer and interior to be accessible and fully functional with power and internet. They provided preliminary designs of fully customized and accessible plans as needed for a cost of \$227,500, including delivery and training. Brewco indicates that the quote is dependent on the cost of materials at build time, so we have added a contingency of a little over 18% in case of needed modifications.

Luxe Luxury Vehicles of Elkhart, IN – unable to customize to specifications needed for accessibility and chose not to provide a quote.

Farber Specialty Vehicles in Reynoldsburg, OH – chose not to respond.

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.

4. Increase engagement opportunities to enhance well-rounded student development.

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

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

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

2. 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.

4. 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 approval of the contract for the design and construction of a fifth-wheel career engagement trailer from Mobile Marketing Solutions, Inc., dba Brewco Marketing Group, Central, KY, for a total cost not to exceed \$270,000. This item is 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 ICCB Taking Back the Trades! Grant for this purchase.

Dr. Sutton noted that the unit will be used to take out to schools and community events to highlight our different career programs and for registration, advising, and assessment testing. The design of the vehicle is accessible and has a lift to make it functional. It will be pulled by a truck that will be purchased with grant funds.

Dr. Lau thanked Dr. Sutton for her work obtaining the ICCB funding. We received word today that Parkland received grant funds again for the third year in a row.

It was moved by Dr. Banks and seconded by Ms. Ragsdale to approve the contract for design and construction of a mobile career exploration fifth-wheel trailer from Mobile Marketing Solutions, Inc., dba Brewco Marketing Group, Central, KY, for a total cost not to exceed \$270,000.

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

PARKLAND CHILD DEVELOPMENT CENTER UPDATE AND TUITION INCREASE

In the annual review of the Parkland Child Development Center (PCDC) educational program, Administration recommends increasing the daily fees of PCDC. The incremental rate increases are intended to increase PCDC revenues to ensure sustainability of the program and thus decreasing operating funds transfer required to balance the PCDC budget.

Administration also recommended the continuation of the 8% discount for Parkland employees and students, as this has also garnered several new enrollments. The team has increased the share of Parkland student families within the center to 64% of the children enrolled, with 10% employee families, and 23% community families. Additionally, 67% qualify for free or reduced lunch under ISBE guidelines.

The proposed tiers are comparable to other childcare centers in Champaign-Urbana, and CDC leadership has gathered updated tuition rates from area centers for benchmarking purposes. The new rates, as recommended, would take effect January 1, 2025. Rates for each tier have increased \$1.50 per day to keep pace with area centers.

DAILY RATES:

Six weeks to 24 months

Income	Tier 1 (0-34,999)	Tier 2 (35,000-69,000)	Tier 3 (70,000+)
Full Day	66.50	68.50	70.50
Part Day	56.50	58.50	60.50

Two Years

Income	Tier 1 (0-34,999)	Tier 2 (35,000-69,000)	Tier 3 (70,000+)
Full Day	56.50	59.50	62.50
Part-Day	46.50	49.50	52.50

Three-Five Years

Income	Tier 1 (0-34,999)	Tier 2 (35,000-69,000)	Tier 3 (70,000+)
Full Day	51.50	53.50	55.50
Part-Day	41.50	43.50	45.50

CCRS Reimbursement Rates as of December 2024 (subject to change)

	Age 6 weeks- 2 yrs.	Age 2	Age 3-5
Full Day	\$64.00/day	\$51.00/day	\$43.00/day
Part Day	\$32.00/day	\$26.00/day	\$22.00/day

It was moved by Mr. Trimble and seconded by Mr. Clem to approve the recommendation to increase the daily fees of the Parkland Child Development Center (PCDC) as described above to be effective January 1, 2025.

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

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Mr. Clem and seconded by Mr. Trimble to approve the Personnel Report for December 2024, in accordance with the documents that were provided to the Board.

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

TRUSTEE REPORTS

Trustee Trimble added that it was a great day for the AGCO dedication. The news has been far reaching, even into the smaller towns. Those who are familiar with the Case New Holland program, it will be great to have this for the AGCO folks. Dr. Banks added that the event looked top notch and very professional.

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, Campbell (Advisory Vote), Voyles; NAYS—None.

The meeting adjourned at 7:36 p.m.

James Voyles, Chair
Board of Trustees

Maureen Banks, Secretary
Board of Trustees