

MISSION AND PURPOSES

The mission of Parkland College is to engage the community in learning.

The following purposes are of equal importance in fulfilling the mission of Parkland College:

- Serve students by providing:
 - high-quality and responsive developmental, technical/vocational, transfer, and lifelong educational programs;
 - high-quality and responsive support services;
 - a climate throughout the college that values and promotes integrity, inquiry, diversity, inclusion, active citizenship, global awareness, and academic freedom;
- Serve employees by providing a supportive and responsive work environment;
- Serve the larger community by providing services and resources that promote the intellectual, cultural, and economic development of Illinois Community College District 505.

PARKLAND COLLEGE

(Community College District #505)
2400 West Bradley Avenue
Champaign, Illinois

BUDGET WORKSHOP - 5:30 PM ROOM U325

*Board of Trustees' Meeting, Wednesday, February 20, 2019
Parkland College - Room U325 - 7:00 PM*

*Agenda items considered to be of a routine nature are marked with an asterisk, and will be included in the Consent Agenda Motion. Items not requested to be removed by any Trustee shall, upon a single motion of any Trustee, seconded by any other Trustee and unanimously approved, be deemed to have been duly approved with the same validity as if each action were separately moved, seconded and approved.

AGENDA

<u>Order of Business</u>	<u>Item</u>	<u>Page</u>	<u>Action</u>	<u>Information</u>
I.	Roll Call	1		X
II.	Pledge of Allegiance	2		X
III.	Consent Agenda Motion	3	X	
IV.	Public Comments	4		X
V.	Public Safety	A. Public Safety Department		
		(1) Resolution	X	
		(2) Oath of Office		X
VI.	Communication from PCA	A. Report from the President of PCA		X
VII.	Minutes	* A. Regular Minutes from January 16, 2019		
VIII.	Institutional	A. President's Report		X
IX.	Program Reports	A. Parkland Foundation Update		X
		B. Enrollment Update		X
		C. Legislative Update		X
X.	Business & Finance	A. Freedom of Information Act (FOIA)		X
		B. Financial Statement		X
		* C. Invoices (including Board Travel)		
		D. 2019-2020 Tuition	X	
		E. 2019-2020 Course Fee Schedule	X	
		F. PHS Campus B Parking Lot Improvements - Exterior Lighting	X	
		G. International Student Recruiter Contract	X	
		H. Exempt Purchase - Academic Services Library Furniture	X	
		I. Exempt Purchase - Slate	X	

<u>Order of Business</u>	<u>Item</u>	<u>Page</u>	<u>Action</u>	<u>Information</u>
XI. Academic & Student Services	A. Application of Funds from External Sources * B. Acceptance of Funds from External Sources * C. Policy Manual Updates		X	
XII. Closed Session			X	
XIII. Open Meeting				
XIV. Closed Session Audio Approval			X	
XV. Administrative Services	A. Personnel Report		X	
XVI. Trustee Reports				X
XVII. Adjournment			X	

FEBRUARY

- 19 Foundation Board of Directors Meeting, 7:30 am, Community Education
- 20 Board of Trustees Budget Workshop, 5:30 pm, Room U325
- 20 Board of Trustees Meeting, 7:00 pm, Room U325
- 23 Math Contest, 2:00 pm, Student Union Stage
- 28 League of Women Voters Candidates Forum, 6:00 pm,
City of Champaign Council Chambers

MARCH

- 7 Parkland Ag Banquet, 8:30 am, Student Union Stage
- 8-9 ICCTA Meeting, Marriott Chicago Naperville, IL
- 20 Board of Trustees Meeting, 7:00 pm, Room U325
- 16-24 Parkland Spring Break (College Closed on Friday, March 22)

APRIL

- 2 Consolidated General Election

**NOT FOR RELEASE UNTIL AFTER THE MEETING OF THE PARKLAND
COLLEGE BOARD OF TRUSTEES ON FEBRUARY 20, 2019**

PARKLAND COLLEGE

February 13, 2019

TO: Members of the Board of Trustees
FROM: Dr. Thomas Ramage, President
SUBJECT: Board of Trustees' Meeting on February 20, 2019

I. ROLL CALL

INFORMATION

II. PLEDGE OF ALLEGIANCE

Trustees will lead the attendees in saying the Pledge of Allegiance.

INFORMATION

III. CONSENT AGENDA MOTION

Agenda items designated by an asterisk (*) are considered by administration to be routine items. Trustees are asked to review the agenda, and any Trustee can remove an item from the consent agenda motion for discussion prior to action being taken.

MOTION—Move to approve the consent agenda that includes all items included on the agenda that are preceded by an asterisk (*) as follows:

- Minutes from Regular Meeting held on January 16, 2019
- Invoices (including Board Travel)
- Acceptance of Funds from External Sources
- Policy Manual Updates

IV. PUBLIC COMMENTS

The Chairman will open the floor for public comments.

INFORMATION

V. PUBLIC SAFETY – Item A

PUBLIC SAFETY DEPARTMENT – RESOLUTION

In accordance with the Illinois Compiled Statutes, the Board of Trustees is empowered to appoint sworn members to the College’s Public Safety Department. The following individual is being appointed to the full-time, 12-month public safety officer position and is qualified to be a Parkland College Peace Officer.

Thomas Murray – Filling the vacancy created by Zackary Ackerman’s departure.

Police Officer Thomas Murray is the newest hire for Public Safety and the second experienced lateral transfer. Officer Murray has police experience at Illinois State University, Palatine, and Farmer City police departments. Officer Murray resides in Champaign with his wife, Jill.

MOTION—Move to approve the Resolution to appoint Thomas Murray as a Peace Officer to the Parkland Public Safety Department.

PUBLIC SAFETY DEPARTMENT – OATH OF OFFICE

The Oath of Office will be administered to Officer Murray by the Chairman of the Board.

INFORMATION

RESOLUTION

WHEREAS, 110 Illinois Compiled Statutes 805/3-4 (1992 State Bar Edition) grants COMMUNITY COLLEGE DISTRICT NO. 505 (PARKLAND COLLEGE) COUNTIES OF CHAMPAIGN, COLES, DEWITT, DOUGLAS, EDGAR, FORD, IROQUOIS, LIVINGSTON, MCLEAN, MOULTRIE, PIATT, VERMILION AND STATE OF ILLINOIS the power:

“To employ such personnel as may be needed, to establish policies governing their employment and dismissal, and to fix the amount of their compensation.”

and;

WHEREAS, Section 3-42.1, 1993 of said statute also provides in part that a community college has the power:

“To appoint persons to be members of the Security Department of the community college.”

and;

WHEREAS, statute further provides that members of said Security Department shall have the following powers and duties:

“Members of the Security Department shall be conservators of the peace and as such have all powers possessed by policemen in cities, and sheriffs in counties, including the power to make arrests on view or warrants of violation of State statutes and city or county ordinances of the counties in which the community college is located, when such is required for the protection of community college properties and interest, and its students and personnel, and within such counties when specifically requested by appropriate State or local law enforcement officials. Such officers have no power to serve and execute civil process.”

and;

WHEREAS, the Security Department at Community College District No. 505 is known and described as the Department of Public Safety, and;

WHEREAS, the Board of Trustees of this College, pursuant to statute in such case made and provided, has heretofore appointed other persons as sworn officers of the Public Safety Department of this College, and;

WHEREAS, it is the opinion of the Board of Trustees of this College that it is in the best interest of said College, its students and faculty that additional sworn officers be appointed as sworn officers of the Public Safety Department of this College.

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED, by the Board of Trustees of COMMUNITY COLLEGE DISTRICT NO. 505 (PARKLAND COLLEGE) COUNTIES OF CHAMPAIGN, COLES, DEWITT, DOUGLAS, EDGAR, FORD, IROQUOIS, LIVINGSTON, MCLEAN, MOULTRIE, PIATT, VERMILION AND STATE OF ILLINOIS, as follows:

Section 1: That **Thomas Murray of Champaign, IL**, shall be and is hereby appointed as a peace officer, Department of Public Safety, of COMMUNITY COLLEGE DISTRICT NO. 505 (PARKLAND COLLEGE) COUNTIES OF CHAMPAIGN, COLES, DEWITT, DOUGLAS, EDGAR, FORD, IROQUOIS, LIVINGSTON, MCLEAN, MOULTRIE, PIATT, VERMILION AND STATE OF ILLINOIS.

Section 2: That the duration of appointment and the scope of authority shall be those as granted by the Board of Trustees of this College and the laws of the State of Illinois now in effect or from time to time amended.

Section 3: That prior to entering upon duties as such as a peace officer, the said **Mr. Murray** shall execute an Oath of Office.

Section 4: That this resolution shall be in full force and effect upon its passage and approval by the Board of Trustees of this College.

DATED at Champaign, Illinois, this 20th of February, 2019.

COMMUNITY COLLEGE DISTRICT NO. 505
(PARKLAND COLLEGE) COUNTIES OF
CHAMPAIGN, COLES, DEWITT, DOUGLAS,
EDGAR, FORD, IROQUOIS, LIVINGSTON,
MCLEAN, MOULTRIE, PIATT, VERMILION
AND STATE OF ILLINOIS

(SEAL)

Chairman, Board of Trustees

Secretary, Board of Trustees

VI. COMMUNICATION FROM PCA—Item A

REPORT FROM THE PRESIDENT OF PCA

Kevin Hastings, President of PCA, will give a brief update on PCA activities.

INFORMATION

VII. MINUTES—Item A*

MINUTES

Minutes of the Regular Meeting held on January 16, 2019, are presented for approval.

CONSENT MOTION—Move to approve minutes of the Board of Trustees' Regular Meeting held on January 16, 2019.

**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 16, 2019

ROLL CALL

The Meeting was called to order by Gregory Knott, Vice-Chairman, at 7:00 p.m. in Room U140, 2400 W. Bradley, Champaign, Illinois. At the direction of Trustee Knott, Nancy R. Willamon, Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Bianca Green, Timothy Johnson, Gregory Knott, and Jonathan Westfield. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public.

It was moved by Ms. Green and seconded by Mr. Ayers to allow Trustee Trimble to attend the meeting via audio conference due to family illness.

The motion carried by the following vote: AYES—Ayers, Green, Johnson, Westfield, Knott; NAYS—None; ABSENT—Maiga, Voyles; ABSTAIN—Trimble.

CONSENT AGENDA MOTION

Trustee Knott asked if Trustees had any questions regarding items included on the Consent Agenda.

It was moved by Mr. Ayers and seconded by Ms. Green 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, Green, Johnson, Trimble, Westfield, Knott; NAYS—None; ABSENT—Maiga, Voyles.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular and Closed Session Meeting held on December 19, 2018.
- Approved the voucher checks listing thru December 31, 2018, totaling \$1,410,766.76.

- Moved to declare the following as surplus property:
 - Glock Pistol, Model 22, Serial #TFD-627
 - Glock Pistol, Model 22, Serial #TFD-629
- Moved to adopt 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.
- Moved to approve the awarding of funds from external sources as follows:
 - Junior League of Champaign-Urbana: Community Assistance Fund (Homework Club)
 - Ameren Illinois – Energy Efficiency Programs: Metering & Monitoring - 1800468
- Moved to approve the recommendation by Legal Counsel that no closed session minutes be released at this time.

PUBLIC COMMENTS

Trustee Knott opened the floor for public comments.

There were no public comments.

PUBLIC SAFETY DEPARTMENT

In accordance with the Illinois Compiled Statutes, the Board of Trustees is empowered to appoint sworn members to the College's Public Safety Department. The following individual was appointed to the full-time, 12-month public safety officer position and is qualified to be a Parkland College Peace Officer.

Matthew R. Monferdini – Filling the vacancy created by Jason Metzelaars' departure.

Officer Monferdini graduated from the Macon County Law Enforcement Training Center. Prior to being hired by Parkland Public Safety, Officer Monferdini served as a Security Officer with Riverside Medical Center, Kankakee, Illinois.

It moved by Mr. Ayers and seconded by Mr. Westfield to approve the Resolution to appoint Matthew R. Monferdini as a Peace Officer to the Parkland Public Safety Department.

The motion carried by the following vote: AYES—Ayers, Green, Johnson, Trimble, Westfield, Knott; NAYS—None; ABSENT—Maiga, Voyles.

Vice-Chairman Knott administered the Oath of Office to Officer Monferdini.

Student Trustee Maiga joined the meeting at 7:04 pm.

REPORT FROM THE PRESIDENT OF PCA

Kevin Hastings, President of PCA, indicated there was nothing to report at the January meeting.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Introduced Kevin Hastings, the new President of PCA, and Josh Birky, the new Vice-President of PCA.
2. Marietta Turner introduced the new Director of Student Life, Tracy Kleparski.
3. Reported that Parkland recently received a MAP allocation from ISAC in the amount of \$56,862.00. This allocation will allow Parkland to award 105 additional students with a MAP award retroactively for the Fall semester.
4. Reported that Parkland's athletic teams excellence extends beyond the playing field and into the classroom. During 2018 Fall semester, five of our eight programs finished the semester with a GPA of 3.00 or higher. Individually, Parkland saw 18 student athletes finish with a perfect 4.00 GPA, while an additional 34 athletes earned a GPA of 3.50 or higher.
5. Reported that the Parkland Foundation recently received a major gift of \$150,000.00 from Dr. Victor Feldman, a local physician, for the ceramics department in our Art and Design program at Parkland. Dr. Feldman is a life-long learner and enjoyed taking Parkland ceramic classes. His generous gift will be used to improve the ceramics course curricula and provide additional program support.
6. Reminded the Board that Parkland will be closed on January 21st in observance of Martin Luther King, Jr. Day. Parkland will be part of a celebration on Friday, January 18, at the Vineyard Church in Urbana at 5:00 pm.
7. Reminded the Board that the Foundation Athletic Hall of Fame event will be on Saturday, January 26, during half-time of the men's basketball game. The Board received invitations at their places.
8. Wished Foundation Director Tracy Wahlfeldt and Dean of Health Professions Carolyn Ragsdale a happy birthday.

9. Announced that this was Nancy Willamon's last Board meeting. She will be retiring January 31, and he thanked her for her service to Parkland and the Board.

STATEWIDE PLACEMENT POLICIES REPORT

Michael Trame, Vice President for Student Services, and Pamela Lau, Vice President for Academic Services, presented an overview of ICCB statewide recommendations for new student placement into college-level English and mathematics. The presentation included the context for these recommendations as well as directions for implementation. Trustee Ayers stated that Parkland does a good job in transitioning because our students leave prepared.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, gave a legislative update and provided the Board with a handout. She also mentioned that ACCT Legislative Summit will take place in February in Washington, DC and Parkland College, College of Lake County and Oakton Community College will be hosting an Illinois Community College Alumni Mixer on February 12 in DC.

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for December reflected the results of operations of the College for the first six months of fiscal year 2019. The revised budget estimates indicated that revenues exceeded expenditures by \$227,907.00 in the general operating funds.

- The key factors for the College's operating results in FY2019 will be State funding, tuition and fees revenue (enrollment) and health claims.
- The College has received all of its FY2018 ICCB Base Operating and Equalization payments.
- The College has received its first six FY2019 ICCB Base Operating and first three Equalization payment.
- Enrollment is down in summer and fall, but the contingency is sufficient to cover the shortfall in revenue to date. Spring enrollment is also currently down.
- Health claims paid are tracking slightly under budget to date.
- The original FY2019 budget projected a \$333,191.00 surplus.
- The FY2019 audited beginning operating fund balance is \$17.55M. This amount is 34% of operating expenditures.

- The FY2019 College tentative budget was lodged in July.
- The FY2019 College final budget was presented in September.
- The FY2018 College preliminary audit was presented at the October meeting.
- The FY2018 College final audit was approved at the November meeting.
- The TY2018 tax levy was approved at the November meeting.
- The FY2019 Budget Workshop and FY2020 tuition discussion is scheduled for February.

Mr. Randles reminded the Board there will be the annual budget workshop at the February Board of Trustees meeting. Administration will also be bringing recommendations for next year's tuition. If the Board has specific items they would like addressed at the Budget Workshop, please contact him or President Ramage.

FREEDOM OF INFORMATION ACT (FOIA)

Stephani Stuart reported on the following FOIA requests:

1. Kaza Rhan, LocalLabs – Election Information

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

It was moved by Mr. Johnson and seconded by Mr. Westfield to approve the grant proposals listed below as presented for consideration prior to submission to the specific agencies:

1. Junior League of Champaign-Urbana: Annual Partnerships Projects
2. Illinois Arts Council Agency (IACA): Summer Youth Employment in the Arts

The motion carried by the following vote: AYES—Ayers, Green, Johnson, Trimble, Westfield, Maiga (Advisory Vote), Knott; NAYS—None; ABSENT—Voyles.

CLOSED SESSION

Trustee Knott stated the Board would be not be going into Closed Session.

NEW CERTIFICATE

Administration recommended Board approval for the General Education Core Curriculum (GECC) Certificate.

General Education Core Curriculum: Minimum graduation requirement – 38 hours

Since 1998, Parkland has been a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum (GECC) between participating institutions. The GECC requires that the student take courses distributed across five academic discipline areas. Completion of the GECC at a participating institution provides assurance for the transferring student that lower-division general education requirements for a transfer Associate in Arts degree or a bachelor's degree have been satisfied. Public Act 099-0636 states that students who complete the full GECC package may not be required to take additional lower-division general education courses upon transfer.

In accordance with Section 1501.301 and Section 1501.309 of the ICCB System Rules, colleges may now award an official certificate to a student who completes the GECC. This GECC certificate is not a work-force certificate or an industry-recognized credential, but it is a powerful tool in aiding transfer and completion.

It was moved by Mr. Johnson and seconded by Mr. Ayers to approve the new IAI General Education Core Curriculum certificate.

The motion carried by the following vote: AYES—Ayers, Green, Johnson, Trimble, Westfield, Maiga (Advisory Vote), Knott; NAYS—None; ABSENT—Voyles

POLICY MANUAL UPDATES (LODGED)

The Parkland College Association (PCA) and Administration completed the latest review of the Policy and Procedures Manual. The recommended policies were lodged and will be presented as a consent motion for approval at the February 20 meeting:

- Policy 3.13 – Use of College Facilities
- Policy 3.24 – Tobacco Free Campus
- Policy 3.42 – Animals on Campus
- Policy 4.14 – Grievance
- Policy 8.08 – Release of Information about Students
- Policy 8.10.18 – Student Leadership Scholarships

PERSONNEL REPORT

It was moved by Mr. Ayers and seconded by Mr. Johnson to approve the Personnel Report for January, 2019, in accordance with the document provided to the Board.

The motion carried by the following vote: AYES—Ayers, Green, Johnson, Trimble, Westfield, Maiga (Advisory Vote), Knott; NAYS—None; ABSENT—Voyles

TRUSTEE REPORTS

Vice-Chairman Knott thanked Nancy Willamon for her years of service to Parkland College the past 20 years.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Ms. Green and seconded by Mr. Westfield for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:45 p.m.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees

VIII. INSTITUTIONAL—Item A

PRESIDENT'S REPORT

Dr. Thomas Ramage will give a brief report to the Board.

INFORMATION

IX. PROGRAM REPORTS—Item A

PARKLAND FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, will give an update on the activities of the Foundation.

INFORMATION

IX. PROGRAM REPORTS—Item B

ENROLLMENT UPDATE

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

1. Fall 2018 end-of-semester enrollment data and related enrollment trends.
2. Spring 2019 census date enrollment data and related enrollment trends.

INFORMATION

IX. PROGRAM REPORTS—Item C

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, will give a legislative update.

INFORMATION

X. BUSINESS & FINANCE—Item A

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

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

Requestor

Information Requested

Dan Bauman (Chronicle.com)

Public Safety Jurisdiction

Nehemiah Chu

Student Information

Rachel Otwell (ilnewsroom.org)

Employee Separation Agreements

Nathan Mihelich (irtaonline.org)

Retiree Information

Bethany Simpson (SmartProcure)

Purchasing Records

INFORMATION

X. BUSINESS & FINANCE—Item B

FINANCIAL STATEMENTS

The financial statements for January reflect the results of operations of the College for the first seven months of fiscal year 2019. The revised budget estimates indicate that revenues will exceed expenditures by \$182,311 in the general operating funds.

- The key factors for the College’s operating results in FY2019 will be State funding, tuition & fees revenue (enrollment) and health claims.
- The College has received all of its FY2018 ICCB Base Operating and Equalization payments.
- The College has received its first seven FY2019 ICCB Base Operating and six Equalization payments.
- Enrollment was down in summer and fall, but the contingency is sufficient to cover the shortfall in revenues to date. Spring enrollment is also currently down.
- Health claims paid are tracking slightly under budget to date.
- The original FY2019 budget projected a \$333,191 surplus.
- The FY2019 audited beginning operating fund balance is \$17.55M. This amount is 34% of operating expenditures.
- The FY2019 College tentative budget was lodged in July.
- The FY2019 College final budget was approved in September.
- The FY2018 College preliminary audit was presented in October.
- The FY2018 College final audit was approved in November.
- The TY2018 tax levy was approved in November.
- The FY2019 Budget Workshop and FY2020 tuition discussion is on the February agenda.

INFORMATION

Parkland College
Board of Trustees Balance Sheet
For the 07 Months Ending January 31, 2019

	General Funds	Special Revenue	Oper/Maint Restricted	Auxiliary Funds	Fiduciary Funds	Total All Funds
Assets						
Cash	\$3,721,030	\$981,189	\$4,562,216	\$2,965,154	\$9,600,880	\$21,830,469
Investments	21,142,668	47,922	0	0	0	21,190,589
Receivables						
Taxes	(1,320,007)	(197,380)	(128,646)	0	0	(1,646,033)
Tuition and Fees	9,457,588	0	0	190,072	0	9,647,660
Other	256,852	33	0	35,540	0	292,424
Accrued Revenue	0	0	0	0	0	0
Inventory	0	0	0	0	0	0
Other Assets	0	0	0	680,996	0	680,996
Total Assets	\$33,258,131	\$831,764	\$4,433,570	\$3,871,762	\$9,600,880	\$51,996,107
Liabilities						
Accounts Payable	\$211,549	\$0	\$0	\$33	(\$280)	\$211,302
Salaries & Withholdings Payable	773,957	932	0	1,446	0	776,335
Vacation Payable	1,283,247	96,206	0	150,125	0	1,529,578
Retirement Payable	1,672,952	0	0	0	0	1,672,952
Deferred Revenue	(157)	34,199	(34,199)	(217)	0	(374)
Other	2,204,867	(4,165)	0	1,508	2,001,803	4,204,012
Total Liabilities	6,146,415	127,171	(34,199)	152,895	2,001,523	8,393,804
Fund Balance						
Fund Balance Beginning	17,548,717	1,255,848	4,514,416	2,729,089	7,599,358	33,647,428
Current Year						
Revenues over Expenses	9,563,000	(551,256)	(46,647)	989,778	0	9,954,874
Total Fund Balance	27,111,717	704,593	4,467,769	3,718,867	7,599,358	43,602,302
Total Liabilities and Fund Balance	\$33,258,131	\$831,764	\$4,433,570	\$3,871,762	\$9,600,880	\$51,996,107

BOT_BS
2019-02-01, 9:30 AM

Parkland College
Board of Trustees Income Statement
Filters: BOT Funds
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	32,100,515	32,100,515	13,468,189	14,002,184	0	18,098,331
State Government	4,579,610	9,033,177	1,433,562	5,418,716	0	3,614,461
Federal Government	100,000	19,800,189	193,770	8,881,095	0	10,919,094
Tuition and Fees	31,868,172	31,868,172	2,208,588	29,971,771	0	1,896,401
Sales and Services	4,762,800	4,774,800	832,893	2,930,328	0	1,844,472
Investments	313,000	313,000	54,606	286,276	0	26,724
Other	1,138,500	1,291,461	302,434	593,849	0	697,613
Total Revenues	74,862,597	99,181,315	18,494,043	62,084,219	0	37,097,096
Expenses						
Salaries	40,861,608	42,423,310	3,197,346	24,340,307	13,158,268	4,924,735
Benefits	7,816,119	8,178,787	648,574	4,574,267	352	3,604,168
Contractual Services	4,380,331	6,990,832	272,750	3,558,889	441,834	2,990,110
Commodities	6,284,955	6,712,551	358,424	3,772,857	444,116	2,495,578
Travel and Meeting	772,395	1,159,433	59,724	428,960	17,086	713,386
Fixed Charges	6,743,378	6,792,639	188,603	5,208,087	60,585	1,523,967
Utilities	1,980,298	1,996,821	196,891	1,061,425	585,157	350,239
Capital Outlay	5,042,796	8,053,269	173,509	2,073,946	452,728	5,526,595
Other	2,545,794	20,807,954	221,586	9,316,696	685	11,490,573
Contingency	1,600,000	1,600,000	0	0	0	1,600,000
Total Expenses	78,027,674	104,715,597	5,317,407	54,335,434	15,160,813	35,219,351
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	(3,165,077)	(5,534,282)	13,176,636	7,748,785	(15,160,813)	1,877,745

BOT_IS - BOT Funds
2019-02-01, 9:31 AM

Parkland College
Board of Trustees Income Statement
Filters: General Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	21,965,083	21,965,083	9,043,588	9,536,238	0	12,428,845
State Government	4,579,610	4,579,610	619,631	2,912,698	0	1,666,912
Federal Government	100,000	100,000	27,169	119,479	0	(19,479)
Tuition and Fees	29,568,767	29,568,767	1,965,553	27,414,419	0	2,154,348
Sales and Services	256,000	256,000	11,588	137,915	0	118,085
Investments	300,000	300,000	47,757	241,992	0	58,008
Other	1,089,500	1,089,500	297,418	531,311	0	558,189
Total Revenues	57,858,960	57,858,960	12,012,703	40,894,052	0	16,964,908
Expenses						
Salaries	37,184,827	36,825,362	2,820,773	21,278,909	11,597,932	3,948,521
Benefits	6,280,938	6,280,938	535,987	3,644,274	352	2,636,312
Contractual Services	2,634,407	2,638,794	103,535	1,666,724	95,312	876,758
Commodities	3,486,999	3,491,441	220,556	1,713,887	256,889	1,520,665
Travel and Meeting	502,279	535,711	32,740	208,645	1,734	325,332
Fixed Charges	97,060	97,060	6,480	38,832	0	58,228
Utilities	1,978,498	1,978,498	195,671	1,055,144	584,364	338,990
Capital Outlay	650,000	1,117,484	16,550	332,839	(3,807)	788,452
Other	2,240,761	2,241,361	103,853	521,573	685	1,719,103
Contingency	1,600,000	1,600,000	0	0	0	1,600,000
Total Expenses	56,655,769	56,806,649	4,036,146	30,460,827	12,533,461	13,812,361
Transfers (Net)	(870,000)	(870,000)	561	(870,225)	0	225
Revenues over Expenses	333,191	182,311	7,977,118	9,563,000	(12,533,461)	3,152,772

BOT_IS - General Fund
2019-02-01, 9:31 AM

Parkland College
Board of Trustees Income Statement
Filters: 01 - Education Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	16,366,282	16,366,282	6,600,406	7,070,226	0	9,296,056
State Government	4,579,610	4,579,610	619,631	2,912,698	0	1,666,912
Federal Government	100,000	100,000	27,169	119,479	0	(19,479)
Tuition and Fees	29,568,767	29,568,767	1,965,553	27,414,419	0	2,154,348
Sales and Services	256,000	256,000	11,588	137,915	0	118,085
Investments	296,000	296,000	47,327	238,805	0	57,195
Other	164,500	164,500	105,705	119,069	0	45,431
Total Revenues	51,331,159	51,331,159	9,377,378	38,012,611	0	13,318,548
Expenses						
Salaries	35,239,681	35,021,764	2,679,238	20,225,302	10,927,677	3,868,784
Benefits	5,601,611	5,601,611	482,573	3,266,192	352	2,335,067
Contractual Services	2,231,381	2,235,768	57,559	1,323,423	78,855	833,490
Commodities	3,101,471	3,105,913	197,280	1,527,059	155,290	1,423,564
Travel and Meeting	483,179	516,611	32,686	207,283	1,734	307,594
Fixed Charges	50,060	50,060	4,015	21,422	0	28,638
Utilities	14,725	14,725	15	4,580	0	10,145
Capital Outlay	500,000	921,484	16,550	287,499	(3,807)	637,792
Other	2,240,761	2,241,361	103,853	521,573	685	1,719,103
Contingency	1,600,000	1,600,000	0	0	0	1,600,000
Total Expenses	51,062,869	51,309,298	3,573,771	27,384,334	11,160,787	12,764,177
Transfers (Net)	(870,000)	(870,000)	561	(870,225)	0	225
Revenues over Expenses	(601,710)	(848,139)	5,804,169	9,758,052	(11,160,787)	554,596

BOT_IS - 01 - Education Fund
2019-02-01, 9:31 AM

Parkland College
Board of Trustees Income Statement
Filters: 02 - Operation/Maintenance Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	5,598,801	5,598,801	2,443,182	2,466,012	0	3,132,789
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	4,000	4,000	430	3,187	0	813
Other	925,000	925,000	191,713	412,242	0	512,758
Total Revenues	6,527,801	6,527,801	2,635,324	2,881,441	0	3,646,360
Expenses						
Salaries	1,945,146	1,803,597	141,535	1,053,607	670,254	79,736
Benefits	679,327	679,327	53,414	378,082	0	301,245
Contractual Services	403,026	403,026	45,976	343,301	16,457	43,268
Commodities	385,528	385,528	23,275	186,828	101,599	97,101
Travel and Meeting	19,100	19,100	54	1,362	0	17,738
Fixed Charges	47,000	47,000	2,464	17,410	0	29,590
Utilities	1,963,773	1,963,773	195,656	1,050,563	584,364	328,846
Capital Outlay	150,000	196,000	0	45,340	0	150,660
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	5,592,900	5,497,351	462,375	3,076,493	1,372,674	1,048,184
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	934,901	1,030,450	2,172,949	(195,052)	(1,372,674)	2,598,176

BOT_IS - 02 - Operation/Maintenance Fund
 2019-02-01, 9:31 AM

Parkland College
Board of Trustees Income Statement
Filters: 03 - Oper/Maint Restricted Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	2,057,111	2,057,111	933,290	941,692	0	1,115,419
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	750,000	750,000	46,347	665,744	0	84,256
Sales and Services	0	0	0	0	0	0
Investments	0	0	5,893	33,340	0	(33,340)
Other	0	0	0	0	0	0
Total Revenues	2,807,111	2,807,111	985,530	1,640,776	0	1,166,335
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	775	4,605	0	(4,605)
Contractual Services	658,753	852,843	18,691	188,766	0	664,077
Commodities	(108,855)	(108,855)	0	0	0	(108,855)
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	4,392,796	6,297,796	100,529	1,494,053	449,791	4,353,952
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	4,942,694	7,041,784	119,994	1,687,424	449,791	4,904,569
Transfers (Net)	(750,000)	(750,000)	0	0	0	(750,000)
Revenues over Expenses	(2,885,583)	(4,984,673)	865,536	(46,647)	(449,791)	(4,488,234)

BOT_IS - 03 - Oper/Maint Restricted Fund
2019-02-01, 9:31 AM

Parkland College
Board of Trustees Income Statement
Filters: 04 - Bond & Interest Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	4,740,692	4,740,692	2,069,374	2,088,712	0	2,651,980
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	5,202	0	(5,202)
Other	0	0	0	0	0	0
Total Revenues	4,740,692	4,740,692	2,069,374	2,093,913	0	2,646,779
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Commodities	0	0	0	0	0	0
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	5,337,708	5,337,708	0	4,300,002	0	1,037,706
Utilities	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	5,337,708	5,337,708	0	4,300,002	0	1,037,706
Transfers (Net)	750,000	750,000	0	0	0	750,000
Revenues over Expenses	152,984	152,984	2,069,374	(2,206,089)	0	2,359,073

Parkland College
Board of Trustees Income Statement
Filters: 05 - Auxiliary Enterprises Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	1,549,405	1,549,405	196,688	1,891,607	0	(342,202)
Sales and Services	4,506,800	4,518,800	821,305	2,792,413	0	1,726,387
Investments	3,000	3,000	335	908	0	2,092
Other	49,000	49,000	5,016	61,471	0	(12,471)
Total Revenues	6,108,205	6,120,205	1,023,345	4,746,399	0	1,373,806
Expenses						
Salaries	2,526,643	2,525,513	204,750	1,479,685	883,042	162,786
Benefits	447,530	447,530	29,382	201,436	0	246,094
Contractual Services	840,546	906,625	65,225	462,806	336,525	107,294
Commodities	2,814,123	2,869,913	121,827	1,903,595	132,656	833,662
Travel and Meeting	256,006	249,928	12,131	97,907	13,186	138,835
Fixed Charges	782,610	782,610	173,469	297,799	60,585	424,226
Utilities	1,800	1,800	140	1,007	793	0
Capital Outlay	0	0	0	0	0	0
Other	304,333	320,907	66,422	187,447	0	133,460
Contingency	0	0	0	0	0	0
Total Expenses	7,973,591	8,104,826	673,347	4,631,681	1,426,787	2,046,358
Transfers (Net)	880,000	880,000	59	875,059	0	4,941
Revenues over Expenses	(985,386)	(1,104,621)	350,058	989,778	(1,426,787)	(667,611)

BOT_IS - 05 - Auxiliary Enterprises Fund
2019-02-01, 9:31 AM

Parkland College
Board of Trustees Income Statement
Filters: Special Revenue Funds
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	3,337,629	3,337,629	1,421,937	1,435,544	0	1,902,085
State Government	0	4,453,567	813,931	2,506,018	0	1,947,549
Federal Government	0	19,700,189	166,602	8,761,616	0	10,938,574
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	152,961	0	1,067	0	151,895
Total Revenues	3,337,629	27,644,347	2,402,470	12,704,244	0	14,940,102
Expenses						
Salaries	1,150,138	3,072,436	171,823	1,581,713	677,295	813,428
Benefits	1,087,651	1,450,319	82,430	723,952	0	726,367
Contractual Services	246,625	2,592,570	85,299	1,240,592	9,997	1,341,980
Commodities	92,688	460,052	16,042	155,376	54,571	250,105
Travel and Meeting	14,110	373,794	14,852	122,409	2,166	249,219
Fixed Charges	526,000	575,261	8,654	571,454	0	3,807
Utilities	0	16,523	1,079	5,275	0	11,249
Capital Outlay	0	637,989	56,430	247,054	6,744	384,191
Other	700	18,245,686	51,311	8,607,676	0	9,638,010
Contingency	0	0	0	0	0	0
Total Expenses	3,117,912	27,424,630	487,920	13,255,500	750,773	13,418,356
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	219,717	219,717	1,914,550	(551,256)	(750,773)	1,521,746

BOT_IS - Special Revenue Funds
2019-02-01, 9:31 AM

Parkland College
Board of Trustees Income Statement
Filters: 06 - Restricted Purposes Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	4,453,567	813,931	2,506,018	0	1,947,549
Federal Government	0	19,700,189	166,602	8,761,616	0	10,938,574
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	152,961	0	796	0	152,165
Total Revenues	0	24,306,718	980,533	11,268,431	0	13,038,287
Expenses						
Salaries	0	1,922,298	73,688	911,219	214,346	796,733
Benefits	0	362,668	14,864	135,412	0	227,257
Contractual Services	0	2,347,945	74,360	1,107,138	887	1,239,920
Commodities	0	376,964	11,045	125,899	28,190	222,875
Travel and Meeting	0	357,684	14,542	109,328	0	248,356
Fixed Charges	0	49,261	1,584	6,743	0	42,518
Utilities	0	16,523	1,079	5,275	0	11,249
Capital Outlay	0	628,389	56,430	237,499	6,744	384,146
Other	0	18,244,986	51,184	8,607,239	0	9,637,747
Contingency	0	0	0	0	0	0
Total Expenses	0	24,306,718	298,776	11,245,751	250,166	12,810,801
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	0	0	681,757	22,680	(250,166)	227,486

BOT_IS - 06 - Restricted Purposes Fund
2019-02-01, 9:31 AM

Parkland College
Board of Trustees Income Statement
Filters: 11 - Audit Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	Actual Encumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	78,079	78,079	5	325	0	77,754
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Revenues	78,079	78,079	5	325	0	77,754
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	67,000	67,000	1,775	58,328	0	8,672
Commodities	0	0	0	0	0	0
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	67,000	67,000	1,775	58,328	0	8,672
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	11,079	11,079	(1,770)	(58,003)	0	69,082

Parkland College
Board of Trustees Income Statement
Filters: 12 - Liability, Prot, & Stmnt Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	Actual Encumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	3,259,550	3,259,550	1,421,932	1,435,219	0	1,824,331
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	0	0	270	0	(270)
Total Revenues	3,259,550	3,259,550	1,421,932	1,435,489	0	1,824,061
Expenses						
Salaries	1,150,138	1,150,138	98,135	670,494	462,949	16,695
Benefits	1,087,651	1,087,651	67,567	588,541	0	499,110
Contractual Services	179,625	177,625	9,164	75,126	9,110	93,388
Commodities	92,688	83,088	4,996	29,477	26,382	27,230
Travel and Meeting	14,110	16,110	309	13,081	2,166	863
Fixed Charges	526,000	526,000	7,070	564,711	0	(38,711)
Utilities	0	0	0	0	0	0
Capital Outlay	0	9,600	0	9,555	0	45
Other	700	700	127	437	0	263
Contingency	0	0	0	0	0	0
Total Expenses	3,050,912	3,050,912	187,369	1,951,422	500,607	598,883
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	208,638	208,638	1,234,563	(515,933)	(500,607)	1,225,178

Parkland College
Board of Trustees Income Statement
Filters: Fiduciary Funds
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	10,000	10,000	621	4,834	0	5,166
Other	0	0	0	0	0	0
Total Revenues	10,000	10,000	621	4,834	0	5,166
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Commodities	0	0	0	0	0	0
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	0	0	0	0	0	0
Transfers (Net)	(10,000)	(10,000)	(621)	(4,834)	0	(5,166)
Revenues over Expenses	0	0	0	0	0	0

Parkland College
Board of Trustees Income Statement
Filters: 07 - Working Cash Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	10,000	10,000	621	4,834	0	5,166
Other	0	0	0	0	0	0
Total Revenues	10,000	10,000	621	4,834	0	5,166
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Commodities	0	0	0	0	0	0
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	0	0	0	0	0	0
Transfers (Net)	(10,000)	(10,000)	(621)	(4,834)	0	(5,166)
Revenues over Expenses	0	0	0	0	0	0

Parkland College
Board of Trustees Income Statement
Filters: 10 - Trust & Agency Fund
For the 07 Months Ending January 31, 2019

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			January	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Revenues	0	0	0	0	0	0
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Commodities	0	0	0	0	0	0
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	0	0	0	0	0	0
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	0	0	0	0	0	0

X. BUSINESS & FINANCE—Item C*

INVOICES (INCLUDING BOARD TRAVEL)

Included herein are the voucher checks listing thru January 31, 2019.

CONSENT MOTION—Approve the voucher checks listing thru January 31, 2019, totaling \$1,124,093.99 in accordance with the document that will be incorporated in the official minutes.

PARKLAND COLLEGE
VOUCHER CHECKS LISTING THRU JANUARY 31, 2019

CHECK NUMBER	PAY DATE	PAYEE NAME	AMOUNT	AMOUNT	GL ACCOUNT DESCRIPTION
0956300	01/03/2019	Lucas D. Allen	1,981.21		FCAE FY19: Travel In State
0956301	01/03/2019	Amazon	943.42		Library: Books/Binding Costs
0956302	01/03/2019	Ameren Illinois	5,970.93		Utilities: Electricity
0956303	01/03/2019	AT&T	1,229.91		Utilities: Telephone
0956304	01/03/2019	Bright Laundry	180.06		Child Development: Other Material and Supplies
0956305	01/03/2019	BSN Sports	101.00		Athletic Tournaments: Deposits for Others
0956306	01/03/2019	CDW-Government	85,351.50		IT Server/IT Hardware Upgrades: Equipment-Service >2500
0956307	01/03/2019	Central Illinois Xray	7,268.43		Dental Hygiene: Instructional Supplies
0956308	01/03/2019	Champaign Rural King	925.00		Truck Driving: Rental-Facilities
0956309	01/03/2019	Chemical Maintenance Inc	169.65		Custodial: Maintenance/Custodial Supply
0956310	01/03/2019	The Chronicle of Higher Educat	1,004.00		Human Resource: Advertising
0956311	01/03/2019	Clean Harbors Env Services	2,541.33		Natural Sciences Administration: Maintenance Services
0956312	01/03/2019	Commercial Builders Inc	7,544.28		Backfill Remodel Project: Architectural Services
0956313	01/03/2019	Constellation NewEnergy	1,519.98		Utilities: Electricity
0956314	01/03/2019	Constellation NewEnergy	39,118.31		Utilities: Gas
0956315	01/03/2019	Megan N. Coy	700.97		FCAE FY19: Travel In State
0956316	01/03/2019	Deans Graphics	25.00		Athletics General Fund: Maintenance Services
0956317	01/03/2019	Dean Dittmar	2,937.87		FCAE FY19: Travel In State
0956318	01/03/2019	Dominion Dental Services Usa I	2,091.00		General: Dental
0956319	01/03/2019	Mrs. Heather E. Doody-Jones	52.32		IDOT HCCTP Grant: Travel In State
0956320	01/03/2019	Ebsco Information Services	890.86		Library: Publications and Dues
0956321	01/03/2019	First Federal	1,725.08		General: Misc Payroll Deductions
0956322	01/03/2019	Flinn Scientific Inc	35.10		Vet Tech: Instructional Supplies
0956323	01/03/2019	Hendrick House	657.00		NSF:Precision Ag Curr: Other Conf/Meeting Expenses
0956324	01/03/2019	Hicksgas	47.57		Maintenance: Maintenance Services
0956325	01/03/2019	Illini Media	1,400.00		Marketing: Advertising
0956326	01/03/2019	Illinois American Water	622.06		Utilities: Water, Sewage
0956327	01/03/2019	Kurland Steel Company	219.20		IDOT HCCTP Grant: Materials
0956328	01/03/2019	Kevin Larsen	1,252.82		FCAE FY19: Travel In State
0956329	01/03/2019	M.J. Kellner Co., Inc.	255.77		Child Development: Other Material and Supplies
0956330	01/03/2019	Martin One Source	1,345.90		Central Receiving: Office-Supplies
0956331	01/03/2019	Mccormick Distributing Inc	165.04		Child Development: Other Material and Supplies
0956332	01/03/2019	Medline Industries Inc	947.12		Nursing: Instructional Supplies
0956333	01/03/2019	Meyer Capel	250.00		Institutional: Legal Services
0956334	01/03/2019	Midstate Collection Solutions	4,019.91		General Institutional: Collection Agency Fees
0956335	01/03/2019	Official Payments	217.00		Fiscal Administration: Other Fixed Charges
0956336	01/03/2019	Pitney Bowes	100.00		General Institutional: Maintenance Services
0956337	01/03/2019	Puritan Springs Bottled Water	104.87		Dental Hygiene: Instructional Supplies
0956338	01/03/2019	Reserve Account	5,000.00		Central Receiving: Postage
0956339	01/03/2019	Shell Oil Company	21.30		Transportation: Vehicle Supplies
0956340	01/03/2019	Sherwin-Williams	114.70		Maintenance: Maintenance/Custodial Supply
0956342	01/03/2019	Sunbelt Rentals	436.02		Truck Driving: Instructional Supplies
0956343	01/03/2019	T-Mobile USA, Inc.	56.31		Utilities: Telephone
0956344	01/03/2019	Technology Management Revolvin	2,765.62		Utilities: Telephone
0956345	01/03/2019	Troxell Communications	1,260.00		Academic Computing: Technology Equipment
0956346	01/03/2019	United Parcel Service	192.48		Central Receiving: Postage
0956347	01/03/2019	UpKeep Maintenance Service Inc	2,740.00		Custodial: Other Contractual Services
0956348	01/03/2019	Jennifer Waters	795.23		FCAE FY19: Travel In State
0956349	01/03/2019	Weiskamp Screen Printing	307.58		Womens Soccer: Deposits for Others
0956350	01/03/2019	Woodward Printing Services	10,250.00		Marketing: Printing
0956351	01/03/2019	YBP Library Services	667.21		Library: Books/Binding Costs
0956367	01/09/2019	FPE Automation Inc	37,627.75		Perkins-Post Secondary: Equipment-Instructional >2500
0956368	01/10/2019	Rock Gate Capital	31,926.00		Truck Driving: Instr Service Contracts
0956369	01/10/2019	A C Central High School	170.00		FCAE FY19: Other Contractual Services
0956370	01/10/2019	A & R Mechanical Contractors I	3,845.75		Maintenance: Maintenance Services
0956371	01/10/2019	Abbott's Florist	202.85		Human Resource: Other Expenses
0956372	01/10/2019	Absopure Water Company	47.20		Human Resource: Office-Supplies
0956373	01/10/2019	Absopure Water Company	13.90		Center for Excellence: Other Contractual Services
0956374	01/10/2019	Accurate Biometrics	350.00		Human Resource: Other Contractual Services
0956375	01/10/2019	Admin Partners LLC	426.00		Human Resource: Other Contractual Services
0956376	01/10/2019	Advance Auto Parts	21.20		Public Safety: Vehicle Supplies
0956377	01/10/2019	Advocate BroMenn Medical Cente	250.00		Surgical Technology: Instr Service Contracts
0956378	01/10/2019	Ag Leader Technology	12,057.37		Precision Ag: Equipment-Instructional >2500
0956379	01/10/2019	All Lines Leasing	557.85		Custodial: Maintenance Services
0956380	01/10/2019	Lucas D. Allen	263.90		FCAE FY19: Other Material and Supplies
0956381	01/10/2019	Amazon	18.99		Counseling: Office-Supplies
0956382	01/10/2019	Arthur Graphic-Clarion Inc	360.00		Marketing: Advertising
0956383	01/10/2019	AT&T	1,537.20		Utilities: Telephone
0956384	01/10/2019	Atlantic Service Inc	50.00		Public Safety: Office-Supplies
0956385	01/10/2019	Augusoft	1,534.00		Cont Professional Ed: Instr Service Contracts
0956386	01/10/2019	Maradoche M. Beya	145.00		Soccer Mens: Other Contractual Services
0956387	01/10/2019	The Blade	230.10		Marketing: Advertising
0956388	01/10/2019	Blick Art Materials	44.40		Art and Design: Instructional Supplies
0956390	01/10/2019	Body N' Sole Sports	2,948.50		Mens Basketball: Other Material and Supplies
0956391	01/10/2019	Arthur Boley	1,600.00		Aviation Program: Other Contractual Services
0956392	01/10/2019	BP Company	65.09		Transportation: Vehicle Supplies
0956393	01/10/2019	Ms. Donna P. Camp	105.29		Project Read: Travel In State

0956394	01/10/2019	Campion Barrow & Associates	425.00	Human Resource: Recruit Personnel/Athletes
0956395	01/10/2019	Carle	294.00	Athletics General Fund: Other Material and Supplies
0956396	01/10/2019	Carle	84.00	Human Resource: Other Employee Benefits Vacation
0956397	01/10/2019	Carle	250.00	Surgical Technology: Instr Service Contracts
0956398	01/10/2019	CDW-Government	1,153.42	Marketing: Computer Software
0956399	01/10/2019	Central Illinois Xray	148.50	Vet Tech: Maintenance Services
0956400	01/10/2019	Champaign Co Chamber of Commer	375.00	Unrestricted: Publications and Dues
0956401	01/10/2019	Champaign Country Club	900.00	Unrestricted: College Conf/Meeting Expense
0956403	01/10/2019	Chemical Maintenance Inc	1,204.69	Custodial: Maintenance/Custodial Supply
0956404	01/10/2019	Cintas Corp	1,011.33	Custodial: Maintenance Services
0956405	01/10/2019	Cintas Corp	85.45	Grounds: Maintenance/Custodial Supply
0956406	01/10/2019	City of Champaign	5,000.00	General Institutional: Publications and Dues
0956407	01/10/2019	City of Champaign	625.20	Public Safety: Other Contractual Services
0956408	01/10/2019	Clark Dietz Engineering	1,343.89	Parking Lots M2&M3: Architectural Services
0956409	01/10/2019	Comcast	575.28	Utilities: Telephone
0956410	01/10/2019	Confidential On-Site Paper Shr	33.92	Fiscal Administration: Other Contractual Services
0956411	01/10/2019	Consolidated Communications	1,134.12	Utilities: Telephone
0956412	01/10/2019	Country Squire Cleaners Inc	655.50	Nursing: Instructional Supplies
0956413	01/10/2019	CU Hardware Company	25.01	Maintenance: Maintenance/Custodial Supply
0956414	01/10/2019	Davis-Houk Mechanical Inc	398.50	Maintenance: Maintenance Services
0956415	01/10/2019	Dell Marketing LP	14,575.90	Perkins-Post Secondary: Instructional Supplies
0956416	01/10/2019	Depke Gases & Welding Supplies	520.10	Biology: Instructional Supplies
0956417	01/10/2019	Dean Dittmar	800.00	FCAE Donation: Deposits for Others
0956418	01/10/2019	Dobson Automotive	27.00	Manufacturing Operations: Instructional Supplies
0956419	01/10/2019	Dolt Accounts Receivable	4,000.00	Computing Administration: Maintenance Services
0956420	01/10/2019	Leslie C. Edmondson	72.63	Student Nurses: Deposits for Others
0956421	01/10/2019	Educational Opportunity Associ	80.00	Trio Student Support Svcs FY19: College Conf/Meeting Expense
0956422	01/10/2019	Emergency Medical Products Inc	218.40	Emergency Medical: Instructional Supplies
0956423	01/10/2019	Emergency Vehicle Lighting LLC	251.58	Public Safety: Vehicle Supplies
0956424	01/10/2019	Environmental Control Solutio	3,524.00	DCEO Energy Efficiency Electri: Equipment-Instructional >2500
0956425	01/10/2019	Executive Club of Champaign Co	18.00	Business Train/Comm Ed Admin: College Conf/Meeting Expense
0956426	01/10/2019	Fastenal Company	1,649.41	Maintenance: Maintenance/Custodial Supply
0956427	01/10/2019	Fasteners Etc Inc	37.37	Diesel Power: Instructional Supplies
0956428	01/10/2019	Mr. Anthony C. Figueroa	228.00	Mens Basketball: Travel-Out of State
0956429	01/10/2019	Mr. Anthony C. Figueroa	228.00	Mens Basketball: Travel-Out of State
0956430	01/10/2019	Michaela V. Fisch	63.56	General: Accounts Payable
0956431	01/10/2019	GFI Digital Inc	5,611.00	Computing Administration: Other Contractual Services
0956432	01/10/2019	Gibson City Area Hospital	360.00	Surgical Technology: Instr Service Contracts
0956433	01/10/2019	David Gire	110.00	Soccer Mens: Other Contractual Services
0956434	01/10/2019	Glesco Electric	1,901.00	Utilities: Refuse Disposal
0956435	01/10/2019	Keith D. Green	160.00	Womens Basketball: Other Contractual Services
0956436	01/10/2019	Greenhaven Publishing, LLC	152.10	Library: Publications and Dues
0956437	01/10/2019	Health Alliance Medical Plans,	35,453.44	General: Group Health Insurance
0956438	01/10/2019	Hendrick House	647.50	Human Resource: Other Expenses
0956440	01/10/2019	Holt Supply Company	211.72	Maintenance: Maintenance/Custodial Supply
0956441	01/10/2019	Dr. Matthew J. Hurt	158.05	Humanities Administration: College Conf/Meeting Expense
0956442	01/10/2019	Illinois Association of Realto	160.00	Cont Professional Ed: Instr Service Contracts
0956443	01/10/2019	Illinois FFA Alumni Associatio	550.00	FCAE FY19: Travel In State
0956444	01/10/2019	Infobase Learning	890.00	Library: Other Material and Supplies
0956445	01/10/2019	Isaksen Glerum Wachter LLC	3,622.50	Theater Ramp Improvement: Architectural Services
0956446	01/10/2019	Jet's Pizza #IL017	56.94	Athletics General Fund: Instructional Supplies
0956447	01/10/2019	Brucon Publishing	365.00	Human Resource: Advertising
0956448	01/10/2019	Kaneland High School	100.00	FCAE FY19: Other Contractual Services
0956449	01/10/2019	Kuhns Equipment	154.06	Diesel Power: Instructional Supplies
0956450	01/10/2019	Mrs. Melanie N. Lewis	55.26	Human Resource: Other Expenses
0956451	01/10/2019	Mr. Michael D. Lindemann	30.00	Womens Basketball: Travel-Out of State
0956452	01/10/2019	Mr. Michael D. Lindemann	192.00	Womens Basketball: Travel-Out of State
0956453	01/10/2019	Mr. Michael D. Lindemann	192.00	Womens Basketball: Travel-Out of State
0956454	01/10/2019	Lorenz Supply Co	1,748.68	Custodial: Maintenance/Custodial Supply
0956455	01/10/2019	Mr. James C. Mansfield	235.77	Electronics: Instructional Supplies
0956456	01/10/2019	Mrs. Stephanie Manuel	137.51	Practical Nursing: Instructional Supplies
0956457	01/10/2019	Ms. Maret N. Matthew	15.64	Intl Student Svcs: Other Conf/Meeting Expenses
0956458	01/10/2019	Ms. Shelby A. May	83.11	CNA: Instructional Supplies
0956459	01/10/2019	Philip R. McCarty	160.00	Womens Basketball: Other Contractual Services
0956460	01/10/2019	Ms. Jessie C. McClusky-Gilbert	33.25	Business Train/Comm Ed Admin: Travel In State
0956461	01/10/2019	Mccormick Distributing Inc	341.11	Child Development: Other Material and Supplies
0956462	01/10/2019	Nicholas L. McHale	60.00	Womens Basketball: Other Contractual Services
0956463	01/10/2019	Medline Industries Inc	132.34	Simulation: Instructional Supplies
0956464	01/10/2019	Meyer Capel	1,300.00	Unrestricted: Other Contractual Services
0956465	01/10/2019	Midwest Fiber Inc.	300.00	Maintenance: Maintenance Services
0956466	01/10/2019	Midwest Silkscreening	308.00	Custodial: Maintenance/Custodial Supply
0956467	01/10/2019	Muncie Aviation Company	376.00	Aviation Program: Instructional Supplies
0956468	01/10/2019	MWI Veterinary Supply Co.	498.16	Vet Tech: Instructional Supplies
0956469	01/10/2019	Napa Auto Parts	182.02	Diesel Power: Instructional Supplies
0956470	01/10/2019	National Testing Network	98.00	Human Resource: Recruit Personnel/Athletes
0956471	01/10/2019	OSF SJMC Foundation	250.00	Surgical Technology: Instr Service Contracts
0956472	01/10/2019	OSF SJMC Foundation	250.00	Surgical Technology: Instr Service Contracts
0956473	01/10/2019	Chad Ozee	160.00	Womens Basketball: Other Contractual Services
0956474	01/10/2019	Parkland College	1,123.00	General Institutional: Staff/Family Tuition Waiver
0956476	01/10/2019	Pocket Nurse Enterprises Inc	4,167.41	Nursing: Instructional Supplies
0956477	01/10/2019	PSI Services LLC	1,200.00	Cont Professional Ed: Instructional Supplies
0956478	01/10/2019	Quicksilver Mailing Services L	208.51	Central Receiving: Postage
0956479	01/10/2019	Ms. Carolyn J. Ragsdale	334.83	Health Professional Administration: Other Material and Supplies

0956480	01/10/2019	Ray Graham Training Center Hig	165.44	FCAE FY19: Other Contractual Services
0956481	01/10/2019	Recast LLC	2,400.00	Computing Administration: Maintenance Services
0956482	01/10/2019	Regional Office of Education	46,794.47	FCAE FY19: Office Services
0956483	01/10/2019	Remco Electrical Corporation	22,232.68	Parking Lots M2&M3: Building Remodeling
0956484	01/10/2019	Republic Services	6,382.59	Utilities: Refuse Disposal
0956485	01/10/2019	Rick Ridings Ford	7,246.42	Perkins-Post Secondary: Equipment-Instructional >2500
0956486	01/10/2019	Rogards Office PLUS	2,794.08	Central Receiving: Office-Supplies
0956487	01/10/2019	Rowman & Littlefield Publishin	200.60	Library: Publications and Dues
0956488	01/10/2019	Sage Publications	2,241.00	Library: Other Material and Supplies
0956489	01/10/2019	Sam's Club	1,835.14	Hospitality Industry: Instructional Supplies
0956490	01/10/2019	Sam's Club	292.20	Business Train/Comm Ed Admin: Other Supplies
0956491	01/10/2019	Sarah Bush Lincoln Health Syst	75.00	Surgical Technology: Instr Service Contracts
0956492	01/10/2019	Chaeyeon Seol	15.00	Student Support: Deposits for Others
0956493	01/10/2019	SourceCode NA Inc	19,900.00	Computing Administration: Maintenance Services
0956494	01/10/2019	St Anthony's Memorial Hospital	175.00	Surgical Technology: Instr Service Contracts
0956495	01/10/2019	Starcrest Cleaners	222.10	Public Safety: Other Contractual Services
0956496	01/10/2019	Stark County High School	85.00	FCAE FY19: Other Contractual Services
0956499	01/10/2019	Sunbelt Rentals	604.25	Utilities: Refuse Disposal
0956501	01/10/2019	Triple T Car Wash Lube & Detai	57.05	Public Safety: Vehicle Supplies
0956502	01/10/2019	TrophyTime Inc	56.65	Marketing: Printing
0956503	01/10/2019	Truck Centers Inc	10,154.53	Perkins-Post Secondary: Equipment-Instructional >2500
0956504	01/10/2019	United Parcel Service	32.36	Central Receiving: Postage
0956506	01/10/2019	Urbana & Champaign Sanitary Di	6,650.18	Utilities: Water, Sewage
0956507	01/10/2019	USI Insurance Services Nationa	6,300.00	Institutional: General Insurance
0956508	01/10/2019	Veolia Water Technologies Inc.	1,375.00	Maintenance: Maintenance/Custodial Supply
0956509	01/10/2019	Veritiv Operating Company	3,944.56	Reprographics: Other Material and Supplies
0956510	01/10/2019	Verizon Wireless	312.06	Utilities: Telephone
0956511	01/10/2019	Villa Grove News	291.00	Marketing: Advertising
0956512	01/10/2019	Village of Rantoul	337.15	Adult Education: Rental-Facilities
0956514	01/10/2019	VWR International LLC	79.80	Natural Sciences Administration: Other Material and Supplies
0956515	01/10/2019	Mrs. Tracy D. Wahlfeldt	168.38	Unrestricted: College Conf/Meeting Expense
0956516	01/10/2019	Mr. Chris M. Warren	1,259.71	Academic Institutional: Staff Development-Faculty
0956517	01/10/2019	WBCP-AM	300.00	Marketing: Advertising
0956518	01/10/2019	Wieghat Graphics Inc	20,586.00	FCAE FY19: Instr Service Contracts
0956519	01/10/2019	Xerox Corporation	140.90	Business Train/Comm Ed Admin: Other Contractual Services
0956520	01/10/2019	YBP Library Services	694.06	Library: Publications and Dues
0956585	01/17/2019	D.R.E. Medical Group, Inc.	1,644.11	Vet Tech: Instructional Supplies
0956586	01/17/2019	A & R Mechanical Contractors I	5,496.72	Maintenance: Maintenance Services
0956587	01/17/2019	ABC Sanitary	125.00	Maintenance: Maintenance Services
0956588	01/17/2019	Absopure Water Company	10.00	Human Resource: Office-Supplies
0956589	01/17/2019	Absopure Water Company	10.00	Center for Excellence: Other Contractual Services
0956590	01/17/2019	Mr. Zachary T. Ackerman	12.68	General: Payroll Deductions
0956591	01/17/2019	Advance Auto Parts	11.89	Public Safety: Vehicle Supplies
0956592	01/17/2019	AgriVision LLC	2,018.00	NSF: UAS Curriculum: Instructional Supplies
0956593	01/17/2019	AHEAD	665.00	Accessibility Services: Publications and Dues
0956594	01/17/2019	Ahead of Our Time Publishing I	500.00	VP Inst Advance: Other Expenses
0956595	01/17/2019	Lucas D. Allen	728.33	FCAE FY19: Travel In State
0956596	01/17/2019	Art Coop Inc	3,469.24	Art and Design: Instructional Supplies
0956597	01/17/2019	AT&T	103.68	Utilities: Telephone
0956598	01/17/2019	Aviail Services, Inc.	1,025.49	Aviation Program: Repair Materials/Supplies
0956599	01/17/2019	Barker Chevrolet Inc	5,498.69	Student Organization: Maintenance Services
0956600	01/17/2019	BEC Mechanical Inc	1,405.00	Maintenance: Maintenance Services
0956601	01/17/2019	Best Inc	767.50	Dental Hygiene: Maintenance Services
0956602	01/17/2019	Mr. Robert E. Bielmeier	1,800.00	Center for Excellence: Staff Develop-Support Staff
0956603	01/17/2019	Birkey's Farm Store, Inc	769.98	Institutional: General Insurance
0956604	01/17/2019	Branded Custom Sportswear	4,291.38	Bookstore: Resale Textbooks
0956605	01/17/2019	Michael A. Brasher	160.00	Womens Basketball: Other Contractual Services
0956606	01/17/2019	Bush Brothers	205.25	Art and Design: Instructional Supplies
0956607	01/17/2019	Carle	3,520.00	Human Resource: Other Employee Benefits Vacation
0956608	01/17/2019	Carolina Biological Supply Co	30.35	Biology: Instructional Supplies
0956609	01/17/2019	Castle Branch Inc	3,130.00	Health Professional Administration: Other Expenses
0956610	01/17/2019	CDW-Government	10,231.20	IT Server/IT Hardware Upgrades: Equipment-Service >2500
0956611	01/17/2019	CenturyLink	155.52	Utilities: Telephone
0956612	01/17/2019	Chambana Sales	994.88	Grounds: Maintenance/Custodial Supply
0956613	01/17/2019	Champaign Co Chamber of Commer	365.00	General Institutional: Publications and Dues
0956614	01/17/2019	Champaign Co Regional Planning	1,457.00	Public Safety: Other Contractual Services
0956615	01/17/2019	Champaign Urbana Mass Transit	990.00	Adult Ed Federal Basic 4800: Other Conf/Meeting Expenses
0956616	01/17/2019	Channing Bete Company	3,679.52	CNA: Instructional Supplies
0956617	01/17/2019	Mr. David N. Charney	281.04	Automotive: Instructional Supplies
0956618	01/17/2019	Chemical Maintenance Inc	942.80	Custodial: Maintenance/Custodial Supply
0956619	01/17/2019	Cintas Corp	2,954.73	Diesel Power: Instructional Supplies
0956620	01/17/2019	Cintas Corp	336.52	Agriculture-Engineering Scienc: Office-Supplies
0956621	01/17/2019	Cintas Corp	43.64	Maintenance: Maintenance/Custodial Supply
0956622	01/17/2019	Cintas Corp	30.55	Maintenance: Maintenance Services
0956623	01/17/2019	Club Europa	5,796.00	Dijon Study Abroad: Deposits for Others
0956624	01/17/2019	College of Dupage	3,249.00	Costa Rica Summer Program: Deposits for Others
0956625	01/17/2019	Constellation NewEnergy	64,831.50	Utilities: Electricity
0956626	01/17/2019	Megan N. Coy	418.34	FCAE FY19: Travel In State
0956627	01/17/2019	CU Hardware Company	35.97	Art and Design: Instructional Supplies
0956628	01/17/2019	D1 Networks, Llc	12,799.00	Maintenance: Maintenance Services
0956629	01/17/2019	Richard A. Deering	160.00	Mens Basketball: Other Contractual Services
0956630	01/17/2019	Dell Marketing LP	8,941.41	Academic Computing: Technology Equipment
0956631	01/17/2019	Depke Gases & Welding Supplies	349.85	Manufacturing Operations: Instructional Supplies

0956632	01/17/2019	Desser Tire & Rubber Co.LLC	500.00	Aviation Program: Repair Materials/Supplies
0956633	01/17/2019	DexYP	3,599.00	Aviation Program: Advertising
0956634	01/17/2019	Dean Dittmar	2,578.93	FCAE FY19: Travel In State
0956635	01/17/2019	Douglas Stewart Company	1,488.54	Bookstore: Resale Textbooks
0956636	01/17/2019	Dust and Sons	130.23	Collision Repair: Instructional Supplies
0956637	01/17/2019	Elaine L Craft Educational Cou	3,000.00	NSF: UAS Curriculum: Other Contractual Services
0956638	01/17/2019	Emblem Enterprises Inc	739.11	Public Safety: Office-Supplies
0956639	01/17/2019	Enterprise Rent-A-Car Midwest	2,464.10	Transportation: Rental-Equipment
0956640	01/17/2019	ERGOMETRICS	702.00	Human Resource: Recruit Personnel/Athletes
0956641	01/17/2019	Exxonmobil	698.09	Athletics General Fund: College Conf/Meeting Expense
0956642	01/17/2019	Fastenal Company	576.31	Maintenance: Maintenance/Custodial Supply
0956643	01/17/2019	Mr. Anthony C. Figueroa	190.00	Mens Basketball: Travel-Out of State
0956644	01/17/2019	Flightstar	14,357.35	Aviation Program: Maintenance Services
0956645	01/17/2019	Mrs. Lynette M. Forbis	51.59	Medical Assisting: Travel In State
0956646	01/17/2019	Robert E. Franklin	160.00	Mens Basketball: Other Contractual Services
0956647	01/17/2019	Frontier	74.84	FCAE FY19: Telephone
0956648	01/17/2019	FYXIT LLC	620.05	IL Co-op Work Study (ICWS): Other Contractual Services
0956649	01/17/2019	Mr. Jonathan M. Goebel	648.00	Baseball: Deposits for Others
0956650	01/17/2019	Goodheart-Willcox Publisher	335.88	Bookstore: Resale Textbooks
0956651	01/17/2019	Ms. Emily R. Gregg	473.64	Health Professional Administration: Other Expenses
0956652	01/17/2019	Ms. Emily R. Gregg	275.00	Health Professional Administration: Other Expenses
0956653	01/17/2019	Kirk Hacker	160.00	Mens Basketball: Other Contractual Services
0956654	01/17/2019	Hendrick House	1,007.00	Monsanto Land Lab: Deposits for Others
0956655	01/17/2019	Herriott's Coffee Columbia Str	152.00	President: Other Contractual Services
0956656	01/17/2019	Herriott's Coffee Columbia Str	114.00	Business Train/Comm Ed Admin: Other Supplies
0956657	01/17/2019	High Caliber Training Center I	1,412.50	Public Safety: Office-Supplies
0956658	01/17/2019	Holt Supply Company	373.30	Maintenance: Maintenance/Custodial Supply
0956659	01/17/2019	Jonathan M. Horvath	500.00	Illinois Arts Council: Other Contractual Services
0956660	01/17/2019	Hotcourses Inc	20,000.00	International Education: Publications and Dues
0956661	01/17/2019	ICCCSSO	25.00	Student Services Administration: College Conf/Meeting Expense
0956662	01/17/2019	IDEXX	460.95	Vet Tech: Maintenance Services
0956663	01/17/2019	Illini FS	1,375.30	Custodial: Maintenance/Custodial Supply
0956664	01/17/2019	Illini Radio Group	1,725.00	Marketing: Advertising
0956665	01/17/2019	Illinois American Water	5,220.60	Business Train/Comm Ed Admin: Water, Sewage
0956666	01/17/2019	Illinois Office of the State F	800.00	Maintenance: Maintenance Services
0956667	01/17/2019	Illinois PAS	75.00	Horticulture: Publications and Dues
0956668	01/17/2019	Illinois Tollway	87.90	Womens Soccer: Deposits for Others
0956669	01/17/2019	Ingram Publisher Services, Inc	161.16	Bookstore: Resale Textbooks
0956670	01/17/2019	Internet2	1,755.00	Computing Administration: Maintenance Services
0956671	01/17/2019	Interstate Battery System	179.98	Custodial: Maintenance/Custodial Supply
0956672	01/17/2019	Aaron P. Janssen	160.00	Mens Basketball: Other Contractual Services
0956673	01/17/2019	JW Pepper & Sons Inc	1,189.99	Community Band: Deposits for Others
0956674	01/17/2019	Mr. Adam R. Karch	129.11	Automotive: Instructional Supplies
0956675	01/17/2019	Kirby Risk Electrical Supply	3,348.51	Custodial: Maintenance/Custodial Supply
0956676	01/17/2019	Kevin Larsen	542.43	FCAE FY19: Travel In State
0956678	01/17/2019	Mr. Michael D. Lindemann	160.00	Womens Basketball: Travel-Out of State
0956679	01/17/2019	Ms. Jody E. Littleton	1,241.99	Study Abroad: Deposits for Others
0956680	01/17/2019	Lorenz Supply Co	1,812.30	Custodial: Maintenance/Custodial Supply
0956681	01/17/2019	Eric Lowe	160.00	Mens Basketball: Other Contractual Services
0956682	01/17/2019	M.J. Kellner Co., Inc.	124.34	Child Development: Other Material and Supplies
0956683	01/17/2019	Mrs. Stephanie Manuel	71.38	Practical Nursing: Other Material and Supplies
0956684	01/17/2019	Marriott Washington DC	3,953.13	Partners of Parkland: College Conf/Meeting Expense
0956685	01/17/2019	Martin Hood Friese & Associate	3,085.00	Unrestricted: Other Contractual Services
0956686	01/17/2019	Ms. Shelby A. May	1,330.89	Academic Institutional: Staff Development-Faculty
0956687	01/17/2019	McCallister Audio	115.00	Planetarium: Audio/Visual Materials
0956688	01/17/2019	Ms. Kendra M. McClure	235.00	Academic Institutional: Other Conf/Meeting Expenses
0956689	01/17/2019	Mccormick Distributing Inc	165.40	Child Development: Other Material and Supplies
0956690	01/17/2019	Mr. Patrick S. McGinness	23.33	Business Train/Comm Ed Admin: Travel In State
0956691	01/17/2019	McGraw-Hill Global Education H	272.20	Bookstore: Resale Textbooks
0956692	01/17/2019	Jack B. McHale	30.00	Womens Basketball: Other Contractual Services
0956693	01/17/2019	Mediacom LLC	89.95	FCAE FY19: Telephone
0956694	01/17/2019	Medline Industries Inc	621.03	Medical Assisting: Instructional Supplies
0956695	01/17/2019	Adam Meyer	160.00	Mens Basketball: Other Contractual Services
0956696	01/17/2019	Midstate Collection Solutions	2,167.35	General Institutional: Collection Agency Fees
0956697	01/17/2019	Haas Factory Outlet-Chicago	345.00	Manufacturing Operations: Instructional Supplies
0956698	01/17/2019	Midwest Surveying Instruments	241.53	Construction Tech: Instructional Supplies
0956699	01/17/2019	Motion Industries	547.20	Maintenance: Maintenance/Custodial Supply
0956700	01/17/2019	Multi Service Aviation	656.65	Aviation Program: Other Supplies
0956701	01/17/2019	Napa Auto Parts	570.58	Grounds: Maintenance/Custodial Supply
0956702	01/17/2019	National CineMedia LLC	2,375.00	Marketing: Advertising
0956703	01/17/2019	Neuhoff Media Decatur Llc	750.00	Marketing: Advertising
0956704	01/17/2019	The News-Gazette Inc	771.12	Human Resource: Advertising
0956705	01/17/2019	Ouray Sportswear	1,630.18	Bookstore: Resale Textbooks
0956706	01/17/2019	Chad Ozee	160.00	Womens Basketball: Other Contractual Services
0956707	01/17/2019	Pandora Media Inc	3,926.61	Marketing: Advertising
0956708	01/17/2019	PartnerShip LLC	1,669.74	Bookstore: Resale Textbooks
0956709	01/17/2019	Pavlov Media Inc	499.16	IL Co-op Work Study (ICWS): Other Contractual Services
0956710	01/17/2019	Pearson Education	3,531.58	Bookstore: Resale Textbooks
0956711	01/17/2019	Pepsi-Cola Champaign-Urbana Bo	412.44	Bookstore: Resale Food
0956712	01/17/2019	Phillips66 Co./Synco	626.89	Transportation: Vehicle Supplies
0956713	01/17/2019	Poplar Grove Airmotive, Inc.	984.58	Aviation Program: Repair Materials/Supplies
0956714	01/17/2019	Mrs. Anneliese R. Pottter	283.04	Community Education: Instructional Supplies
0956715	01/17/2019	Puritan Springs Bottled Water	8.69	Dental Hygiene: Instructional Supplies

0956716	01/17/2019	Radiation Detection Company	1,274.50	Dental Hygiene: Instructional Supplies
0956717	01/17/2019	Ms. Carolyn J. Ragsdale	848.08	Health Professional Administration: Other Expenses
0956718	01/17/2019	Ray O'Herron Co Inc	821.83	Public Safety: Other Contractual Services
0956719	01/17/2019	Regional Office of Education	751.73	FCAE FY19: Indirect
0956720	01/17/2019	RegisterBlast	80.00	Assessment Center: Other Contractual Services
0956722	01/17/2019	Rogers Supply Co Inc	623.92	Electronics: Instructional Supplies
0956723	01/17/2019	Roth Drainage	3,487.50	Grounds: Maintenance Services
0956724	01/17/2019	Safety Kleen Corporation	1,937.35	Maintenance: Maintenance Services
0956725	01/17/2019	Sam's Club	13.65	Music: Instructional Supplies
0956726	01/17/2019	Scantron Corp	1,815.24	Health Professional Administration: Instructional Supplies
0956727	01/17/2019	Jim Sheppard	30.00	Womens Basketball: Other Contractual Services
0956728	01/17/2019	Starlight Productions	271.50	Planetarium: Other Material and Supplies
0956729	01/17/2019	Tee Jay Central Inc	4,363.00	Maintenance: Maintenance Services
0956730	01/17/2019	Terminix Services Inc	135.00	Maintenance: Maintenance Services
0956731	01/17/2019	TrophyTime Inc	1,060.00	VP Inst Advance: Other Expenses
0956732	01/17/2019	TSI Commercial	41,000.00	Ag Tech Center: Instit Support Contract
0956733	01/17/2019	Tuscola Journal Inc	580.00	Marketing: Advertising
0956734	01/17/2019	United Parcel Service	1,333.85	Central Receiving: Postage
0956735	01/17/2019	Otis Elevator Company	1,368.92	Maintenance: Maintenance Services
0956736	01/17/2019	UpSnap Inc	1,224.41	Marketing: Advertising
0956737	01/17/2019	UpSnap Inc	13,160.02	Marketing: Advertising
0956738	01/17/2019	Veritiv Operating Company	1,500.02	Reprographics: Other Material and Supplies
0956739	01/17/2019	Jennifer Waters	355.19	FCAE FY19: Travel In State
0956740	01/17/2019	WayTech Llc	1,074.02	Academic Computing: Other Material and Supplies
0956741	01/17/2019	Mr. Michael L. Weaver	241.73	Occupation Therapy: Instructional Supplies
0956742	01/17/2019	WGCY FM	2,303.00	Marketing: Advertising
0956743	01/17/2019	Young & Associates Inc	83.75	Bookstore: Resale Textbooks
0956744	01/17/2019	Ms. Ruijie Zhao	1,257.77	Study Abroad: Deposits for Others
0956759	01/24/2019	Accreditation Review Committee	2,000.00	Surgical Technology: Other Contractual Services
0956760	01/24/2019	ADHA	65.00	Sadha Dental Hygiene: Deposits for Others
0956761	01/24/2019	Advance Auto Parts	32.48	Automotive: Instructional Supplies
0956763	01/24/2019	Aircraft Spruce & Specialty Co	166.06	Aviation Program: Repair Materials/Supplies
0956764	01/24/2019	Ameren Illinois	1,906.75	Utilities: Electricity
0956765	01/24/2019	Arcola Record-Herald	144.00	Marketing: Advertising
0956766	01/24/2019	Association of Surgical Techno	3,458.00	Surgical Technology: Instructional Supplies
0956767	01/24/2019	Augusoft	97.50	Cont Professional Ed: Instr Service Contracts
0956768	01/24/2019	Aviall Services, Inc.	160.57	Aviation Program: Repair Materials/Supplies
0956769	01/24/2019	Black Hills Ammunition	559.50	Public Safety: Office-Supplies
0956770	01/24/2019	BMI General Licensing	2,022.02	Student Projects: Other Contractual Services
0956771	01/24/2019	Carolina Biological Supply Co	240.09	Biology: Instructional Supplies
0956772	01/24/2019	Central IL Human Resources Gro	220.00	Business Train/Comm Ed Admin: College Conf/Meeting Expense
0956773	01/24/2019	Chemglass Inc	245.88	Chemistry: Instructional Supplies
0956774	01/24/2019	Chemical Maintenance Inc	216.50	Custodial: Maintenance/Custodial Supply
0956775	01/24/2019	Cintas Corp	85.34	Diesel Power: Instructional Supplies
0956776	01/24/2019	Cobb Industrial Grinding	41.81	Reprographics: Repair Materials/Supplies
0956777	01/24/2019	Mr. William P. Colbrook	322.00	Public Safety: College Conf/Meeting Expense
0956778	01/24/2019	Comcast Spotlight	1,744.90	Marketing: Advertising
0956779	01/24/2019	Dell Marketing LP	480.92	Academic Computing: Other Material and Supplies
0956780	01/24/2019	Depke Gases & Welding Supplies	46.13	Manufacturing Operations: Instructional Supplies
0956781	01/24/2019	Desser Tire & Rubber Co.LLC	176.96	Aviation Program: Repair Materials/Supplies
0956782	01/24/2019	Douglas Stewart Company	992.36	Bookstore: Resale Textbooks
0956783	01/24/2019	Fastenal Company	5.31	Maintenance: Maintenance/Custodial Supply
0956784	01/24/2019	Mr. Anthony C. Figueroa	284.47	Men's Basketball: Deposits for Others
0956785	01/24/2019	Mrs. Lynette M. Forbis	7.04	Dual Credit: Other Material and Supplies
0956786	01/24/2019	Frasca International Inc	326.60	Aviation Program: Repair Materials/Supplies
0956787	01/24/2019	GFI Digital Inc	1,577.64	Computing Administration: Other Contractual Services
0956788	01/24/2019	Grainger Industrial Supplies	229.96	Construction Tech: Instructional Supplies
0956789	01/24/2019	Tom Grey, Grey & Associates	320.00	Contract Training: Instr Service Contracts
0956790	01/24/2019	Hendrick House	1,246.25	Title III: Other Material and Supplies
0956791	01/24/2019	Hicksgas	47.38	Maintenance: Maintenance Services
0956792	01/24/2019	Nathan R. Howie	160.00	Mens Basketball: Other Contractual Services
0956793	01/24/2019	ICC Business Products	496.21	Reprographics: Other Material and Supplies
0956794	01/24/2019	Illini Radio Group	1,275.00	Marketing: Advertising
0956795	01/24/2019	Illinois Student Assistance Co	1,482.00	General Institutional: Bill Adjustmt Fed/State Monies
0956796	01/24/2019	Ms. Joella M. Jones	807.82	Health Professional Administration: Other Expenses
0956797	01/24/2019	Mr. Mark J. Kesler	38.64	Business-Computer Sci Tech: Other Conf/Meeting Expenses
0956798	01/24/2019	Keystone Automotive Industries	582.24	Collision Repair: Instructional Supplies
0956799	01/24/2019	Bradley Leeb	225.00	Marketing: Printing
0956800	01/24/2019	Mr. Michael D. Lindemann	192.00	Womens Basketball: Travel-Out of State
0956801	01/24/2019	Lynn Peavey Company	108.80	Chemistry: Instructional Supplies
0956802	01/24/2019	M.J. Kellner Co., Inc.	194.56	Child Development: Other Material and Supplies
0956803	01/24/2019	Mack Glass	420.00	Community Education: Other Contractual Services
0956804	01/24/2019	Martin One Source	481.83	Public Safety: Office-Supplies
0956805	01/24/2019	Ms. Shelby A. May	698.25	CNA: College Conf/Meeting Expense
0956806	01/24/2019	Mccormick Distributing Inc	364.52	Child Development: Other Material and Supplies
0956807	01/24/2019	MedAssure of Indiana, LLC	294.00	Occupational Hlth: Other Supplies
0956808	01/24/2019	Medline Industries Inc	83.39	Nursing: Instructional Supplies
0956809	01/24/2019	Menards	348.34	IDOT HCCTP Grant: Materials
0956810	01/24/2019	Mock Medical, LLC	849.25	Surgical Technology: Instructional Supplies
0956811	01/24/2019	Motion Industries	178.34	Maintenance: Maintenance/Custodial Supply
0956812	01/24/2019	NCMPR	150.00	Marketing: College Conf/Meeting Expense
0956813	01/24/2019	Jeffrey C. Nelson	160.00	Mens Basketball: Other Contractual Services
0956814	01/24/2019	Neuhoff Media Decatur Llc	1,252.00	Marketing: Advertising

0956815	01/24/2019	The News-Gazette Inc	157.93	Marketing: Advertising
0956816	01/24/2019	NFCA	95.00	Womens Softball: Deposits for Others
0956817	01/24/2019	Official Payments	698.60	Fiscal Administration: Other Fixed Charges
0956818	01/24/2019	PartnerShip LLC	892.33	Bookstore: Resale Textbooks
0956819	01/24/2019	Pepsi-Cola Champaign-Urbana Bo	246.58	Bookstore: Resale Food
0956820	01/24/2019	Pitney Bowes	998.58	General Institutional: Maintenance Services
0956821	01/24/2019	Pitney Bowes	2,889.96	General Institutional: Maintenance Services
0956822	01/24/2019	Pocket Nurse Enterprises Inc	276.30	CNA: Instructional Supplies
0956823	01/24/2019	Prairie Gardens	611.83	Unrestricted: Other Supplies
0956824	01/24/2019	John M. Prina	160.00	Mens Basketball: Other Contractual Services
0956825	01/24/2019	Public Relations Society of Am	350.00	Marketing: Publications and Dues
0956826	01/24/2019	Reserve Account	12,000.00	Central Receiving: Postage
0956827	01/24/2019	Shaff Implement Co Inc	91.90	Agriculture: Other Material and Supplies
0956828	01/24/2019	Matthew A. Sharick	49.00	Traffic Safety: Pub Serv/Comm Ed/Cust Trng
0956829	01/24/2019	Mr. Derek L. Sieg	160.00	Womens Basketball: Other Contractual Services
0956830	01/24/2019	Mr. Travis A. Sola	1,257.77	Dijon Study Abroad: Deposits for Others
0956832	01/24/2019	Mr. Terrance L. Stevenson	400.00	Admissions and Records: Other Contractual Services
0956833	01/24/2019	Stevie Jay Broadcasting	2,000.00	Marketing: Advertising
0956834	01/24/2019	Sweetwater Sound Inc	1,034.00	Music: Instructional Supplies
0956835	01/24/2019	Terminix Services Inc	173.00	Maintenance: Maintenance Services
0956836	01/24/2019	TrophyTime Inc	41.25	Marketing: Advertising
0956837	01/24/2019	Troxell Communications	3,310.00	Academic Computing: Audio/Visual Materials
0956838	01/24/2019	United Parcel Service	389.26	Central Receiving: Postage
0956839	01/24/2019	Urbana & Champaign Sanitary Di	1,139.29	Utilities: Water, Sewage
0956840	01/24/2019	WBCP-AM	1,700.00	Marketing: Advertising
0956841	01/24/2019	Strategic Development Institut	6,610.00	Contract Training: Instructional Supplies
0956842	01/24/2019	Woodward Printing Services	170.28	Community Education: Advertising
0956843	01/24/2019	YBP Library Services	1,983.63	Library: Publications and Dues
E0020864	01/10/2019	Ms. Christine M. Muehling	42.35	WIA GED Youth: Travel In State
E0020910	01/17/2019	Mrs. Laura L. Hettinger	1,646.45	Academic Institutional: Staff Development-Faculty
E0020911	01/17/2019	Ms. Christine M. Muehling	712.16	WIA GED Youth: Travel In State
		Student Refunds	131,462.23	
		Totals Voucher Checks	<u>\$ 1,124,093.99</u>	

Last Check Numbers Used: AP = 0956843 AP = E0020911 ST = 0956855 ST = E0020915

X. BUSINESS & FINANCE—Item D

2019-2020 TUITION

After carefully reviewing the projected revenues and expenditures for next year a tuition and fee increase for FY2020 will be required.

FY2020 (effective summer term 2019) per credit hour tuition rates as follows:

	On Campus Base Tuition	On Line Base Tuition
In-District	\$ 148.50	\$ 148.50
In-District High Tier 2 Career Programs	\$ 225.00	\$ 225.00
Out-Of-District	\$ 363.50	\$ 225.00
Out-Of-District Tier 2 Career Programs	\$ 363.50	\$ 225.00
Out-Of-State	\$ 508.50	\$ 280.00
Out-Of-State Tier 2 Career Programs	\$ 508.50	\$ 280.00
International	\$ 508.50	\$ 280.00
International Tier 2 Career Programs	\$ 508.50	\$ 280.00
CNH & Ford Asset In-District	\$ 225.00	\$ 225.00
CNH & Ford Asset NOT In-District	\$ 225.00	\$ 225.00
Aviation In-District	\$ 225.00	\$ 225.00
Aviation Out-Of-District	\$ 225.00	\$ 225.00
Aviation International	\$ 508.50	\$ 280.00

Additionally, the universal per credit hour technology fee will increase by \$2.00/credit hour.

MOTION—Move to approve tuition effective Summer term 2019 as above.

X. BUSINESS & FINANCE—Item E

2019-2020 COURSE FEE SCHEDULE

A schedule of course fees for FY 2019-2020 has been developed by the Vice President for Academic Services in consultation with the academic division deans. These proposed fees are based on Policy 8.25 that states “Course fees are charged to help defray the costs of supplies, equipment, maintenance, and usual expenses. Individual course fees will be presented annually to the Board of Trustees for their approval.”

The proposed 2019-2020 Course Fee Schedule is attached for the Board’s review.

MOTION—Move to approve the recommended 2019-2020 Course Fee Schedule in accordance with the attached document.

Course Fees Fiscal Year 2020

DIVISION	PREFIX		FY18	FY19	FY2020
Health Professions	DHG		\$ 13.00	\$ 13.00	\$13.00
	DHG	110	\$ 90.00	\$ 90.00	\$27.00
	DHG	111		\$ 29.00	\$31.00
	DHG	114	\$ 663.00	\$ 663.00	\$680.00
	DHG	115		\$ 55.00	\$68.00
	DHG	117	\$ 18.00	\$ 18.00	\$31.00
	DHG	211	\$ 45.00	\$ 45.00	\$58.00
	DHG	215		\$ 29.00	\$25.00
	DHG	217		\$ 30.00	\$46.00
	DHG	219	\$ 19.00	\$ 19.00	\$32.00
	DHG	230	\$ 16.00	\$ 16.00	\$34.00
	DTP		\$ 10.00	\$ 10.00	\$10.00
	EMS		\$10.00	\$ 10.00	\$10.00
	EMS	110	\$ 57.00	\$ 57.00	\$57.00
	EMS	113	\$ 40.00	\$ 40.00	\$40.00
	EMS	114	\$ 16.00	\$ 16.00	\$16.00
	EMS	115	\$ 38.00	\$ 38.00	\$38.00
	EMS	138	\$ 21.00	\$ 21.00	\$21.00
	EMS	238	\$ 50.00	\$ 50.00	\$75.00
	FST		\$ 3.00	\$ 3.00	\$3.00
	HCS		\$ 10.00	\$ 10.00	\$10.00
	HCS	136	\$ 10.00	\$ 10.00	\$10.00
	HCS	153	\$ 50.00	\$ 50.00	\$50.00
	HCS	173	\$ 25.00	\$ 25.00	\$25.00
	LPN		\$ 10.00	\$ 10.00	\$10.00
	LPN	111	\$ 135.00	\$ 135.00	\$10.00
	LPN	114	\$ 49.00	\$ 36.00	\$62.00
	LPN	117	\$ 12.00	\$ 12.00	\$62.00
	LPN	118	\$ 28.00	\$ 32.00	\$44.00
	LPN	130	\$ 15.00	\$ 15.00	\$10.00
	LPN	131	\$ 28.00	\$ 32.00	\$44.00
	LPN	132	\$ 20.00	\$ 20.00	\$122.00
	LPN	135	\$ 36.00	\$ 18.00	\$38.00
	LSS		\$ 3.00	\$ 3.00	\$3.00
	MAS		\$ 10.00	\$ 10.00	\$10.00
	MAS	116	\$ 49.00	\$ 49.00	\$49.00
	MAS	135	\$ 53.00	\$ 53.00	\$53.00
	MAS	137	\$ 48.00	\$ 48.00	\$48.00
	MAS	156	\$ 30.00	\$ 30.00	\$30.00
	MAS	158	\$ 28.00	\$ 28.00	\$58.00
	MAS	170	\$ 17.00	\$ 17.00	\$17.00
	MSG		\$ 10.00	\$ 10.00	\$10.00
	MSG	111			\$71.00
	MSG	112	\$ 15.00	\$ 15.00	\$15.00
	MSG	132	\$ 50.00	\$ 50.00	\$50.00

Course Fees Fiscal Year 2020

DIVISION	PREFIX		FY18	FY19	FY2020
	NAS		\$ 20.00	\$ 20.00	\$26.00
	NUR		\$ 10.00	\$ 10.00	\$10.00
	NUR	110	\$ 18.00	\$ 53.00	\$67.00
	NUR	113	\$ 29.00	\$ 42.00	\$38.00
	NUR	114	\$ 30.00	\$ 67.00	\$56.00
	NUR	117	\$ 29.00	\$ 29.00	\$75.00
	NUR	118	\$ 28.00	\$ 42.00	\$38.00
	NUR	151	\$ 20.00	\$ 34.00	\$50.00
	NUR	210	\$ 80.00	\$ 93.00	\$95.00
	NUR	218	\$ 37.00	\$ 34.00	\$30.00
	NUR	236	\$ 30.00	\$ 42.00	\$38.00
	NUR	238	\$ 30.00	\$ 42.00	\$38.00
	NUR	255	\$ 25.00	\$ 39.00	\$36.00
	NUR	257	\$ 30.00	\$ 42.00	\$50.00
	NUR	258	\$ 22.00	\$ 37.00	\$38.00
	OTA		\$ 20.00	\$ 20.00	\$20.00
	OTA	111	\$ 54.00	\$ 54.00	\$62.00
	OTA	112	\$ 17.00	\$ 17.00	\$54.00
	OTA	114			\$30.00
	OTA	115			\$28.00
	OTA	212	\$ 23.00	\$ 23.00	\$45.00
	OTA	213	\$ 14.00	\$ 14.00	\$24.00
	OTA	216	\$ 25.00	\$ 25.00	\$90.00
	RTT		\$ 10.00	\$ 10.00	\$10.00
	RTT	130	\$ 118.00	\$ 118.00	\$138.00
	RTT	134	\$ 15.00	\$ 15.00	\$23.00
	RTT	137			\$67.00
	RTT	212	\$ 5.00	\$ 5.00	\$10.00
	RTT	215	\$ 60.00	\$ 60.00	\$60.00
	RTT	217	\$ 150.00	\$ 150.00	\$167.00
	SPT		\$ 10.00	\$ 10.00	\$10.00
	SUR		\$ 10.00	\$ 10.00	\$10.00
	SUR	116	\$ 143.00	\$ 143.00	\$143.00
	SUR	274	\$ 40.00	\$ 40.00	\$40.00
	SUR	231	\$ 110.00	\$ 130.00	\$130.00
	SUR	232	\$ 26.00	\$ 26.00	\$26.00
	VTT		\$ 10.00	\$ 10.00	\$10.00
	VTT	110	\$ 35.00	\$ 35.00	\$45.00
	VTT	111	\$ 35.00	\$ 35.00	\$45.00
	VTT	112	\$ 35.00	\$ 35.00	\$35.00
	VTT	114	\$ 35.00	\$ 35.00	\$35.00
	VTT	115	\$ 35.00	\$ 35.00	\$35.00
	VTT	116	\$ 35.00	\$ 35.00	\$35.00
	VTT	117	\$ 40.00	\$ 40.00	\$50.00
	VTT	118	\$ 25.00	\$ 35.00	\$35.00

Course Fees Fiscal Year 2020

DIVISION	PREFIX		FY18	FY19	FY2020
	VTT	119	\$ 18.00	\$ 18.00	\$18.00
	VTT	150	\$ 35.00	\$ 35.00	\$35.00
	VTT	210	\$ 35.00	\$ 35.00	\$35.00
	VTT	211	\$ 35.00	\$ 35.00	\$35.00
	VTT	212	\$ 40.00	\$ 40.00	\$50.00
	VTT	213	\$ 40.00	\$ 40.00	\$40.00
	VTT	214	\$ 35.00	\$ 35.00	\$35.00
	VTT	216			\$10.00
	XCT		\$ 10.00	\$ 10.00	\$10.00
	XCT	215	\$ 17.00	\$ 17.00	\$28.00
	XMR		\$ 10.00	\$ 10.00	\$10.00
	XMR	217	\$ 17.00	\$ 17.00	\$20.00
	XRA		\$ 10.00	\$ 10.00	\$10.00
	XRA	110			\$60.00
	XRA	114			\$23.00
	XRA	111			\$78.00
	XRA	131	\$ 61.00	\$ 61.00	\$28.00
	XRA	231	\$ 20.00	\$ 20.00	\$55.00
Arts & Sciences	ANT		\$ 4.00	\$ 4.00	\$4.00
	ART		\$ 10.00	\$ 10.00	\$10.00
	ART	121	\$ 20.00	\$ 20.00	\$20.00
	ART	122	\$ 20.00	\$ 20.00	\$20.00
	ART	128	\$ 31.00	\$ 31.00	\$31.00
	ART	130	\$ 31.00	\$ 31.00	\$31.00
	ART	145	\$ 12.00	\$ 12.00	\$12.00
	ART	228	\$ 31.00	\$ 31.00	\$31.00
	ART	245	\$ 12.00	\$ 12.00	\$12.00
	AST		\$ 4.00	\$ 4.00	\$4.00
	BIO		\$ 4.00	\$ 4.00	\$4.00
	BIO	101	\$ 5.00	\$ 5.00	\$5.00
	BIO	104	\$ 5.00	\$ 5.00	\$5.00
	BIO	107	\$ 5.00	\$ 5.00	\$5.00
	BIO	109	\$ 5.00	\$ 5.00	\$5.00
	BIO	121	\$ 5.00	\$ 5.00	\$5.00
	BIO	122	\$ 5.00	\$ 5.00	\$5.00
	BIO	123	\$ 8.00	\$ 8.00	\$8.00
	BIO	141	\$ 8.00	\$ 8.00	\$8.00
	BIO	142	\$ 8.00	\$ 8.00	\$8.00
	BIO	160	\$ 10.00	\$ 10.00	\$10.00
	BIO	161	\$ 10.00	\$ 10.00	\$10.00
	BIO	162	\$ 10.00	\$ 10.00	\$10.00
	BIO	163	\$ 10.00	\$ 10.00	\$10.00
	BIO	166	\$ 35.00	\$ 35.00	\$35.00
	BIO	225	\$ 11.00	\$ 11.00	\$11.00
	CCS		\$ 3.00	\$ 3.00	\$3.00

Course Fees Fiscal Year 2020

DIVISION	PREFIX		FY18	FY19	FY2020
	CHD		\$ 4.00	\$ 4.00	\$4.00
	CHD	105	\$ 6.00	\$ 6.00	\$6.00
	CHD	115	\$ 6.00	\$ 6.00	\$6.00
	CHD	122	\$ 6.00	\$ 6.00	\$6.00
	CHD	124	\$ 8.00	\$ 8.00	\$8.00
	CHD	125	\$ 8.00	\$ 8.00	\$8.00
	CHD	134	\$ 6.00	\$ 6.00	\$6.00
	CHD	216	\$ 6.00	\$ 6.00	\$6.00
	CHD	217	\$ 6.00	\$ 6.00	\$6.00
	CHD	218	\$ 6.00	\$ 6.00	\$6.00
	CHD	222	\$ 8.00	\$ 8.00	\$8.00
	CHD	242	\$ 6.00	\$ 6.00	\$6.00
	CHD	250	\$ 8.00	\$ 8.00	\$8.00
	CHE		\$ 5.00	\$ 5.00	\$5.00
	CHE	101	\$ 8.00	\$ 8.00	\$8.00
	CHE	102	\$ 8.00	\$ 8.00	\$8.00
	CHE	204	\$ 15.00	\$ 15.00	\$15.00
	CHE	206	\$ 15.00	\$ 15.00	\$15.00
	CHS		\$ 3.00	\$ 3.00	\$3.00
	CJS		\$ 3.00	\$ 3.00	\$3.00
	CMS		\$ 25.00	\$ 25.00	\$25.00
	COM		\$ 16.00	\$ 16.00	\$16.00
	COM	103	\$ 6.00	\$ 6.00	\$6.00
	COM	120	\$ 6.00	\$ 6.00	\$6.00
	COM	140	\$ 6.00	\$ 6.00	\$6.00
	COM	160	\$ 6.00	\$ 6.00	\$6.00
	COM	181	\$ 6.00	\$ 6.00	\$6.00
	COM	200	\$ 6.00	\$ 6.00	\$6.00
	COM	201	\$ 11.00	\$ 11.00	\$11.00
	COM	292	\$ 11.00	\$ 11.00	\$11.00
	COM	293	\$ 11.00	\$ 11.00	\$11.00
	ECO		\$ 4.00	\$ 4.00	\$4.00
	EDU		\$ 5.00	\$ 5.00	\$5.00
	EDU	101	\$ 44.00	\$ 52.00	\$52.00
	ENG		\$ 4.00	\$ 4.00	\$4.00
	ENG	98	\$ 3.00	\$ 3.00	\$3.00
	ENG	99	\$ 3.00	\$ 3.00	\$3.00
	ESC		\$ 6.00	\$ 6.00	\$8.00
	ESL		\$ 3.00	\$ 3.00	\$3.00
	ESL	080-097	\$ 5.00	\$ 5.00	\$5.00
	ESL	520	\$ 5.00	\$ 5.00	\$5.00
	FRE		\$ 6.00	\$ 6.00	\$6.00
	GDS		\$ 35.00	\$ 35.00	\$35.00
	GEO		\$ 4.00	\$ 4.00	\$4.00
	GER		\$ 6.00	\$ 6.00	\$6.00

Fixed

Course Fees Fiscal Year 2020

DIVISION	PREFIX		FY18	FY19	FY2020
	HIS		\$ 4.00	\$ 4.00	\$4.00
	HUM		\$ 4.00	\$ 4.00	\$4.00
	IND		\$ 10.00	\$ 10.00	\$10.00
	ITA		\$ 5.00	\$ 5.00	\$5.00
	JPN		\$ 6.00	\$ 6.00	\$6.00
	KIN		\$ 3.00	\$ 3.00	\$3.00
	KIN	103	\$ 50.00	\$ 50.00	\$50.00
	KIN	124	\$ 50.00	\$ 50.00	\$50.00
	KIN	147	\$ 50.00	\$ 50.00	\$50.00
	KIN	203	\$ 175.00	\$ 175.00	\$175.00
	KIN	247	\$ 175.00	\$ 175.00	\$175.00
	KIN	262	\$ 25.00	\$ 25.00	\$25.00
	LAS		\$ 3.00	\$ 3.00	\$3.00
	LIT		\$ 4.00	\$ 4.00	\$4.00
	MAT		\$ 4.00	\$ 4.00	\$4.00
	MUS		\$ 8.00	\$ 8.00	\$8.00
	MUS	161	\$ 16.00	\$ 16.00	\$16.00
	MUS	162	\$ 16.00	\$ 16.00	\$16.00
	MUS	180	\$ 151.00	\$ 151.00	\$151.00
	MUS	142			\$10.00
	MUS	146			\$10.00
	MUS	147			\$10.00
	MUS	148			\$10.00
	MUS	169			\$10.00
	MUS	184			\$10.00
	MUS	280	\$ 151.00	\$ 151.00	\$151.00
	PHI		\$ 4.00	\$ 4.00	\$4.00
	PHY		\$ 4.00	\$ 4.00	\$4.00
	PHY	141	\$ 6.00	\$ 6.00	\$6.00
	PHY	142	\$ 6.00	\$ 6.00	\$6.00
	PHY	143	\$ 6.00	\$ 6.00	\$6.00
	POR		\$ 5.00	\$ 5.00	\$5.00
	POS		\$ 4.00	\$ 4.00	\$4.00
	PSY		\$ 4.00	\$ 4.00	\$4.00
	REL		\$ 6.00	\$ 6.00	\$6.00
	SCI		\$ 4.00	\$ 4.00	\$4.00
	SCI	108	\$ 6.00	\$ 6.00	\$12.00
	SCI	208	\$ 11.00	\$ 11.00	\$12.00
	SOC		\$ 4.00	\$ 4.00	\$4.00
	SPA		\$ 6.00	\$ 6.00	\$6.00
	THE		\$ 8.00	\$ 8.00	\$8.00
	THE	105			\$10.00
	THE	107			\$10.00
	THE	215			\$10.00
Learning Support	ALH				\$3.00

Fixed

Course Fees Fiscal Year 2020

DIVISION	PREFIX		FY18	FY19	FY2020
	ALM		\$ 3.00	\$ 3.00	\$3.00
	ALN		\$ 3.00	\$ 3.00	\$3.00
	ALR		\$ 3.00	\$ 3.00	\$3.00
	ALS		\$ 3.00	\$ 3.00	\$3.00
	ALW		\$ 3.00	\$ 3.00	\$3.00
	FYE		\$ 4.00	\$ 4.00	\$4.00
	TRN		\$ 10.00	\$ 10.00	\$10.00
Career & Tech. Ed.	ACC		\$ 3.00	\$ 3.00	\$3.00
	ACR		\$ 40.00	\$ 40.00	\$40.00
	ACR	116	\$ 40.00	\$ 40.00	\$40.00
	ACR	130	\$ 65.00	\$ 65.00	\$65.00
	ACR	133	\$ 65.00	\$ 65.00	\$65.00
	ACR	135	\$ 65.00	\$ 65.00	\$65.00
	ACR	137	\$ 65.00	\$ 65.00	\$65.00
	ACR	154	\$ 65.00	\$ 65.00	\$65.00
	ACR	156	\$ 45.00	\$ 45.00	\$45.00
	ACR	272	\$ 40.00	\$ 40.00	\$40.00
	ACR	273	\$ 65.00	\$ 65.00	\$65.00
	ACR	274	\$ 65.00	\$ 65.00	\$65.00
	ACR	630	\$ 45.00	\$ 45.00	\$45.00
	AFD		\$ 21.00	\$ 21.00	\$21.00
	AFM		\$ 20.00	\$ 20.00	\$20.00
	AFM	256	\$ 30.00	\$ 30.00	\$30.00
	AFM	257	\$ 30.00	\$ 30.00	\$30.00
	AFM	258	\$ 30.00	\$ 30.00	\$30.00
	AFM	259	\$ 30.00	\$ 30.00	\$30.00
	AFM	270	\$ 21.00	\$ 21.00	\$21.00
	AGB		\$ 10.00	\$ 10.00	\$10.00
	AGB	104	\$ 15.00	\$ 15.00	\$15.00
	AGB	105	\$ 5.00	\$ 5.00	\$5.00
	AGB	201	\$ 5.00	\$ 5.00	\$5.00
	AGB	214	\$ 5.00	\$ 5.00	\$5.00
	AGB	215	\$ 7.00	\$ 7.00	\$7.00
	BUS		\$ 3.00	\$ 3.00	\$3.00
	CAD		\$ 13.00	\$ 13.00	\$13.00
	CAD	113	\$ 25.00	\$ 25.00	\$25.00
	CAD	117	\$ 25.00	\$ 25.00	\$25.00
	CAD	122	\$ 25.00	\$ 25.00	\$25.00
	CAD	124	\$ 25.00	\$ 25.00	\$25.00
	CCP		\$ 3.00	\$ 3.00	\$3.00
	CIS		\$ 5.00	\$ 5.00	\$5.00
	CIS	152	\$ 30.00	\$ 30.00	\$5.00
	CIT		\$ 30.00	\$ 30.00	\$30.00
	CIT	113	\$ 40.00	\$ 40.00	\$40.00
	CIT	114	\$ 45.00	\$ 45.00	\$45.00

Course Fees Fiscal Year 2020

DIVISION	PREFIX		FY18	FY19	FY2020
	CIT	115	\$ 45.00	\$ 45.00	\$45.00
	CIT	116	\$ 45.00	\$ 45.00	\$45.00
	CIT	132	\$ 40.00	\$ 40.00	\$40.00
	CIT	211	\$ 40.00	\$ 40.00	\$40.00
	CIT	234	\$ 40.00	\$ 40.00	\$40.00
	CIT	235	\$ 40.00	\$ 40.00	\$40.00
	CIT	253	\$ 40.00	\$ 40.00	\$40.00
	CIT	254	\$ 40.00	\$ 40.00	\$40.00
	CIT	255	\$ 40.00	\$ 40.00	\$40.00
	CNH		\$ 35.00	\$ 35.00	\$35.00
	CSC		\$ 5.00	\$ 5.00	\$5.00
	CSC	115	\$ 25.00	\$ 25.00	\$20.00
	CSC	116	\$ 25.00	\$ 25.00	\$20.00
	CSC	150	\$ 10.00	\$ 10.00	\$20.00
	CSC	151	\$ 30.00	\$ 30.00	\$30.00
	CSC	153	\$ 30.00	\$ 30.00	\$30.00
	CSC	159	\$ 25.00	\$ 25.00	\$25.00
	CSC	171	\$ 10.00	\$ 10.00	\$10.00
	CSC	175	\$ 30.00	\$ 30.00	\$30.00
	CSC	179	\$ 30.00	\$ 30.00	\$30.00
	CSC	186	\$ 30.00	\$ 30.00	\$30.00
	CSC	187	\$ 30.00	\$ 30.00	\$30.00
	CSC	188	\$ 30.00	\$ 30.00	\$30.00
	CSC	189	\$ 30.00	\$ 30.00	\$30.00
	CSC	191	\$ 10.00	\$ 10.00	\$10.00
	CSC	231	\$ 10.00	\$ 10.00	\$10.00
	CSC	233	\$ 10.00	\$ 10.00	\$30.00
	CSC	236	\$ 10.00	\$ 10.00	\$30.00
	CSC	271	\$ 10.00	\$ 10.00	\$10.00
	CSC	294			\$30.00
	CTC		\$ 6.00	\$ 6.00	\$6.00
	CTC	130			\$12.00
	CTC	135			\$12.00
	CTC	137	\$ 30.00	\$ 30.00	\$30.00
	CTC	138	\$ 30.00	\$ 30.00	\$30.00
	CTC	151	\$ 30.00	\$ 30.00	\$30.00
	CTC	152	\$ 30.00	\$ 30.00	\$30.00
	CTC	153	\$ 30.00	\$ 30.00	\$30.00
	DPE		\$ 35.00	\$ 35.00	\$35.00
	DRT		\$ 10.00	\$ 10.00	\$10.00
	ELT		\$ 20.00	\$ 20.00	\$20.00
	ENS		\$ 25.00	\$ 25.00	\$25.00
	EST		\$ 3.00	\$ 3.00	\$3.00
	GIS		\$ 5.00	\$ 5.00	\$5.00
	GIS	115	\$ 15.00	\$ 15.00	\$15.00

Course Fees Fiscal Year 2020

DIVISION	PREFIX		FY18	FY19	FY2020
	HPI		\$ 3.00	\$ 3.00	\$3.00
	HPI	110	\$ 10.00	\$ 10.00	\$10.00
	HPI	112	\$ 18.00	\$ 18.00	\$18.00
	HPI	114	\$ 10.00	\$ 10.00	\$10.00
	HPI	116	\$ 10.00	\$ 10.00	\$10.00
	HPI	139	\$ 18.00	\$ 18.00	\$18.00
	HPI	215	\$ 5.00	\$ 5.00	\$5.00
	HPI	216	\$ 10.00	\$ 30.00	\$30.00
	HPI	231	\$ 5.00	\$ 5.00	\$5.00
	HPI	237	\$ 18.00	\$ 18.00	\$18.00
	HPI	239	\$ 18.00	\$ 18.00	\$18.00
	HRT		\$ 12.00	\$ 12.00	\$12.00
	HRT	111	\$ 20.00	\$ 20.00	\$20.00
	HRT	119	\$ 20.00	\$ 20.00	\$20.00
	HRT	130	\$ 20.00	\$ 20.00	\$20.00
	HRT	230	\$ 20.00	\$ 20.00	\$20.00
	HRT	270	\$ 20.00	\$ 20.00	\$20.00
	HVC		\$ 30.00	\$ 30.00	\$30.00
	MFT		\$ 15.00	\$ 15.00	\$15.00
	MGT		\$ 3.00	\$ 3.00	\$3.00
	MKT		\$ 3.00	\$ 3.00	\$3.00
	PFT		\$ 30.00	\$ 30.00	\$30.00
	WLD		\$ 30.00	\$ 30.00	\$30.00
Instit. of Aviation	ALV			\$ 3.00	\$3.00
	ALV	101	\$ 2,210.00	\$ 2,273.00	\$ 2,381.00
	ALV	101-D			\$ 3,615.00
	ALV	120	\$ 2,854.00	\$ 2,935.00	\$ 2,904.00
	ALV	120-D			\$ 4,378.00
	ALV	129	\$ 2,463.00	\$ 2,534.00	\$ 2,486.00
	ALV	140	\$ 2,606.00	\$ 2,681.00	\$ 2,590.00
	ALV	200	\$ 3,430.00	\$ 3,528.00	\$ 3,360.00
	ALV	209	\$ 3,404.00	\$ 3,500.00	\$ 2,799.00
	ALV	220	\$ 1,610.00	\$ 1,657.00	\$ 1,545.00
	ALV	222	\$ 3,605.00	\$ 3,708.00	\$ 3,552.00
	ALV	280	\$ 8,815.00	\$ 9,066.00	\$ 8,216.00
	ALV	281	\$ 684.00	\$ 703.00	\$ 991.00
	AVI			\$ 3.00	\$ 3.00
	AVI	101	\$ 2,210.00	\$ 2,273.00	\$ 2,324.00
	AVI	111			\$50.00
	AVI	112		\$ 33.00	\$33.00
	AVI	113			\$3.00
	AVI	120	\$ 2,854.00	\$ 2,935.00	\$2,897.00
	AVI	129	\$ 2,463.00	\$ 2,534.00	\$2,630.00
	AVI	140	\$ 2,606.00	\$ 2,681.00	\$2,786.00
	AVI	200	\$ 3,430.00	\$ 3,528.00	\$3,638.00

Course Fees Fiscal Year 2020

DIVISION	PREFIX		FY18	FY19	FY2020
	AVI	209	\$ 3,404.00	\$ 3,500.00	\$3,240.00
	AVI	220	\$ 1,610.00	\$ 1,657.00	\$1,672.00
	AVI	222	\$ 3,605.00	\$ 3,707.00	\$3,628.00
	AVI	280	\$ 8,815.00	\$ 9,066.00	\$8,740.00
	AVI	281	\$ 684.00	\$ 703.00	\$698.00

Bold text indicates standard fee for prefix.

Yellow area denotes course fee change.

Green areas indicate new courses with fees requiring BOT approval.

X. BUSINESS & FINANCE—Item F

PHS CAMPUS B PARKING LOT IMPROVEMENTS – EXTERIOR LIGHTING

At the September 2018 Board meeting, Protection, Health and Safety funds in the amount of \$1,400,000 were approved for the design and reconstruction of the parking lot areas and drainage areas in and around the B parking lots. A portion of this work includes exterior lighting improvements. In an effort to reduce costs for the project, the College intends to purchase the lighting poles, fixtures and hardware separately from the general contractor contract that will be bid in May 2019.

The purchase relates to the following strategic goals:

Goal E: Responsibility - Parkland College will strive for sustainable fiscal and financial vitality emphasizing a continued investment in the human, technological, physical, and virtual assets of the college.

E3. Maintain and create sustainable resources to maximize efficiency of all operations and create learning opportunities for faculty, staff, and students.

Bids for this purchase have been received from three suppliers. The bids are as follows:

- | | |
|--|--------------|
| 1. Tepper Electric, Champaign, Illinois | \$144,701.25 |
| 2. Graybar Electric, Champaign, Illinois | \$148,878.00 |
| 3. Springfield Electric, Champaign, Illinois | \$149,910.03 |

Administration recommends purchasing exterior lighting fixtures from Tepper Electric of Champaign, IL in the amount of \$144,701.25. Board authorization is requested since the cost exceeds \$20,000.00. PHS funds are available for this purchase.

MOTION—Move to approve the bid for purchasing exterior lighting fixtures be awarded to Tepper Electric Supply Company, Champaign, Illinois in the amount of \$144,701.25

X. BUSINESS & FINANCE—Item G

INTERNATIONAL STUDENT RECRUITER CONTRACT

Parkland College welcomes international students to its campus. The presence of students from other countries helps us enhance the education experience of all Parkland students through opportunities to nurture a greater awareness of cultural diversity and to make global connections. International students learning alongside domestic students helps all to fulfill the general learning outcome of global awareness.

To maintain and possibly increase the presence of international students on campus, Parkland College would like to contract with international recruiting firms to promote and publicize the College and its programs to prospective international students and encourage their enrollment. The College will only enter into contractual relationships with firms whose practices are in accordance with the American International Recruitment Council standards. Contracts are based on the payment of commission fees for services that result in the actual enrollment of F1 visa students at the College. Specifically, the College will agree to pay ten percent (10%) of tuition and fees at the Out-of-State/International rate actually paid in full by the international student who enrolls in the college's academic programs or in its pre-college ESL programs for up to two consecutive semesters.

Administration is presenting to the Board for approval a proposed contract with WholeRen Education LLC. Administration also seeks board approval to use this same contract as a template in drawing up contractual agreements with other international recruitment contractors.

MOTION— Move to approve contract with WholeRen Education LLC and the use of this contract template with other international student recruitment firms.

X. BUSINESS & FINANCE—Item H

EXEMPT PURCHASE – Academic Services Library Furniture

The Library has an open space area to provide additional accessible, attractive, semi-private areas for group and individual study.

The furniture consists of two group study cubes and seating that are moveable and accessible to all library patrons. We are also replacing two office chairs for staff members. We have worked with a Stocks office interior designer to match the library’s current furnishings to keep costs within budget.

This purchase relates to the following strategic goal:

Goal E: Responsibility: Parkland College will strive for sustainable fiscal and financial vitality emphasizing a continued investment in the human, technological, physical, and virtual assets of the college.

E3. Maintain and create sustainable resources to maximize efficiency of all operations and create learning opportunities for faculty, staff, and students.

Administration recommends purchasing furniture for the Parkland Library at a cost of \$26,518.67 from Allsteel, Inc. of Muscatine, Iowa. 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(k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000.00. Funds for this purchase are available from the FY19 operating budget.

MOTION—Move to approve the purchase of furniture from Allsteel, Inc. of Muscatine, Iowa, for a total of \$26,518.67.
--

X. BUSINESS & FINANCE—Item I

EXEMPT PURCHASE – Slate

Slate is a comprehensive Constituent Relationship Manager (CRM) provided by Technosolutions, Inc. designed exclusively for higher education. Slate will provide advanced features for student recruitment, communications, admissions, and enrollment reporting. In addition, Slate will improve the internal college processes and efficiencies related to student services.

This purchase relates to the following strategic goals:

Goal C. Parkland College will work collaboratively to develop a workforce with critical thinking, communication, and technical skills to ensure success in a diverse, technological, and global work environment.

C1. Implement effective collaborations with K–12 districts that develop a college-going culture and build students' college success skills to accelerate the progress of students on the college pathway.

Goal D. Parkland College will engage the district's institutions and communities to develop citizens who build and sustain economic, social, and cultural assets through work, service, and engagement.

D3. Provide credit and noncredit lifelong learning and other educational opportunities to members of the District 505 community. Develop programs that make various cultural programs accessible and build relationships with K–12 to develop future student population.

D4. Market the mission, programs, and services of Parkland College effectively to support the institution's enrollment goals and so that constituents fully understand the comprehensive programs offered that provide opportunities to students and support development of District 505 communities.

Goal E. Parkland College will strive for sustainable fiscal and financial vitality emphasizing a continued investment in the human, technological, physical, and virtual assets of the college.

E2. Utilize our strategic technology plan to support all areas of the college.

E3. Maintain and create sustainable resources to maximize efficiency of all operations and create learning opportunities for faculty, staff, and students.

Administration recommends the purchase of Slate software from Technosolutions, Inc. of New Haven, CT. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available in the FY 2019 operating budget for this purchase.

MOTION – Move to approve the purchase of Slate software from Technosolutions of New Haven, CT. This purchase will have year one cost of \$100,000 that includes software, training and consulting followed by four years with an annual software cost of \$50,000 through June 30, 2023.

XI. ACADEMIC & STUDENT SERVICES—Item A

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

Grant proposals as described in the accompanying summaries are presented for consideration prior to submission to the specific agencies.

MOTION—No motion required.

- No applications were submitted in January.

XI. ACADEMIC & STUDENT SERVICES—Item B*

ACCEPTANCE OF FUNDS FROM EXTERNAL SOURCES

Attached is a summary of funds awarded to the College from the following external sources:

1. Ameren Illinois—Energy Efficiency Programs: Strategic Energy Management (SEM) -- 1000873

CONSENT MOTION—Move to approve the awarding of funds from external sources as stated above and in the attached summary.

Funds Received

Title	Received From	Begin Date	End Date	Years	Total Amount	Parkland Amount
Strategic Energy Management (SEM)	Ameren Illinois— Energy Efficiency Programs	7/1/18	6/30/19	1	\$15,000	\$15,000
					Total	\$15,000

XI. ACADEMIC & STUDENT SERVICES—Item C*

POLICY MANUAL UPDATES

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.

POLICY 3.13 Use of College Facilities

Over the past two years, there have been instances where the policy has not provided adequate guidance for clear decision-making in regard to facility rentals. As a result, there have been groups utilizing campus spaces that are not documented in the official college scheduling system, posing a security risk and other potential liability, and some inconsistency in the usage of college facilities and associated fees.

POLICY 3.24 Tobacco Free Campus

The College is adding procedures, in the form of an enforcement component, which includes written warnings, citations and an appeal process. This will help bring things event more into compliance with Illinois state law, the Smoke-Free Campus Act, 110 ILCS 64/1-99, which requires penalties and rules be established by each state-supported institution of higher education.

POLICY 3.42 Animals on Campus

These proposed changes are related to the current legislation surrounding the ADA, requires a more robust service animal policy.

POLICY 4.14 Grievance

Rationale for the changes: Adding wording allows submitted grievances to be reviewed to make sure they fall under PCA Grievance Policy before it is necessary to convene the PCA Grievance Committee. Currently, if someone files a grievance with the PCA President, the entire grievance process has to be activated, requiring individuals to put in unnecessary time if the grievance submitted is not a PCA grievance.

POLICY 8.08 Release of Information about Students

The changes are to clean up inconsistencies between current Parkland practice and the outdated procedures under Policy 8.08. Most importantly it clarifies that all rights to a student's education record belong to the student and not to the student's parent even in cases of a minor student or a student claimed as a dependent under federal tax law.

POLICY 8.10.18 Student Leadership Scholarships

Rationale: The old policy was not reflective of current practices. We are also changing the student engagement opportunities conducted through Student Life and would like to update the scholarship given through Student Life to reflect these changes.

INFORMATION

Note: The proposal includes eliminating the old policy, which appears at the end of this document, with strikethrough. The proposed policy is here:

POLICY 3.13 USE OF COLLEGE FACILITIES

The administration determines how and when the facilities can be best used to meet the needs of the College. Some of the facilities of Parkland College are available for use by faculty, staff, administration, students, and others for activities which coincide with the mission of the College.

The utilization of space is first determined by the instructional needs of the semester course schedule as established by the Vice President for Academic Services. The schedule of athletic events is established by the Athletic Director. Once the College schedule is established, additional requests for use of space for meetings, seminars, conferences, workshops, and other special events are administered through the College's facilities rental process.

This policy applies to all campus facilities and grounds. All persons who contract to use the facilities must observe the rules established by the College administration for safe and efficient use.

Priorities for facility usage are as follows:

First Priority – Instructional Activities: Scheduled credit classes, non-credit classes, and College-wide instructional and development activities, e.g., departmental meetings.

Second Priority – Institutional Events: Events sponsored by the President, administrative units, athletic department, and the Parkland College Foundation.

Third Priority – Student Activities: Student activities registered through the Office of Student Life or an academic department.

Fourth Priority – Cosponsored Events: Events hosted on the Parkland campus by non-College groups that have partnered with a Parkland College department, unit, or administration and directly relate to the sponsoring unit's contributions to the campus community. The College will not cosponsor events in which the educational or public service implications are not evident, and that do not relate appropriately to the Mission and Purposes and Statement of Core Values of the College. Fees will be charged unless waived at the Vice President level.

Fifth Priority – Community Events: Events and meetings held on the Parkland campus for general community use. Meetings may be hosted by non-profit or for-profit businesses and government agencies. Private events may be held in spaces designated in the procedure. The College will not rent space for events in which the educational or public service implications are not evident, and that do not relate appropriately to the Mission and

Purposes and Statement of Core Values of the College. Fees will be charged unless waived at the Vice President level.

In cases where a request does not fit one of the categories, the President or designee has the authority to determine its priority. Only the President or designee can make exceptions to the priorities below in case of emergency or extenuating circumstances.

Procedures

Reservation of College Spaces

Reservation of all College spaces must be appropriately documented in the College scheduling system.

Each office that participates in the rental of college facilities must have on file the appropriate rental agreement paperwork and must route requests through the appropriate approval processes. All spaces that have been reserved on behalf of an outside group must be documented in the College scheduling system to ensure campus safety and awareness of outside groups accessing College facilities.

Arrangements for the use of the theatre, planetarium, athletic facilities, and Community Education may be made by contacting the directors of these facilities directly. Common lounge areas will be scheduled through the Office of Student Life.

Guidelines for Cosponsored Events

- 1. Cosponsorship requires approval at the Dean/Director level before the space is secured. Individual employees may not independently cosponsor events unrelated to their role on campus.**
- 2. A College representative from the sponsoring department or unit must act as a college liaison for the event. The college liaison will provide a signature on the facilities rental agreement identifying themselves as the primary contact and must attend the event.**
- 3. Theatre productions, Staerkel planetarium events, athletic events, and Community Education events that are rentals involving non-College groups or organizations are considered cosponsored events.**
- 4. If an employee has been asked by the college to serve in an official capacity as a participant in a board or organization, they may host meetings of that group on campus for free. Fundraisers and other events open to the community will require the facilities rental fee.**

Guidelines for Community Events

- 1. Documented non-profit or for-profit organizations and government entities may request the use of College facilities without a sponsoring unit and will be charged the rental fees established by the College unless waived at the Vice President level.**

2. Religious and political organizations will not be eligible to rent College facilities.
3. For-profit businesses and individuals wishing to host private events will be referred to the directors of the theatre, planetarium, Community Education, and athletic facilities for rental of those facilities, incurring the established fees.

Requirements

All non-College groups or organizations involved in a cosponsored or community event will complete and submit the appropriate forms for the space they wish to rent. For cosponsored events, the liaison is responsible for completing the required forms and working with the organization to gather the required documentation. Forms must be signed by the sponsoring Dean or Director before they are processed. The following are required:

1. Completed facility rental forms
2. A statement and/or copy of advertisements and signs listing the College as a cosponsor, if applicable
3. Requests for equipment, AV equipment, food service, custodial and other services when applicable
4. Copy of Certificate of Insurance and/or a damage deposit

Restrictions

Student, cosponsored, and community events must comply with the following restrictions:

1. Alcoholic beverages are prohibited as per College policy 3.26.
2. Tobacco usage is prohibited as per College policy 3.24.
3. If an activity involves minors, adequate adult supervision must be provided for the duration of the activity.
4. Parking is restricted to designated areas only; violators will be ticketed by Public Safety officers.
5. Amplified sound systems may not be used in the building during the hours when classes are in session.
6. Signs must be placed as per College policy 3.36.
7. Community event organizers may list the College name and address on promotional materials. All logo usage must be approved by the Director of Marketing and Public Relations prior to distribution.

Approvals

Approval for facility requests will be as follows:

1. Instructional Activities – Vice President for Academic Services
2. Institutional Events – Vice President overseeing the requesting unit
3. Student Activities – Vice President for Student Services
4. Cosponsored Events – Vice President overseeing the requesting unit
5. Community Events – Vice President for Communications and External Affairs

Fees

Facility usage fees will be posted on the College website and made available at the time of request.

In addition to the facility rental fee, the following fees will be charged:

1. **Custodial and Public Safety Fees** – Rental charges for facilities usage during regular business hours include the cost of regular custodial and security services. Extra custodial and Public Safety services will incur additional fees. The College reserves the right to determine the number of operational personnel required for approved activities. Use of the facilities on the weekend and extra custodial services for setup and/or cleanup are automatically subject to the additional fee.
2. **Technology Fees** – Fees for projector setup and use, amplification systems, and other technologies are available at the time of request. If technical support personnel are required to be present, an additional fee will be charged.
3. **Administrative Fees** – An administrative fee will be charged for the scheduling, coordination, and administration of co-sponsored and community events. ~~reflecting staff time involved in the scheduling, coordination, and administration of cosponsored and community events.~~

POLICY 3.13 – USE OF COLLEGE FACILITIES

~~It is the responsibility of the administrative staff to determine how and when the facilities can be best used to meet the needs of the College. Consistent with the mission of the College, some of the facilities of Parkland College are available for use by faculty, staff, administration, students, and members of the community at large for activities which coincide with the function of the College. All persons who contract to use the facilities must observe the rules established by the College administration for safe and efficient use.~~

~~The utilization of space is first determined by the instructional needs of the semester course schedule as established by the Vice President for Academic Services. The schedule of athletic events is established by the Athletic Director. Once the College schedule is established, additional requests for general use of space for meetings, seminars, conferences, workshops, and other special events are processed through the individual departmental offices.~~

Arrangements for the use of the Theatre, Planetarium, and Business Training may be made by contacting the directors of these facilities directly. Rental fees/charges for these facilities are independent of those quoted in this document. Common lounge areas will be scheduled through the Office of Student Life. This scheduling policy applies to the entire campus facility, including the athletic fields and parking lots.

Adopted: September 19, 1984

Revised: June 7, 1989

Revised: January 20, 1993

Revised: May 15, 1996

Revised: January 16, 2002

Revised: January 26, 2005

Procedures

Facilities Usage Priorities: Facilities usage will be determined by the nature of the event based on the following priorities:

- A. Priority 1 — Instructional Activities: Scheduled credit classes, non credit classes, and College-wide instructional and development activities, e.g., departmental meetings.
- B. Priority 2 — Student Activities — Student activities and co-curricular activities sponsored by the Student Government Association, recognized student clubs and athletic activities.
- C. Priority 3 — Institutional Events — Institutional events sponsored by the President, Administrative units, and the Parkland College Foundation. Parkland Theatre productions and Staerkel Planetarium events involving non-College groups or organizations will be considered institutional events.
- D. Priority 4 — Cosponsored Events — Cosponsored events consists of non-College groups or organizations sponsored by College department, unit, or administration and are not directly related to an instructional activity. Non-College groups or organizational events that are not cosponsored by the College will not be permitted. The College will not cosponsor events in which the educational or public service implications are not evident and which do not relate appropriately to the Mission and Purposes/Core Values of the College. Exceptions may be considered by a member of the Executive Team.

Guidelines for Cosponsored Events

- A. Schedule — Cosponsored Events should not be scheduled during the following times and days:
 - 1. Sunday
 - 2. Before 7:00 a.m. or after 9:00 p.m. Monday through Friday
 - 3. Before 7:00 a.m. or after 4:00 p.m. Saturday

~~B. Eligibility—Eligibility of a cosponsored event will be based on the following:~~

- ~~1. Non-College groups or organizations being cosponsored by the College faculty, staff, department, or administration.~~
- ~~2. A College representative from faculty, staff, department or administration being designated as the person responsible and present for the cosponsored event.~~

~~C. Requirements—All non-College groups or organizations involved in a cosponsored event are required to provide and return to the Director of Community Marketing and Public Relations:~~

- ~~1. Completed “Initial Contact Form” for use of facilities 30 days prior to event~~
- ~~2. Completed “Use of Building Facilities Requisition” form~~
- ~~3. Written support as to the appropriateness of the event to the Mission and Purposes of the College (included in “Use of Building Facilities Requisition” form)~~
- ~~4. A statement and/or copy of advertisements and signs listing the College as a cosponsor.~~
- ~~5. A request for equipment, A/V equipment, food service, custodial and other services when applicable~~
- ~~6. Evidence of financial ability to compensate the College for expenses associated with the cosponsored event~~

~~D. Restrictions—Cosponsored events will adhere to the following restrictions:~~

- ~~1. The availability of alcoholic beverages at any cosponsored event is prohibited.~~
- ~~2. No smoking is permitted in any campus building or within 15 feet of any campus building.~~
- ~~3. If an activity involves minors, ample adult supervision must be provided for the duration of the activity.~~
- ~~4. Parking is restricted to designated areas only; violators will be ticketed by Public Safety officers.~~
- ~~5. Amplified sound systems will not be used in the building during the hours when classes are in session.~~
- ~~6. Signs are to be placed as per College regulations. There will be no nails, tacks, or taping on walls or wood area. Sign holders will be made available upon request. The signs must be removed by the user at the end of the activity.~~

~~E. Confirmations—Confirmed cosponsor of event will be responsible for completing a facility usage package which includes:~~

- ~~1. Signed letter of confirmation from the cosponsoring College representative and administrator approving the event~~
- ~~2. Copy of Certificate of Insurance~~
- ~~3. Copy of the College’s Mission and Purposes/Core Values~~
- ~~4. Copy of the Facilities Usage Policy~~
- ~~5. “Use of Building Facilities Requisition” form~~
- ~~6. A/V requests when applicable~~

~~Approvals—Approval for facility requests will be as follows:~~

- ~~A. Instructional Activities—Vice President for Academic Services~~
- ~~B. Student Activities—Vice President for Student Services~~
- ~~C. Institutional Events—Vice President for Administration/Vice President for Administrative Services/Chief Financial Officer~~
- ~~D. Co-sponsored Events—Vice President for Administration/Vice President for Administrative Services/Chief Financial Officer~~

~~Usage Fee Schedule for Cosponsored Events~~

~~A. Facility/equipment usage fees:~~

Facility	Fee
Conference Center (D244)	45.00 per hour
Classrooms/Conference Rooms	25.00 per hour
Lecture Hall	45.00 per hour
Lounge Areas	90.00 per hour
Dining Areas	90.00 per hour
Gymnasium	75.00 per hour / 600.00 per day
Fitness Center	60.00 per hour / 475.00 per day
Computer Lab	150.00 per day
Other Labs (Science, Auto)	65.00 per hour
Video Conference Services	45.00 per hour

~~—Equipment usage fees: Computer video projectors: \$30 per event; VCR's: \$20 per event.~~

~~B. Custodial and Public Safety Fees—During the hours that the College is available, rental charges to cover the cost of regular custodial and security services are made for the use of facilities for cosponsored events by non-College groups or organizations. In addition to the rental charge, a fee will be charged for any extra custodial, Public Safety, and facilities (hourly rates x 1.5 for Saturday and x 2 for Sunday). This fee will be based on actual costs and will be determined after the scheduled use. The College reserves the right to determine the number of operational personnel required for approved activities. Use of the facilities on the weekend and extra custodial services for set up and/or cleanup are automatically subject to the additional fee.~~

~~C. Administrative Fees—An administrative fee will be charged reflecting staff time involved scheduling, coordination, and administration of cosponsored events.~~

~~D. Theatre, Planetarium and Business Training facilities are also available. Information concerning rental and service charges for these facilities can be obtained through the directors of each facility.~~

~~Revised: November 2003~~

POLICY 3.24 TOBACCO-FREE CAMPUS

In compliance with the Smoke-Free Campus Act (110 ILCS64/), all tobacco use will be prohibited on the Parkland College campus effective July 1, 2015. For the purpose of this policy, “campus” means all property owned and leased by, or leased to the college, including building, grounds, roads, parking lots and vehicles.

Procedure:

- A. Individuals who observe someone smoking, vaping, or using smokeless tobacco on campus should contact Parkland Public Safety. Violations must be reported at the time they occur.**
- B. In cases of violations of the law and policy, Parkland College Public Safety officers will follow the following enforcement schedule:**
 - 1st violation: Written Warning**
 - 2nd violation: Final Written Warning**
 - 3rd violation: Citation with \$25 fine; the fine may be waived with completion of the prescribed wellness programming within 30 days of the violation.**
 - 4th violation: Citation with \$25 fine**
 - 5th violation: Citation with \$50 fine**
 - 6th violation: Citation with \$75 fine**
 - 7th + violation: Citation with \$100 fine**
- C. All disputes related to the enforcement of this policy will be handled by the Tobacco-Free Campus Appeals Committee.**
 - 1. The Director of Public Safety will chair the Tobacco-Free Campus Appeals Committee and is a non-voting member of the committee.**
 - 2. The Tobacco-Free Campus Appeals Committee consists of a representative from each of the following full-time employee categories: administration/confidential, PSS, and PAE.**
 - a. The Director of Public Safety will select two persons from each employee category identified in #2 above to serve in the committee pool.**
 - b. The Director of Public Safety will select one person from each work group identified in #2 above to serve during each appeal session.**
 - 3. Appeals must be submitted in writing to the Director of Public Safety within 30 days of the date of violation and the citation must be paid in full before filing an official appeal.**
 - 4. An appeal decision must be rendered within 30 days of receipt of the appeal.**
 - 5. The Director of Public Safety will notify the violator in writing within 15 days of the appeal decision.**

Policy 3.42 Unauthorized Animals on Campus

All animals are prohibited from Parkland College buildings with the exception of the following:

1. Service animals under the American with Disabilities Act (ADA). Parkland College affords individuals with disabilities and/or medical/mental health conditions, who require the assistance of a service animal, equal opportunity to access college property, courses, programs, and activities.
2. Animals associated with the Veterinary Technology program.
3. Animals directly used in academic instruction.
4. Animals that the college is required to permit into college buildings under other state or federal laws. These animals must be registered with the Public Safety Department before coming onto campus for the first time.
5. Other animals that the College determines need to be on campus for a limited period of time

~~All animals are prohibited from Parkland College Campus buildings, with the exception of animals that are assisting a physically challenged individual (e.g. seeing eye dog) or an animal that is associated with the Veterinary Technology Program. Any animal that is authorized to be on campus shall be restrained by a cage or leash.~~

3.42.01 Service Animal Procedure

- A. A service animal is defined as a dog or a miniature horse that is trained to do work or perform tasks for an individual with a disability, including physical, sensory, psychiatric, intellectual or other mental disabilities defined by federal or state law. The work a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support, or to act as a crime deterrent, do not qualify as service animals.
- B. Parkland College strongly encourages individuals with service animals, under the ADA, to register their animals with Accessibility Services and provide documentation by an appropriate and reliable healthcare provider (e.g., physician or mental health provider) that states:
 - a. the individual has a disability for which the animal is needed;
 - b. how the service animal assists the individual;
 - c. the relationship between the disability and the assistance that the animal provides.
- C. While registration and documentation are strongly encouraged they are not required under ADA. The College may only require an individual with a service animal to provide information that attests to whether the service animal is required

because of the disability and the nature of the work or tasks that the animal has been trained to perform.

D. A service animal whose behavior poses a direct threat to the health or safety of others or is disruptive to the campus community may be excluded regardless of training, documentation or certification.

E. Responsibilities of Service Animal Owners

Service animals on campus must:

- a. Meet all requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances. Accessibility Services will maintain documentation on all of these requirements.
- b. Be clean. Flea and other infestation control is essential.
- c. Be in good health.
- d. Be under control of their owner at all times.
- e. Not cause damage to the campus. The owner is financially responsible for any property damage caused by the animal while on campus.
- f. Defecate and urinate in appropriate places. The owner is responsible for the clean-up of waste and appropriate disposal.

Failure to correct any of the problems above could result in removal of the animal from campus.

F. Addressing Issues and/or Concerns

Parkland College is committed to a prompt and effective resolution of any issues or concerns regarding service animals.

- a. If the owner has a concern, the owner should immediately contact the Director of Counseling Services.
- b. College personnel or other students should contact Accessibility Services in the following situations:
 - i. If they have an allergy or other medical condition that makes spending time in the same room or facility difficult or dangerous;
 - ii. If any service animal is out of control, or an owner is mistreating his/her service animal;
 - iii. If they have any other questions or concerns.

3.42.02 Other Animals Under Policy 3.42 Exception Five

A. Requirements

- a. Parkland sponsor must get written permission to bring the animal on campus by the appropriate Dean or Vice President.

- b. **Parkland sponsor must register the animal with the Department of Public Safety prior to the animal coming onto campus for the first time.**
- c. **The animal must:**
 - i. **Meet all requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances.**
 - ii. **Be clean. Flea and other infestation control is essential.**
 - iii. **Be in good health.**
 - iv. **Be under control of their owner at all times.**
 - v. **Not cause damage to the campus. The owner is financially responsible for any property damage caused by the animal while on campus.**
 - vi. **Defecate and urinate in appropriate places. The owner is responsible for the clean-up of waste and appropriate disposal.**

POLICY 4.14 GRIEVANCE

Anything grieved under a Collective Bargaining Agreement should be grieved according to the terms and conditions of the applicable Collective Bargaining Agreement. Grievances specifically related to sexual harassment or discrimination shall be grieved according to Policy 3.01, Prohibition of Sexual Discrimination/Harassment/Misconduct.

The grievant is encouraged to resolve complaints and disputes through informal communications with the respondent.

Revised: December 14, 2016

4.14.01 Definition and Conditions

A PCA grievance exists when a member of the Parkland College Association claims that a violation, misapplication, or misinterpretation of any existing **policy or procedure** ~~rule or policy~~ of Parkland College has occurred outside the scope of the applicable collective bargaining agreement or if the staff member is not a member of a collective bargaining unit.

A detailed procedure for the redress of grievances is included in the Procedures section of this Manual. The following conditions apply to the grievance procedure:

- The member initiating the grievance may withdraw his/her grievance at any level without establishing a precedent.
- The position of the Grievance Committee should be considered a private matter between the Committee and the member with the grievance and should have no bearing on a decision made at any level within the procedure.
- All records and information concerning a grievance and its processing shall be considered highly confidential and shall not be discussed with uninvolved parties.
- All records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. When a grievance has been completely processed, the names of all participants shall be removed from the records.
- No reprisals of any kind shall be taken by the Board or the administration against a PCA member because of his/her participation in the procedure.

Approved: September 19, 1984

Revised: June 7, 1989

Revised: January 20, 1993

Revised: March 29, 2000

Revised: February 27, 2008

Procedure

A potential grievance exists when a member or associate member (herein called "the grievant") of the Parkland College Association claims there has been a violation, misapplication, or misinterpretation ~~of a contract, or~~ of any existing **policy or procedure rule or policy** of the College outside the scope of the applicable Collective Bargaining Agreement. This procedure also extends to staff members not represented by a collective bargaining agreement.

A. Time Increments and Time Limits

All time increments consist of weekdays when classes are in session; however, when a grievance is submitted less than ten (10) days before the end of the semester or summer session, time increments shall consist of all days when the College's offices are open.

Specified time limits in this procedure are maximum limits, and participants are encouraged to carry the procedure forward without delay. In **extenuating** unusual circumstances, time limits may be extended, and then only by written mutual consent of the grievant and the **respondent** supervisor (herein called "the respondent"). Failure by the grievant at any step in the PCA grievance procedure to appeal a decision within the specified time limits shall be considered acceptance of the decision at the last completed step. Failure at any step in the PCA grievance procedure to render a written decision within the specified time limits shall allow the grievant to proceed to the next step.

B. PCA Grievance Committee

1. Membership

A committee of the PCA President, the Policy Manual Committee (except for those members who are Parkland College Vice Presidents), and the ~~Office~~ **Director** of Human Resources (or a designee if the ~~member~~ **Director** of Human Resources is an involved party) shall be known as the PCA Grievance Committee. The PCA President will serve as chair of this committee. This committee will have three votes: one by the PCA President, one by the ~~Office~~ **Director** of Human Resources (or a designee if the ~~member~~ **Director** of Human Resources is an involved party), and one from the Policy Manual Committee.

2. Responsibilities

The PCA Grievance Committee seeks to facilitate the resolution of the grievance while assuring both the grievant and the respondent fair and equal treatment. The PCA Grievance Committee does not act as advocate for either the grievant or the respondent; rather, the committee guides the grievance through the procedure outlined below. **The PCA President will submit a file to the Director of Human Resources who will maintain a file of documents pertaining to the grievance, the committee maintains a file of documents pertaining to the grievance,** including all written appeals and responses, in addition to any other material it deems necessary for a complete record.

3. Conferences

The PCA grievance procedure requires up to two (2) conferences. Conferences are intended to permit open, free, and full exchange among the committee, grievant, and respondent. It is expected that all parties to a grievance will enter into the conferences in the spirit of mutual respect and with an earnest desire to seek resolution. Every effort will be made to schedule the conferences at times that do not interfere with the assigned duties of the PCA members whose presence is necessary at the conferences. If conferences must be scheduled at times that conflict with duty assignments, PCA members shall be released from those assignments to attend the conferences without loss in pay.

4. Procedure Process

Step 1

Within 20 days of the event or consequences of the event (or the grievant's awareness of the event and/or consequences thereof) giving rise to the grievance, the grievant must submit to the PCA President, in writing, a signed grievance and explanation of why the grievant feels a PCA grievance has occurred. Within five days of the receipt of the signed grievance and explanation from the grievant, the PCA President will convene an ad hoc committee that will meet to determine if a PCA grievance exists.

The ad hoc committee will consist of the PCA President, the PCA Vice President, the Director of Human Resources, and the President and Vice President of the grievant's union (or union President's designee if the union has no vice president). If the grievant is not a member of a union, the ad hoc committee will consist of the PCA President, the PCA Vice President, and the Director of Human Resources. If the grievant or respondent is the Director of Human Resources, the ad hoc committee will consist of the PCA President, the PCA Vice President, and the College President designee. If any ad hoc committee member is unavailable to attend the meeting, that committee member will select a replacement.

Within two days of the meeting, the PCA President will notify the grievant in writing of the committee's decision and include a written rationale if a PCA grievance does not exist. If the committee determines a grievance exists, the PCA President will forward a copy of the grievance to the respondent and activate the PCA Grievance Committee.

Step 2

~~Within twenty (20) days of the event or consequences of the event (or of the grievant's awareness of the event and/or consequences thereof) giving rise to the grievance, the grievant must submit a written, signed grievance to the respondent, who The respondent may provide a written, signed response to the PCA President to provide to the grievant~~

~~within two (2) days. The response shall include the reason(s) for the decision(s) that gave rise to the grievance.~~ **The respondent may provide a written, signed response to the grievant within two days, addressing reasons for the action(s) that gave rise to the grievance. This response should be submitted to the PCA President.**

Step 23

Within five (~~5~~) days of the **meeting described in step 1**, receipt of any documents, the President of the PCA shall activate the PCA Grievance Committee, ~~and shall inform, in writing, all parties involved that a formal complaint has been received.~~ **and shall provide the PCA Grievance Committee with communications from the grievant and the respondent.**

Step 3 4

Within ten (~~10~~) days after its activation, the PCA Grievance Committee shall schedule a ~~one hour thirty minute~~ **90** minute time block to meet with the grievant and any witnesses the grievant may wish to have testify, which will be immediately followed by a ~~one hour thirty~~ **90**-minute time block to meet with the respondent and any witnesses the respondent may wish to have testify. Only the committee, the grievant, and his or her witnesses may be in the room during the first time block. Only the committee, the respondent, and his or her witnesses may be in the room during the second time block. If either the grievant or respondent has individuals in the session not included as just described, the PCA President shall ask the individuals to leave the room. Within three (~~3~~) days, the PCA Grievance Committee shall write a response to the grievant, either (~~1~~) agreeing that the identified ~~contract, rule or policy~~ **or procedure** has been violated or advising the grievant that the identified ~~contract, rule or policy~~ **or procedure** has not been violated and that no valid grievance exists.

If the **PCA Grievance e**Committee finds that a valid grievance does exist, the committee files with the College President a written appeal of the respondent's decision at Step 1; copies of all accumulated formal documents shall accompany the appeal. Within five (~~5~~) days of the filing of this report, the College President will file a written report with the grievant and the committee that details his or her intended actions based on the committee's findings.

If, in the case of a negative decision, the grievant is not satisfied with the committee's opinion, the grievant may, within two (~~2~~) days of receipt of the decision, appeal in writing to the College President who, within five (~~5~~) days of receipt of the appeal, shall chair a three-member Grievance Committee, serving as a second PCA grievance committee, which shall, within five (~~5~~) days after its formation, review the relevant documents and render a written decision to the grievant. The College President shall schedule a ~~one hour thirty~~ **90**-minute time block to meet with the grievant and any witnesses the grievant may wish to have testify which will be immediately followed by a ~~one hour thirty~~ **90**-minute time block to meet with the respondent and any witnesses the

respondent may wish to have testify. Only the committee, the grievant, and his or her witnesses may be in the room during the first time block. Only the committee, the respondent, and his or her witnesses may be in the room during the second time block. If either the grievant or respondent has individuals in the session not included as just described, the College President shall ask the individuals to leave the room.

In addition to the College President, the committee will consist of the President of the Board of Trustees and the College Vice President responsible for supervising the grievant, unless said Vice President is directly involved in the grievance. If the Vice President for Academic Services is directly involved in the grievance, the Vice President for Student Services will serve; ~~while~~ if the Vice President for Student Services is directly involved in the grievance, the ~~Vice President for Administration~~ **Vice President for Administrative Services/Chief Financial Officer** will serve; ~~and if the Vice President for Administration~~ **and if the Vice President for Communications and External Affairs is directly involved in the grievance, the Vice President for Academic Services will serve.** However, if the College President is directly involved in the grievance, the grievant may, within five (~~5~~) days of receipt of the decision, appeal in writing to the President of the Board of Trustees.

The President and Vice President of the Board of Trustees, serving as the second grievance committee, shall schedule a ~~one hour thirty~~ **90-minute** time block to meet with the grievant and any witnesses the grievant may wish to have testify which will be immediately followed by a ~~one hour thirty~~ **90-minute** time block to meet with the respondent and any witnesses the respondent may wish to have testify. Only the committee, the grievant, and his or her witnesses may be in the room during the first time block. Only the committee, the respondent, and his or her witnesses may be in the room during the second time block. If either the grievant or respondent has individuals in the session not included as just described, the President of the Board of Trustees shall ask the individuals to leave the room. Within three (~~3~~) days, the second PCA Grievance Committee shall write a response to the grievant, either (~~1~~) agreeing that the identified ~~issues—contract, rule—or-policy~~ **or procedure** have has been violated **or** advising the grievant that the identified ~~issues contract, rule,—or-policy~~ **or procedure** ~~was~~ **has** not been violated and that no valid grievance exists.

If the second committee finds that a valid grievance does exist, the College President will file a written report, ~~within~~ five (~~5~~) days, with the grievant and the PCA President in response to the grievance. If the second committee finds that a valid grievance does not exist, the PCA grievance process is terminated. If the College President is directly involved in the grievance and the committee finds that a valid grievance exists, the hearing committee (the President and Vice President of the Board of Trustees) will submit in writing to the College President, the grievant, and President of the PCA a report of its findings. However, if the committee finds that a valid grievance does not exist, the PCA grievance process is terminated.

C. Disposition of documents related to the grievance

At the conclusion of the grievance, the official copy of the documents comprising the grievance file shall be forwarded to the ~~Office~~ **Director** of Human Resources for retention, in accordance with statutory requirements and College policy. Access to this file shall be restricted to the principals involved in the grievance and their legally authorized representatives.

D. No reprisals

No reprisals of any kind shall be taken by the Board of Trustees, the College administration, the PCA, or any member of the PCA against anyone because of participation in any portion of this grievance procedure.

~~A.~~ E. Withdrawal of grievance

The grievant may withdraw the grievance at any time during the grievance procedure, with written notification to the Chair of the PCA Grievance Committee, who shall inform, in writing, all involved parties. One set of documents related to the grievance up to the point of withdrawal shall be forwarded to **the Director of Human Resources**; all others shall be destroyed.

Revised: May 1992

Revised: June 1997

Revised: November 28, 2007

Revised: February 27, 2008

POLICY 8.08 RELEASE OF INFORMATION ABOUT STUDENTS

Parkland adheres to the confidentiality of student educational records as mandated by the Family Educational Rights and Privacy Act (FERPA) of 1974. Every endeavor is made to keep information regarding students confidential as specified by law. All members of the faculty, administration, and staff are to respect confidential information which they acquire about students in the course of their work. No information concerning a student shall be released unless specified under FERPA.

Rules governing the release of information about students are available in brochure form **on Parkland's website, in the Office of Admissions and Records, and** in the office of the Vice President for Student Services.

Approved: September 19, 1984
Revised: June 7, 1989
 January 20, 1993
Revised: December 16, 1998

Procedure

8.08 RELEASE OF INFORMATION ABOUT STUDENTS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal Law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education. ~~Under the law, As~~ **allowed under FERPA**, Parkland accords all rights to a student's **education record** to the student. **Disclosure of the contents of a student's educational record may only be done with the student's consent or under one of the exceptions to this rule, under FERPA, as outlined below in this procedure.**

~~Parents have a right to records until a student reaches the age of 18; then the right passes to the student, unless the student is considered as a dependent as defined by the Internal Revenue Service. In that case both the parent and student have rights under the act. Parents will be required to provide proof of dependency to validate their rights.~~

8.8.1 Definitions

For the purpose of this policy, Parkland uses the following definitions.

Directory Information: The following items are classified as "Directory Information":

1. Full name
2. Address
3. Telephone number
4. Major field of study
5. Participation in officially recognized activities and sports
6. Weight, height and position of members of athletic teams
7. Dates of attendance and enrollment status (i.e., full-time/part-time, class level)
8. Degrees awarded and honors received
9. Previous educational agencies or institutions attended
10. Photo ID picture

Disclosure: Disclosure means permitting access or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein. The means of communication may be orally, in writing or by electronic means (when secured by a PIN or other student-controlled security measures).

Education Record: Those records which are directly related to a student and maintained by the College or a party acting for the College.

The following are included in the definition:

Biographical data, grades, course work, information related to request for services, transcripts, applications for admission, academic record change petitions and class schedules.

The following are not included in the definition:

1. Records of instructional, supervisory and administrative personnel and education personnel ancillary thereto which:
 - a. are the sole possession of the maker thereof and
 - b. are not accessible or revealed to any other individual except a substitute. For purposes of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.
2. Records maintained by the Parkland College Office of Public Safety that were created by that office for the purpose of law enforcement.
3. Records relating to an individual who is employed by the College but who is not attending the College provided they are:
 - a. made and maintained in the normal course of business,
 - b. related exclusively to the individual in that individual's capacity as an employee and,
 - c. are not available for any other purpose. (Records relating to an individual who is attending the College and is employed as a result of his/her status as a student are "education records".)
4. Records related to medical, psychiatric and psychological treatment.
5. Records containing only information relating to a person after that person is not longer a student, for example, alumni records.

Eligible Student: All students at Parkland are "Eligible Students" under the Law regardless of age (See "Student" below).

Financial Aid: Any payment of funds provided to an individual which is conditional on the individual's attendance at the College.

Parent - includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian. ~~Record keepers may presume the parent has the authority to exercise the privilege contained in the Law unless provided with evidence that there is a State law or Court order governing such matters as divorce, separation or custody, or legally binding instrument which provides to the contrary. (See When Prior Consent for Disclosure is not Required.)~~

Personally Identifiable Information - data or information including name(s), addresses, numbers, a list of characteristics, or other information which would make the student's identity easily traceable.

Student - any individual who is attending the College or has attended the College on whom education records are maintained. The term does not include an individual who has not been in attendance at the College. An individual who has been admitted but has not registered (paid fees) is not a student. A student who applied for admission to a selective admissions program is not considered a student in that program until admitted and fees are paid.

Emergencies - When the health or safety of the student or other individuals is endangered, pertinent information may be disclosed but only by the designated offices. A disclosure record must be maintained.

Waiver: A student may, subject to certain limitations, waive any of his/her rights under the provisions of the Law. The waiver must be in writing and must be signed by the student. (See waivers under section 8.10.3)

Record: Any information or data recorded in any medium including but not limited to: handwriting, print, tapes, film, electronic, microfilm and microfiche.

8.08.02 Disclosure of

Information

a Directory Information

A list of items of information contained in the education records of each student that has been determined to be "Directory Information" (See Definitions). Directory information may be disclosed without the permission of the student. No record of disclosure is required. All requests for Directory information should be made to the Office of Admissions and Records. Parkland College has taken the position of protecting the privacy of its' students by not releasing lists of Directory information to outside agencies.

b Prohibiting the Release of Directory Information

Every student has the opportunity and the right to refuse permission to place information about themselves in the Directory information category. The student must give notice of this denial in writing to the Office of Admissions and Records prior to the census date of the semester in which he/she wishes to enroll. Students must be currently enrolled to place a restriction on their records. Restrictions will remain on the record until canceled by the student in writing.

c When Prior Consent for Disclosure is Required

With limited exceptions written prior consent of the student is required before personally identifiable information from education records may be disclosed. Directory information is the exception to this provision. Prior written consent for disclosure is not required for disclosure to the student and also in some other narrowly defined circumstances.

Prior written consent for disclosure must include the following:

1. The consent must be signed and dated by the student
2. A specification of the records to be disclosed
3. The purpose or purposes of the disclosure
4. The party or class of parties to whom the disclosure may be made.

Parkland College will not fax transcripts unless a prior agreement and procedures have been arranged with the institution receiving information to assure confidentiality of the education record.

d When Prior Consent for Disclosure is Not Required

Record keepers may disclose (the Law neither requires nor precludes disclosures) personally identifiable information from education records without written consent of the student if the disclosure is:

1. To the student themselves.
2. To officials of the college, faculty, and staff who have legitimate educational interests. Determination of legitimate education interest will be made by the respective record keepers.
3. To officials of another institution in which a student intends to enroll.
4. To certain Federal and State educational authorities
5. In connection with financial aid for which a student has applied or which a student has received.
6. To State or local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1994.
7. To organizations conducting research for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction. Information will be released if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations. Such information will be destroyed when no longer needed for the purpose for which it is conducted.
8. Accrediting organizations in order to carry out their accrediting functions.

9. ~~Parents of a dependent student as defined in Section 152 of Title 26 of the Internal Revenue Code of 1954.~~
10. To appropriate parties in health or safety emergency.
11. To comply with a judicial order, or pursuant to any lawfully issued subpoena, under condition that if possible the students are notified of all such orders or subpoena in advance of the compliance there with by Parkland College. Parkland is not required to notify the ~~parent or~~ student concerning release of information when a subpoena is received that specifically orders the College not to disclose the content or existence of the subpoena to anyone.

e Financial Aid

Personally identifiable information from an education record may be disclosed in connection with financial aid for which a student has applied or which a student has received, but only as may be necessary for such purposes as:

1. To determine the eligibility of the student for financial aid.
2. To determine the amount of financial aid.
3. To determine the conditions which will be imposed regarding the financial aid.
4. To enforce the terms and conditions of the financial aid.

f Record of Requests and Disclosures

Parkland will maintain a record of each request for and each disclosure of personally identifiable information for an education record. This will be maintained electronically as a part of the student record. The information will include:

1. The parties who have requested or obtained personally identifiable information from the records.
2. Dates of the requests and disclosures.
3. The legitimate interests these parties had in requesting and obtaining the information.

Documentation is not required when requests are made by and disclosures are made to:

1. Any person seeking Directory information
2. ~~The student or parent of the dependent student~~
3. Parties for whom the student has specifically given prior written consent to disclose information. If authorization was given for a category of parties, each disclosure should be indicated in the student file.
4. College officials with a legitimate educational interest

5. Federal and State educational authorities.

The record of requests and disclosures may be inspected only by the following:

1. The student
2. The College official and their assistant(s) who are responsible for the custody of the records
3. Parties authorized by the State or Federal government for the purpose of auditing the record keeping procedures

g Emergencies

Personally identifiable information from an education record may be disclosed to appropriate parties in connection with an emergency if such information is necessary to protect the health and safety of the student or other individuals. In cases of emergency requests for disclosure will be forwarded to the following offices:

1. Office of Public Safety
2. Vice President for Student Services

The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed under this section shall include:

1. The seriousness of the threat to the health or safety of the student or other individuals.
2. The need for the information to meet the emergency
3. Whether the parties to whom the information is disclosed are in a position to deal with the emergency
4. The extent to which time is of the essence in dealing with the emergency

A record of the disclosure for reason of emergency must be maintained with the education record.

h Research

Persons conducting research must direct all requests for personally identifiable information from education records other than Directory information to the Office of Admissions and Records well in advance of need for the data. (Limiting provisions contained in 99.31(a)(6) of the Act apply. Such studies must be conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representative of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.

i ~~Destruction of~~ Records Management

Parkland will follow Policy 3.10 Records and FERPA with regards to maintenance and destruction of records.

~~In accordance with policy 3.10 Records, Parkland must maintain no more records than are necessary, however there are some limitations place on the destruction of records:~~

- ~~1. Any record may not be destroyed if there is an outstanding request to inspect or review it.~~
- ~~2. Any explanation placed in the record by the student must be maintained as long as the record is in existence.~~
- ~~3. The record of disclosure must be maintained as long as the record is in existence.~~

8.08.03 Student's Right to Inspect and Review Education Records

It is the right of each student to inspect and review his/her education records whenever they are maintained on campus. Requests by the student to inspect and review a Parkland education record will be honored promptly by the Office of Admission and Records. In no case may the exercise of the right be delayed beyond 45 days as provided by the Law. The right to inspect and review includes two provisions for the exercise of which the student might be referred to the party on campus which generated the data. They are:

1. The right to a response to a reasonable request for explanations and interpretations of the record.
2. The right to obtain copies of the records where failure to provide the copies would effectively prevent the student from exercising the right to inspect and review the education records.

Students will be required to submit a written request to obtain access to their education records. (Forms are available in the Office of Admissions and Records)

Limitations on the Right to Inspect and Review Education Records

In addition to the records which are excluded from the definition of education records, certain education records are not included among those which students have the right to inspect and review.

1. Financial records and statements of their parents or any information contained therein.
2. Confidential letters and confidential statements of recommendation which are placed in the education records prior to January 1, 1975, provided:
 - a. The letters and statements were solicited with a written assurance of confidentiality or sent and retained with a documented understanding of confidentiality and
 - b. The letters and statements are used only for the purposes for which they were specifically intended.
3. Confidential letters of recommendation and confidential statements of recommendation which were placed in the education record after January 1, 1975:

- a. Associated with admission
- b. Associated with employment or job placement
- c. Associated with honors or honorary recognition to which they have waived their rights of inspections and review

If the education records of a student contain information on more than one student, a student may inspect and review or be informed of only the specific information which pertains to that student.

Requests for Copies of Information Contained in the Education Record

A student shall have the right to receive a copy of any document maintained in the Parkland education record (except financial records of the parents of the student or any information contained therein). A fee of \$1.00 per surface will **may** be charged. ~~This fee is subject to change without notice.~~ Exceptions are:

- 1 If a financial hold exists, this hold must be cleared before copies will be made.
- 2 Transcripts of an original or source document which exists elsewhere (i.e., high school or transcripts from other colleges or universities)

Waivers

A student may waive any of their rights under the Family Educational Rights and Privacy Act. A waiver must be in writing and signed by the student. The College may not require the student to sign a waiver, nor condition admission, services or benefits upon the signing of a waiver. The Student may waive their right to inspect and review confidential letters and statements of recommendation placed in the education records after January 1, 1975.

A waiver may be revoked with respect to any actions occurring after the revocation.

A revocation of waiver must be in writing and signed by the student.

A copy of any waiver and of any revocation of waiver should be maintained with the education record and affixed to any document to which the waiver applies.

Limitations on Waivers

A waiver may apply to confidential letters and statements only if:

- 1. The applicant of student is, upon request, notified of the names of all individuals providing the statements.
- 2. The letters or statements are used only for the purpose for which they were originally intended.

A waiver may be made with respect to specified classes of:

- 1. Education records
- 2. Persons or institutions

Challenges to the Content of the Education Record

A Parkland Student who believes that information in his/her records is inaccurate or misleading or violates the privacy or other rights of the student may request an amendment of the record by the party responsible for maintaining or preferably for generating the information. The responsible party shall decide whether to amend the records of the student in accordance with the request within a reasonable time of the receipt of the request.

If the party responsible for the records decides to refuse to amend the records as requested, the student will be informed in writing of the decision of the right to a hearing.

Right to a Hearing

Upon the student's request the College shall provide an opportunity for a hearing to challenge the content of the education record. Academic grades may not be challenged through this process, except for reason of faulty record keeping.

1. Informal Proceedings

Parkland College may attempt to settle a dispute with a student regarding the content of the educational record through information meetings and discussions between the custodian of such records and the student.

2. Formal Proceedings

Upon request of either party (the custodian of such records or the student), the hearing required by this paragraph shall be conducted under the following procedures. In such cases the student should submit the request in writing by using an "Exception to Academic Policy Form" which may be obtained from the Office of Admissions and Records:

- a. The hearing shall be conducted and decided within a reasonable period of time following the request for a hearing.
 - b. The hearing shall be conducted and the decision rendered by simple majority vote of three or more members of the Parkland College Academic Standards Committee. If any member of the Parkland College Academic Standards Committee has a direct interest in the outcome of the hearing, they shall be ineligible to participate in any decision reached.
 - c. The student shall be afforded an opportunity to present evidence relevant to issues raised under the provisions of this paragraph and may be represented by legal counsel, if desired, at their expense.
 - d. The decision shall be rendered in writing within a reasonable period of time, but in no case more than 45 days after the conclusion of the hearing.
3. The decision made in section 4 above shall be construed as a final administrative decision pursuant to Illinois Revised Statutes, Chapter 110, Section 3-101, et seq. (1989) and further appeals of such decision shall be made and taken pursuant to said law.

8.08.04 Classification, Location and Custodian of Student Education Records

The academic record of every student is maintained by the Office of Admissions and Records. Some departments and offices maintain records separate from the primary education record

maintained in Admissions and Records. The following is a list of offices that may have separate records:

<u>Classification</u>	<u>Location</u>	<u>Custodian</u>
Career Services	A17	Direct
Financial Aid	5	or
International	A17	Direct
Students Public	1	or
Safety	X11	Advis
Vice President for Student	4	or
Services Business and Agri-	X10	Direct
Industries	9	or
Computer Science & Information	A12	Vice President
Technology Engineering Science &	4	Department
Technologies	4	Chair
Fine and Applied	B11	Department
Arts Health		

Revised: October
1998
March
2000
February

8.10.18 Student Leadership Scholarships

Parkland will award up to **the equivalent of ten (10) full** in-district tuition waivers annually **(allocated in full or in part)** to those students who participate in Parkland College Student Life activities. ~~Eight (8) of these waivers will be dedicated to the Prospectus and two (2) will be dedicated to students who have completed leadership activities within Parkland College Student Life and the community.~~ **These tuition waivers will be allocated to students participating in The Prospectus (student newspaper), Student Leadership Academy, and Parkland registered student organizations.**

Revised: January 26, 2005

Revised: July 16, 2014

Procedures

To receive and retain a ~~Student Leadership Scholarship~~ **Prospectus Waiver:**

1. **No more than the equivalent of five full in-district tuition waivers will be dedicated to The Prospectus.**
2. The waiver will be for two **consecutive** academic years **semesters (fall or spring)** of **up to** full-time enrollment ~~including a maximum of two summer sessions or for a period of time needed to complete the requirements for an associate degree (whichever is shorter).~~
3. The waiver covers **50 percent of** resident tuition, activity fees, registration fees, and additional course fees, excluding aviation course fees. The waiver does not cover books or supplies.
- ~~4. If enrollment is interrupted during the two-year period, the recipient must petition the Financial Aid Appeals Committee for continuation of the scholarship~~
4. Each recipient must complete the “Free Application for Federal Student Aid” (FAFSA). If the student qualifies for an Illinois Monetary Award, the ~~Leadership Scholarship~~ **Prospectus waiver** will be awarded honorarily and will provide supplemental monies, ~~if needed, to ensure that resident tuition, activity fees, registration fees, and additional course fees are fully covered.~~
- ~~5. The student must be citizen of the United States, or a permanent resident with a high school degree or GED.~~
- ~~6. The student must be a permanent resident of the state of Illinois.~~
5. The student must maintain a 2.5 cumulative GPA.
6. **A student may receive the Prospectus waiver for a maximum of 4 semesters.**

7. Waiver recipients wishing to receive the waiver for the third and fourth semesters must re-apply and re-enter the competitive selection process. No preference is given for having served a year as a waiver recipient.
8. If enrollment is interrupted during the two—year-semester period, the recipient must petition the Financial Aid Appeals Committee for continuation of the scholarship loses their waiver and must re-enter the competitive selection process.
9. The student must sign a “Work/Experience Agreement” and remain a student staff member in good standing. If a student reporter loses their good standing, as determined by the Activities Program Manager or the Dean of Students, they will lose their waiver.

To receive and retain a Leadership Academy Waiver:

1. No more than the equivalent of four full in-district tuition waivers will be dedicated to the Student Leadership Academy.
2. The waiver will be for two consecutive academic semesters (fall or spring) of up to full-time enrollment.
3. A full waiver covers 100 percent of resident tuition, activity fees, registration fees, and additional course fees, excluding aviation course fees. A half waiver covers 50 percent of resident tuition, activity fees, registration fees, and additional course fees, excluding aviation course fees. The waivers do not cover books or supplies.
4. Each recipient must complete the “Free Application for Federal Student Aid” (FAFSA). If the student qualifies for an Illinois Monetary Award, the Leadership Academy waiver will be awarded honorarily and will provide supplemental monies.
5. The student must maintain a 2.5 cumulative GPA.
6. If enrollment is interrupted during the two-semester period, the recipient loses their waiver and must petition the Financial Aid Appeals Committee for reinstatement of the waiver.
7. If any of the Leadership Academy waivers go unused in a particular semester, they may be used to increase the maximum waiver limits in one of the other two Student Leadership Waiver categories.

To receive and retain a Student Organization Waiver:

1. No more than the equivalent of one full in-district tuition waiver will be dedicated to the Student Organizations.

1. The waiver will be for two consecutive academic semesters (fall or spring) of up to full-time enrollment.
2. The waiver covers 50 percent of resident tuition, activity fees, registration fees, and additional course fees, excluding aviation course fees. The waiver does not cover books or supplies.
3. Each recipient must complete the “Free Application for Federal Student Aid” (FAFSA). If the student qualifies for an Illinois Monetary Award, the Student Organization waiver will be awarded honorarily and will provide supplemental monies.
4. The student must maintain a 2.5 cumulative GPA.
5. If enrollment is interrupted during the two-semester period, the recipient loses their waiver and must petition the Financial Aid Appeals Committee for reinstatement of the waiver.
6. The student must sign a “Work/Experience Agreement” and remain a student organization member in good standing. If a student fails to continue their active participation in the club or organization, as determined by the Activities Program Manager or the Dean of Students, they will lose their waiver.

Revised: July 16, 2014
Revised June 17, 2015

XII. CLOSED SESSION

The Board may meet in Closed Session and then return to Open Meeting.

MOTION—Move to go into Closed Session for the purpose of discussing the following topics:

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

XIV. CLOSED SESSION AUDIO APPROVAL

The Board may make a motion to approve the audio recording made of the Executive Session.

MOTION—Move to approve the audio recording made of the Executive Session of February 20, 2019 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.

XV. ADMINISTRATIVE SERVICES—Item A

PERSONNEL REPORT

The Personnel Report for February, 2019, is attached and presented for approval.

MOTION—Move to approve the Personnel Report for February, 2019, in accordance with the documents that will be incorporated in the official minutes.

XVI. TRUSTEE REPORTS

Chairman Trimble will open the floor for Board comments.

INFORMATION

XVII. ADJOURNMENT

A motion and second will be made for adjournment of the February 20, 2019 Board of Trustees meeting.

PARKLAND COLLEGE

STATEMENT OF CORE VALUES

As an institution of learning, Parkland College cultivates inquiry, practical application of knowledge, and broad enrichment across our community. The following values are important to the fulfillment of Parkland College's mission to provide programs and services of high quality to our students and community.

Honesty and Integrity

In our daily operations, our classrooms, and all of our interactions, it is essential that we communicate openly, truthfully, and without hypocrisy.

Fairness and Just Treatment

We advocate and strive for respect, equity, and justice in all of our operations and proceedings.

Responsibility

We believe that employees and students are personally and mutually accountable for their actions as they carry out their duties. We understand the need to balance the pursuit of our own well being with concern for others. Likewise, we understand the importance of balancing personal accountability with graciousness in the acceptance of help from others.

Multiculturalism

We celebrate the diversity in both our community and our world. Our goal is to recognize, promote, utilize, and educate one another regarding the unique qualities and shared humanity of all people and cultures.

Education

We provide a forum for innovation, critical thinking, open inquiry, and lifelong learning opportunities.

Public Trust

In our efforts to serve the community, we honor the trust placed in us by our citizenry. We also rely on our community to guide and advise us as we continue to serve its needs.