

**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**

March 13, 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, Lauren Mobo (Student Trustee), and James Voyles. Also present were President Pamela Lau and representatives of the administration, faculty, staff, and public. Trustee Ragsdale was absent.

It was moved by Dr. Banks and seconded by Mr. Ayers 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, Green, Mobo (Advisory Vote), and Voyles. NAYS—None; ABSTAIN—Trimble; ABSENT—Ragsdale.

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

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Special and Regular Meetings held on February 21, 2024.
- Approved the voucher checks listing through February 29, 2024, including Board travel, totaling \$5,815,616.00.

- Approved the awarding of funds from the following external sources:
 1. Illinois Community College Board (ICCB): FY24 Innovative Bridge and Transitions Program
 2. National Science Foundation (NSF): Future of Semiconductors (FuSe)—*Co-designing Continual-Learning Edge Architectures with Hetero-Integrated Silicon-CMOS and Electrochemical Random-Access Memory*
- Approve the filing of the following grant applications:
 1. National Science Foundation (NSF): Emerging Frontiers in Research and Innovation program (EFRI)—*Intelligent Synthetic Neural Computer for Cognitive Information Processing* (lead: UIUC)
 2. Local Workforce Development Board 17—LWIA 17 Youth Committee (via CCRPC): 2024 Youth Providers Grant
 3. Economic Development Administration (EDA), U.S. Department of Commerce (DOC): FY 2023 Regional Technology and Innovation Hub Program Phase 2— Illinois Fermentation and Agriculture Biomanufacturing (iFAB) Tech Hub: *iFAB Works*

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, stated that there was no report.

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

1. **ICCB enrollment report** - ICCB released its spring enrollment report for Illinois community colleges. Systemwide, headcount enrollment increased by 5.1%, compared to spring 2023, and an FTE increase of 5.5%. Parkland was one of 36 community colleges that experienced enrollment increases. The official ICCB figures for Parkland show a total of 5642 students. This is an increase of 7.9% in headcount and an increase of 3% for FTE.

A couple of notes about these numbers. (i) They include Adult Education and CDL students who do not enroll in credit bearing classes. (ii) 64% of Parkland

students are registered for transfer programs with 30% in CTE (including Health Professions) programs.

2. **Engaging the Community in Learning** - Dr. Lau updated on the college's community engagement efforts, particularly among prospective students still in the K-12 system.
 - a. Math Contest On February 24, the Mathematics Department hosted the annual ICTM (Illinois Council of the Teachers of Mathematics) Math Competition. 215 students from 15 schools participated. Dr. Lau thanked Trustee Ragsdale for helping with the presentation of medals and awards.
 - b. Career Exploration On February 24, we also hosted a "CTE Career Exploration" event in the T building. 30+ students from 6-8th grades came with their families and participated in hands-on activities in construction, surveying, drones, diesel technology, and electrical wiring. This is part of the college's Career Exploration priority initiative which built in intentional outreach tactics to connect with students from lower income families and who might otherwise not have known about the opportunity to learn about Parkland's CTE career pathways.
 - c. Science Olympiad On March 2, the Natural Sciences Department hosted the annual Science Olympiad. 25 teams from Central Illinois middle and high schools competed in 46 different science-related events.
 - d. Ag Tech Showcase On March 7, the Ag Technologies department hosted the Ag Tech Showcase as part of the Champaign-Urbana AgTech Week. More than 100 high-school aged students participated in hands-on activities such as the RC Tractor Pull Contest, toured the AgTech labs, and engaged with local ag-based employers to explore future career opportunities. Participating companies included United Prairie, Farm Credit, CIT Trucking, and Curtis Orchard.
3. **Governor Pritzker's press conference and the iFAB Roundtable** - On March 4, Dr. Lau and VP Stuart attended Governor Pritzker's press conference at IBRL (Integrated Bioprocessing Research Laboratory), as well as the iFAB (Illinois Fermentation and Agriculture Biomanufacturing Hub) Roundtable Discussion facilitated by Congresswoman Nikki Budzinski and DCEO (Department of Commerce and Economic Opportunity) Director Kristin Richards. The March 4th events were planned to publicly announce and celebrate the proposal submission for the first phase of iFAB Tech Hub.

iFAB is a collaborative consortium of 31 partners who will develop the Tech Hub with a combination of public-private funding. The consortium is seeking \$70 million in implementation grant funds from the EDA. At the same time, consortium partners who come from academia, industry, government, and non-profits have committed a total of \$680 million to the project. Parkland is one of these partners, and we lead the workforce development component for iFAB in partnership with Richland Community College. We will develop the curriculum and training for technical workers and transfer students with an eye to creating a diverse pipeline of trained workers for jobs created by the hub.

4. **Sullivan-Parkhill-Parkland College apprenticeship program** - Parkland expanded our work in setting up registered apprenticeships with employers through a new

initiative with Sullivan-Parkhill Automotive, Inc. This initiative involves the revival of our Automotive Collision Repair program. The apprenticeship program combines on-the-job training with an experienced Sullivan-Parkhill mentor alongside instruction in the AAS program at Parkland. Upon completion of the AAS degree, the student apprentice will also receive a nationally recognized journeyman worker certificate. Additional financial support of this apprenticeship program comes from Collision Engineering, an affiliate of Enterprise Holdings.

5. **Basketball** – Dr. Trame provided updates on Parkland’s men’s and women’s basketball teams.
 - a. The women’s team lost to Lincoln Land in the Region 24 Championship Game but earned an at-large bid to play in the NJCAA DII National Tournament in Joplin, MO. They finished the tournament with a loss to Pima Community College. Dr. Trame congratulated the team and head coach Jean Demosthenes for a well-played season of 26-7.
 - b. The men’s team won their region tournament by defeating John Wood Community College. They won their first game last night at DACC and will play their quarterfinal game against South Suburban College. Dr. Trame congratulated Coach Bowler and the team, noting that this is men’s 5th trip to the national tournament within the last nine years. He added that the games can be streamed and will share the link with the trustees.
6. **Upcoming events.** Dr. Lau noted the following upcoming events. Trustees who plan to attend should let Krystal know.
 - **April 17:** There will be a scholarship reception at 4.30 p.m. and program at 5.30 p.m. prior to next month’s board meeting.
 - **April 24:** The college will host a retirement and recognition event at 2 p.m. in the Student Union. We will recognize both retiring employees as well as employees who have reached service milestones.
 - **April 25:** The annual Phi Theta Kappa All-Illinois banquet will be held in Springfield.

LEGISLATIVE UPDATE

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

The Board discussed the amendments that are being proposed to the Dual Credit Quality Act and the concerns related to expanding dual credit to K-12 students. Ms. Stuart noted that our university partners have shown an increase of interest in becoming dual credit providers. She also discussed the concerns from community colleges, which include the integrity of dual credit courses, the process surrounding evaluation of faculty credentials, authority over grading policies, and adding a provision for right of first refusal.

Dr. Sutton added that she and Dr. Trame attended a meeting with other chief academic and chief student services officers to discuss these concerns. They, along with

ICCB, have done a lot of work to ensure that the terms of this bill maintain the integrity of community colleges and their courses. Ms. Stuart noted that some parents are looking for dual credit options and would like it to be easier for K-12 to offer it. The intent is good, but it creates many challenges from a community college perspective.

Dr. Sutton added that many parents and students may not realize the true impact that it could have on their financial aid or college credit hours. Currently, we look at the credentials of the high school teachers and follow the HLC and ICCB guidelines to ensure that each teacher is credentialed in the same way as any other faculty member teaching the same course. One of the changes with this Act would be to establish a statewide committee. It remains to be seen what responsibility that committee would have in telling us how to credential the dual credit instructors.

Trustee Ayers noted that during one of the ICCTA meetings, it was suggested that Parkland could be a leader for training minority contractors in how to understand and become qualified for the bidding process, and to build a pool of prospective minority contractors. Dr. Banks added that the U of I created a similar program with practices and policies in place to help bring on minority contractors. She noted that it would be great to see Parkland provide the tools and resources needed for these contractors to apply for and understand bids. Ms. Stuart stated that they had a recent conversation about the strategies that Parkland has employed in developing minority contractors and will be looking further into that report. Trustee Clem noted that the trades are looking at on the job participation by minority populations. The goal is that the percentage of minority contractors match the population and to boost the people on the job and the hours being worked. Dr. Lau added that as a college, we are also doing what we can to bring in a greater diversity of students into our programs, which in turn go into the workforce.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

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

<u>Requestor</u>	<u>Information Requested</u>
Shwetha Surendran	Public Safety Records
Nicholas Dale	Public Safety Records
Jonathan	Concourse/Intellidemia Documentation
Kimia Hamidi	Purchase Order Records
Holly Barclay	Student Directory Information
Steve Blake	Student Directory Information
Sara Scheuermann	Student Directory Information

FINANCIAL STATEMENTS

Mr. Dave Donsbach updated that the financial statements for February 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 \$647,303.

- 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 was presented in February.

EXEMPT PURCHASE- INSTRUCTIONAL MATERIALS FOR EARLY CHILDHOOD EDUCATION CLASSES

Parkland College currently holds a grant from the Early Childhood Access Consortium for Equity (ECACE). The ECACE grant furthers an initiative to support students pursuing careers in Early Childhood Education. The grant plans to purchase 120 books from Cengage Learning to loan out to students participating in Early Childhood courses. By retaining ownership of the materials and loaning them out to students, the program will be able to help limit costs for students in Early Childhood Education even after the grant period ends.

Cengage Learning is the developer and distributor of the following five titles that will be purchased for the Early Childhood Courses:

Childhood and Adolescence: Voyages in Development; The Exceptional Child; Infants, Toddlers & Caregivers: A Responsive Curriculum.

This purchase relates to the following strategic goals:

Goal A: Quality: Parkland College will maintain the highest educational standards providing ongoing continuous learning for all citizens of District 505.

A2: Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

Administration recommended purchasing course materials for Early Childhood Education courses from Cengage Learning of Boston, MA for a total cost not to exceed \$21,000. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (l) 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 ECACE grant.

It was moved by Ms. Green and seconded by Dr. Banks to approve the purchase of course materials for Early Childhood Education classes from Cengage Learning of Boston, MA for a total cost not to exceed \$21,000.

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

EXEMPT PURCHASE – CDW STAFF AUGMENTATION

In support of the Colleague system migration to the cloud project approved by the Board of Trustees in December 2023, the administration recommends hiring a temporary project manager for six months via CDW, at a cost not to exceed \$130,000. This interim solution enables the College to initiate the Colleague project in accordance with the planned timeline while concurrently conducting a search to hire Parkland College staff for the necessary positions. The Colleague Project oversight committee undertook a review of multiple staffing agencies, including CDW and Infojini, and conducted interviews with various candidates to identify the most suitable individual for the role. Furthermore, we plan to incorporate a termination clause in the CDW contract to facilitate a seamless transition should the appointed candidate not fulfill our expectations.

This purchase relates to the following college 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.

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

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

This purchase relates to the following IT strategic plan goals:

Objective 3: Employ IT capabilities to modernize and simplify administrative processes, promoting efficiency and stakeholder satisfaction.

Key Results A: Modernize the ERP system to implement new features to enable personalization, access to data through Data Lake and Data Warehouse, modern integration and automation, and overall better system management to improve security and resiliency.

This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part; (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from the FY2024 and FY2025 operating funds.

Trustee Ayers asked if this person would be an employee of Parkland College. Mr. Donsbach stated that this position would be an employee of CDW. Mr. Amin Kaseem added that we have the option to hire the person if they are a good fit. Trustee Green noted that she has had some professional experience with this company and had great success going this route.

It was moved by Dr. Banks and seconded by Mr. Ayers to approve the hiring of a temporary project manager for six months via CDW at a cost not to exceed \$130,000.

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

EDUCATION FOR EMPLOYMENT – LEASE AGREEMENT

Education for Employment (EFE) System #330 is a K-12 Career and Technical Education cooperative of 14 high schools in District 505. It is designed to administer regional delivery of career and technical education. Parkland College has partnered with EFE 330 to jointly offer the Early College and Career Academy (ECCA), a program for high school juniors and seniors to earn credits that count toward a high school diploma and a college credential in several programs.

In FY2024-25, ECCA students will be enrolled in the following: manufacturing, automotive technology, computer networking, certified nurse assistant, emergency medical services, criminal justice, education, and construction.

EFE leases office space, room A113, at Parkland College based on a renewable three-year lease agreement at no cost. This arrangement allows for the coordination of these valuable programs with EFE staff and Parkland students.

Parkland's partnership with EFE generated \$427,000 in tuition revenue in FY2024.

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.

Administration recommended approval of the Lease Agreement with Education for Employment at no cost through July 1, 2027.

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the 3-year Lease Agreement Renewal with Education for Employment (EFE) through July 1, 2027. Terms and conditions of the contract will be included with the official Board materials.

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

EXEMPT PURCHASE – CARLE ATHLETIC TRAINER CONTRACT

Parkland College Athletics is looking to contract with Carle Hospital to provide athletic training coverage for the athletic training room and Athletic events for the Fall 2023 and Spring 2024 seasons. The athletic trainer will provide daily therapy/rehab sessions for student athletes, along with event and concussion protocol coverage. Coverage includes, but is not limited to, concussion baseline testing prior to all student athletes who participate in any collision and/or contact sports.

This purchase meets the following strategic goals:

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

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

Administration recommended contracting with Carle Foundation Hospital for athletic training room and event coverage for the Fall 2023 and Spring 2024 semesters at a total cost not to exceed \$26,720. This item is exempt from formal bid requirements per the Illinois Public Community College Act, section 805/3-27.1 (a) contracts for services of individuals possessing a high degree of professional skill where the ability or fitness of the individual

plays an important part. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2024 operating budget.

It was moved by Ms. Green and seconded by Dr. Banks to approve the contract with Carle Hospital for athletic training room and event coverage at a total cost not to exceed \$26,720.

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

EXEMPT PURCHASE – SPACE UTILIZATION CONSULTANT

The Parkland College campus opened for classes in 1973. Since that time, several building additions have been completed which has created over 1,000,000 square feet of space under the roof. While the campus facilities have grown and expanded to meet a range of programming and classroom needs, student enrollment has cycled through periods of increases and decreases. The College has over 260 classrooms and laboratories along with many student study spaces. The current distribution of classroom spaces meets the current in-person classroom needs. However, lab space capacity in some of the healthcare professions and the career and technical programs limit enrollment in those areas. Scheduling of on-campus classes is an ongoing concern as to the most efficient and effective use of spaces, particularly in the general use classrooms.

The College solicited proposals for professional planning and development services of a qualified consultant to develop a comprehensive and broad-based study and evaluation of the campus learning facilities. The study/evaluation will provide a strategic review of teaching and learning spaces with recommendations for the physical space allocations for instruction. Offices, commons spaces, other areas that are currently leased to non-campus entities, and spaces that are not currently being used efficiently will also be evaluated.

The College received two proposals from professional planning consultants. Administration interviewed both consultants and recommends retaining IDG+ Architects of Peoria, IL for an in-depth review to address efficiency and effective use of the spaces in terms of usage and curricular needs and to address future needs of higher education in the Community College sector as it relates to Parkland College. The cost for this study and evaluation would be \$250,000.

This project 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.

1. Implement evidence-based instructional practices to create welcoming, inclusive learning environments for transformational educational experiences for students across the diversity spectrum.
3. Create flexible, accessible learning environments that encourage students to participate in and take responsibility for their own education.

Administration recommended retaining IDG+ Architects of Peoria, IL in the amount of \$250,000. This item is exempt from formal bid requirements per the Illinois Public Community College Act, Section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Board authorization is requested since the cost exceeds \$20,000. Funds are available from FY2024 operating budget and fund balance for this purchase.

Aaron Gunn with IDG+ Architects and Paul Kouri with Architectural Design Group provided an overview of what to expect with the space study. They noted that the outcome is to help the college understand how to more effectively utilize the spaces that the college owns. Using data and information about the current utilization, they will develop a plan to make the spaces more effective and improve the outcomes for students. In addition, they will speak with admin and faculty to determine the college's needs and provide recommendations and next steps for future space use. They shared that they have previous master plan and work experience with other community colleges such as Carl Sandburg, Illinois Central, Blackhawk, and Joliet.

It was moved by Mr. Ayers and seconded by Mr. Trimble to retain IDG+ Architects of Peoria, Illinois for the study and review of campus space utilization in the amount of \$250,000.

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

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Dr. Banks and seconded by Ms. Green to approve the Personnel Report for March 2024.

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

TRUSTEE REPORTS

Trustee Banks updated that she will be attending the ICCB meeting on Friday and will continue the fight for community colleges.

Trustee Ayers shared that with the recent Unit 4 board situation, he is even more grateful that we have a good board and administration and hopes that we can keep it that way.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Ms. Green 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 7:52 p.m.

James Voyles, Chair

Maureen Banks, Secretary