

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

Board of Trustees' Meeting, Wednesday, January 16, 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 (2) Oath of Office	5	
VI.	Communication from PCA	A. Report from the President of PCA	9	X
VII.	Minutes	*A. Regular and Closed Session Minutes from December 19, 2018	10	
VIII.	Institutional	A. President's Report	19	X
IX.	Program Reports	A. Statewide Placement Policies Report B. Legislative Update	20 21	X X
X.	Business & Finance	A. Financial Statement *B. Invoices (including Board Travel) *C. Surplus Property *D. Resolution Identifying Work Contracts to the Installment Purchase Agreement E. Freedom of Information Act (FOIA)	22 38 46 47 48	X X
XI.	Academic & Student Services	A. Application of Funds from External Sources *B. Acceptance of Funds from External Sources	49 53	X

	<u>Order of Business</u>	<u>Item</u>	<u>Page</u>	<u>Action</u>	<u>Information</u>
XI.	Academic & Student Services	C. New Certificate	55	X	
		D. Policy Manual Updates (Lodged)	56		X
XII.	Closed Session		87	X	
XIII.	Open Meeting				
XIV.	Closed Session Audio Approval		87	X	
XV.	Administrative Services	A. Personnel Report	88	X	
XVI.	Miscellaneous	*A. Release of Closed Session Minutes	91		
XVII.	Trustee Reports		92		X
XVIII.	Adjournment		93	X	

JANUARY

21 College Closed for Martin Luther King Jr. Day
26 Athletic Hall of Fame, Donald C. Dodds Jr. Athletic Center, 3:00 pm

FEBRUARY

10-13 ACCT National Legislative Summit, Washington, DC
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

**NOT FOR RELEASE UNTIL AFTER THE MEETING OF THE PARKLAND
COLLEGE BOARD OF TRUSTEES ON JANUARY 16, 2019**

PARKLAND COLLEGE

January 9, 2019

TO: Members of the Board of Trustees
FROM: Dr. Thomas Ramage, President
SUBJECT: Board of Trustees' Meeting on January 16, 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 December 19, 2018
- Invoices (including Board Travel)
- Surplus Property
- Resolution Identifying Work Contracts to the Installment Purchase Agreement
- Acceptance of Funds from External Sources
- Release of Closed Session Minutes

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.

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

Officer Monferdini recently 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. Officer Monferdini has attended Kankakee Community College and the University of Illinois at Chicago.

MOTION—Move to approve the Resolution to appoint Matthew R. Monferdini 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 Monferdini 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 **Matthew R. Monferdini of Bourbonnais, 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. Monferdini** 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 16th of January, 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 and Closed Session Meeting held on December 19, 2018, are presented for approval.

CONSENT MOTION—Move to approve minutes of the Board of Trustees' Regular and Closed Session Meeting held on December 19, 2018.

**MINUTES OF REGULAR MEETING OF THE
BOARD OF TRUSTEES
OF COMMUNITY COLLEGE DISTRICT #505
(Parkland College)**

**Counties of Champaign, Coles, Dewitt, Douglas, Edgar,
Ford, Iroquois, Livingston, McLean, Moultrie, Piatt, Vermilion, and State of Illinois**

DECEMBER 19, 2018

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: Bianca Green, Timothy Johnson, Gregory Knott, Jim Voyles 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. Johnson to allow Trustee Trimble to attend the meeting via audio conference due to family illness.

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

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on November 14, 2018.
- Approved the voucher checks listing thru November 30, 2018, totaling \$5,074,163.63.

- Moved to approve the awarding of funds from external sources as follows:
 - Illinois – Energy Efficiency Programs: Standard Lighting (App. #2) – 1800681
 - Dart Foundation Grants
- Moved that the notice published in The News-Gazette regarding the schedule of regular meetings of the Board of Trustees for 2019 be recognized as published.

PUBLIC COMMENTS

Trustee Knott opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Kelly Barbour-Conerty, President of PCA, gave an end-of-the-year report on PCA activities, including committee and sub-committee work. She also thanked the Board and the College for giving her the opportunity to serve as President and Vice-President over the past several years. Trustee Knott thanked Kelly and all those involved in PCA.

Trustee James Ayers joined the meeting at 7:07 p.m.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Reported that on December 14 Parkland RN and LPN graduations took place. Health Professions had a record number of graduates with RNs having 56 and LPNs having 13. He congratulated the department and students for a job well done.
2. Reported that in September of 2017, Parkland started a bi-weekly breakfast and lunch series for faculty and staff which include presentations about college-wide topics. The average attendance has been around 50 people, and topics ranged from International Education to engagement, marketing, etc. The series has been very successful and will continue during the Spring semester.
3. Reported on the KUDOS peer-to-peer recognition program at Parkland through our Human Resources Department.
4. Gave a follow-up on the Parkland Women's Volleyball team, stating that the team finished 2nd in the Nation at the 2018 NJCAA Volleyball National Championship Tournament. He again congratulated Coach Hastings and the team.

5. Announced that the S-Building renovation is moving forward and the College has hired IGW Architects to work on the project. He will keep the Board apprised of the progress of the renovation.
6. Announced that the recent Holiday Reception was a success with more than 300 people attending the event. Betsy's Bistro catered the party this year, and the reviews were positive. He thanked the Board and the Foundation Board for sponsoring the event.
7. Reminded the Board that the College will be closed December 22 through January 1 for the holidays.

COBRAVENTURE PROGRAM UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs gave an update on the CobraVenture applications and committee selections. The College received 21 applications and selected 11 students to participate in the program. CobraVenture workshops will begin in January and the competition will take place on May 16. The individual named "Student Entrepreneur of the Year" will receive \$3,000 seed money for their project.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, gave a legislative update and provided the Board with a handout.

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for November reflected the results of operations of the College for the first five months of fiscal year 2019. The revised budget estimates indicated that revenues exceeded expenditures by \$242,907.00 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 four 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 unaudited 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.

Mr. Randles announced that there will be the annual budget workshop at the February Board of Trustees meeting.

He also reported that the Board received a handout entitled “Business Enterprise Program and Procurement Diversity” which is a program to promote increased participation by minorities and minority-owned businesses in bids and proposals, applications for employment opportunities at the College and workforce development within the College District #505. ICCB requested a report and the handout is a summary of the Parkland’s plan for implementing the program.

EXEMPT PURCHASE – 2018 FRASCA FLIGHT TRAINING DEVICE

In flight training, it is important to simulate the equipment that students will be using in flying airplanes. The purchase of the Frasca Piper Archer AATD flight simulator will provide the necessary training platform in conjunction with on-going aircraft upgrades. The simulator will also provide a platform to economically train instructors on the new aircraft equipment while minimizing the use of expensive aircraft to do the same.

This purchase relates to the following Strategic Goals:

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.

D1: Expand Parkland College’s role in economic and workforce development by developing local, regional, and global partnerships with business and industry, government agencies, health providers, and the agricultural community, and by providing and coordinating the majority of training in District 505.

Administration recommended purchasing the flight training device from Frasca International, Inc., Urbana, IL, for a total cost of \$335,000.00. This item is exempt from formal bid requirement per the Illinois 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 services and telecommunications and inter-connect equipment, software, and services (1) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services, such as water, light, heat, telephone or telegraph. Board authorization was requested since the cost exceeds \$20,000.00. Funds are available from the FY2019 Master Plan and operating budget.

It moved by Mr. Voyles and seconded by Mr. Ayers to approve the purchase of a flight training device from Frasca International, Inc., Urbana, Illinois, at a total cost of \$335,000.00.

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

FREEDOM OF INFORMATION ACT (FOIA)

Stephani Stuart reported on the following FOIA requests:

1. Bev Maddock – Nursing Admitted Student Scores
2. Tracy Hoel – Employee Information
3. Kaza Rhan – Election results from 2017 and election information for 2019

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

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

1. Champaign West Rotary Charities: 2019 Donation
2. American Association of University Women (AAUW): Community Action Grant

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

CLOSED SESSION

Trustee Knott stated the Board would be going into Closed Session for the following reasons:

1. Appointment, employment, compensation, resignation, discipline, performance, or dismissal of specific employees.
2. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

It was moved by Mr. Johnson and seconded by Mr. Voyles to go into closed session for the reasons stated above.

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

The Board went into Closed Session at 7:40 p.m. The Open Meeting resumed at 7:48 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Mr. Westfield to approve the audio recording made of the Closed Session of September 19, 2018, 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 Closed Session in question.

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

PERSONNEL REPORT

It was moved by Mr. Johnson and seconded by Mr. Ayers to approve the Personnel Report for December, 2018, in accordance with the document provided to the Board.

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

TRUSTEE REPORTS

Trustee Johnson presented Nancy Willamon, Assistant to the Board of Trustees, with a certificate from the United States Congress stating that the flag of the United States of America will be flown over the United States Capitol in commemoration of her retirement from Parkland College on behalf of Congressman Rodney Davis at the request of former Congressman Timothy V. Johnson. The flag will be sent to her at a future date.

Trustee Trimble reported that he had some community members remark on how nice the recent nursing graduation ceremonies were at Parkland and how impressed they were with our facilities.

Trustee Knott reported that he also had the pleasure of hearing nice remarks about our ag programs at a recent Farm Bureau event.

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 7:58 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

STATEWIDE PLACEMENT POLICIES REPORT

Michael Trame, Vice President for Student Services, and Pamela Lau, Vice President for Academic Services, will present an overview of ICCB statewide recommendations for new student placement into college-level English and mathematics. The presentation will include the context for these recommendations as well as directions for implementation.

INFORMATION

IX. PROGRAM REPORTS—Item B

LEGISLATIVE UPDATE

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

INFORMATION

X. BUSINESS & FINANCE—Item A

FINANCIAL STATEMENTS

The financial statements for December reflect the results of operations of the College for the first six months of fiscal year 2019. The revised budget estimates indicate that revenues will exceed 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 & 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 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 \$333,191.00 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 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 scheduled for February.

INFORMATION

Parkland College
Board of Trustees Balance Sheet
For the 06 Months Ending December 31, 2018

	General Funds	Special Revenue	Oper/Maint Restricted	Auxiliary Funds	Fiduciary Funds	Total All Funds
Assets						
Cash	\$750,405	\$481,961	\$4,635,943	\$2,569,361	\$9,367,820	\$17,805,490
Investments	24,146,733	47,827	0	0	0	24,194,560
Receivables						
Taxes	(1,128,240)	(165,632)	(109,043)	0	0	(1,402,915)
Tuition and Fees	8,713,850	0	0	179,248	0	8,893,098
Other	163,730	33	0	35,540	0	199,302
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	\$32,646,477	\$364,189	\$4,526,899	\$3,465,145	\$9,367,820	\$50,370,531
Liabilities						
Accounts Payable	(\$4,619)	\$0	\$0	\$33	(\$280)	(\$4,867)
Salaries & Withholdings Payable	517,233	932	35,489	0	0	553,654
Vacation Payable	1,300,291	98,458	0	150,125	0	1,548,874
Retirement Payable	1,672,952	0	0	0	0	1,672,952
Deferred Revenue	8,793,927	1,455,909	898,951	(217)	0	11,148,571
Other	1,910,372	(4,165)	0	1,508	1,768,743	3,676,457
Total Liabilities	14,190,155	1,551,133	934,440	151,449	1,768,462	18,595,640
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	907,605	(2,442,792)	(921,957)	584,607	0	(1,872,537)
Total Fund Balance	18,456,322	(1,186,944)	3,592,459	3,313,696	7,599,358	31,774,891
Total Liabilities and Fund Balance	\$32,646,477	\$364,189	\$4,526,899	\$3,465,145	\$9,367,820	\$50,370,531

BOT_BS
2018-12-21, 11:51 AM

Parkland College
Board of Trustees Income Statement
Filters: BOT Funds
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	YTD		
Revenues						
Local Government	32,100,515	32,100,515	0	457,540	0	31,642,975
State Government	4,579,610	9,033,177	220,544	3,787,101	0	5,246,076
Federal Government	100,000	19,800,189	112,697	8,687,325	0	11,112,865
Tuition and Fees	31,868,172	31,868,172	2,133,447	27,315,735	0	4,552,437
Sales and Services	4,762,800	4,774,800	197,749	2,061,651	0	2,713,149
Investments	313,000	313,000	48,893	231,679	0	81,321
Other	1,138,500	1,221,101	66,305	286,963	0	934,138
Total Revenues	74,862,597	99,110,955	2,779,634	42,827,994	0	56,282,960
Expenses						
Salaries	40,861,608	42,779,508	4,008,696	21,142,961	16,107,003	5,529,543
Benefits	7,816,119	8,182,710	659,032	3,925,028	352	4,257,331
Contractual Services	4,380,331	6,718,492	321,494	3,283,351	456,852	2,978,289
Commodities	6,284,955	6,713,679	523,859	3,401,312	502,539	2,809,828
Travel and Meeting	772,395	1,158,978	66,549	368,333	17,920	772,725
Fixed Charges	6,743,378	6,792,639	19,532	5,019,484	70,674	1,702,480
Utilities	1,980,298	1,996,821	136,913	863,483	765,822	367,517
Capital Outlay	5,042,796	5,749,470	156,725	1,900,403	266,010	3,583,057
Other	2,545,794	20,808,254	15,971	9,072,023	1,462	11,734,768
Contingency	1,600,000	1,600,000	0	0	0	1,600,000
Total Expenses	78,027,674	102,500,551	5,908,772	48,976,378	18,188,635	35,335,538
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	(3,165,077)	(3,389,596)	(3,129,138)	(6,148,383)	(18,188,635)	20,947,422

BOT_IS - BOT Funds
2018-12-21, 11:52 AM

Parkland College
Board of Trustees Income Statement
Filters: General Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	YTD		
Revenues						
Local Government	21,965,083	21,965,083	0	417,013	0	21,548,070
State Government	4,579,610	4,579,610	202,220	2,095,014	0	2,484,596
Federal Government	100,000	100,000	0	92,310	0	7,690
Tuition and Fees	29,568,767	29,568,767	1,847,456	25,037,739	0	4,531,028
Sales and Services	256,000	256,000	12,236	120,136	0	135,864
Investments	300,000	300,000	42,435	194,245	0	105,755
Other	1,089,500	1,089,500	61,374	229,572	0	859,928
Total Revenues	57,858,960	57,858,960	2,165,722	28,186,030	0	29,672,930
Expenses						
Salaries	37,184,827	37,194,827	3,579,598	18,458,136	14,380,051	4,356,639
Benefits	6,280,938	6,280,938	525,044	3,107,642	352	3,172,944
Contractual Services	2,634,407	2,634,794	199,263	1,560,401	58,405	1,015,988
Commodities	3,486,999	3,494,019	184,486	1,481,403	294,528	1,718,088
Travel and Meeting	502,279	526,611	41,398	175,904	2,706	348,001
Fixed Charges	97,060	97,060	5,299	32,353	0	64,707
Utilities	1,978,498	1,978,498	136,419	858,421	764,888	355,189
Capital Outlay	650,000	712,644	34,623	316,289	1,260	395,096
Other	2,240,761	2,241,661	(44,130)	417,089	1,462	1,823,109
Contingency	1,600,000	1,600,000	0	0	0	1,600,000
Total Expenses	56,655,769	56,761,053	4,662,000	26,407,638	15,503,654	14,849,761
Transfers (Net)	(870,000)	(870,000)	714	(870,787)	0	787
Revenues over Expenses	333,191	227,907	(2,495,565)	907,605	(15,503,654)	14,823,956

Parkland College
Board of Trustees Income Statement
Filters: 01 - Education Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	YTD		
Revenues						
Local Government	16,366,282	16,366,282	0	394,635	0	15,971,647
State Government	4,579,610	4,579,610	202,220	2,095,014	0	2,484,596
Federal Government	100,000	100,000	0	92,310	0	7,690
Tuition and Fees	29,568,767	29,568,767	1,847,456	25,037,739	0	4,531,028
Sales and Services	256,000	256,000	12,236	120,136	0	135,864
Investments	296,000	296,000	41,941	191,487	0	104,513
Other	164,500	164,500	55	13,199	0	151,301
Total Revenues	51,331,159	51,331,159	2,103,909	27,944,522	0	23,386,637
Expenses						
Salaries	35,239,681	35,249,681	3,429,975	17,546,064	13,575,746	4,127,870
Benefits	5,601,611	5,601,611	471,203	2,782,973	352	2,818,286
Contractual Services	2,231,381	2,231,768	174,268	1,265,864	34,988	930,916
Commodities	3,101,471	3,108,491	157,094	1,317,794	183,261	1,607,436
Travel and Meeting	483,179	507,511	40,823	174,597	2,706	330,208
Fixed Charges	50,060	50,060	2,881	17,407	0	32,653
Utilities	14,725	14,725	4,156	4,565	0	10,160
Capital Outlay	500,000	516,644	34,623	270,949	1,260	244,436
Other	2,240,761	2,241,661	(44,130)	417,089	1,462	1,823,109
Contingency	1,600,000	1,600,000	0	0	0	1,600,000
Total Expenses	51,062,869	51,122,153	4,270,892	23,797,304	13,799,777	13,525,073
Transfers (Net)	(870,000)	(870,000)	714	(870,787)	0	787
Revenues over Expenses	(601,710)	(660,994)	(2,166,270)	3,276,431	(13,799,777)	9,862,352

Parkland College
Board of Trustees Income Statement
Filters: 02 - Operation/Maintenance Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	YTD		
Revenues						
Local Government	5,598,801	5,598,801	0	22,378	0	5,576,423
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	494	2,757	0	1,243
Other	925,000	925,000	61,319	216,373	0	708,627
Total Revenues	6,527,801	6,527,801	61,813	241,509	0	6,286,292
Expenses						
Salaries	1,945,146	1,945,146	149,623	912,072	804,305	228,769
Benefits	679,327	679,327	53,841	324,668	0	354,659
Contractual Services	403,026	403,026	24,995	294,537	23,417	85,072
Commodities	385,528	385,528	27,392	163,608	111,267	110,652
Travel and Meeting	19,100	19,100	575	1,307	0	17,793
Fixed Charges	47,000	47,000	2,418	14,946	0	32,054
Utilities	1,963,773	1,963,773	132,264	853,855	764,888	345,029
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	5,638,900	391,108	2,610,334	1,703,878	1,324,688
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	934,901	888,901	(329,295)	(2,368,825)	(1,703,878)	4,961,604

BOT_IS - 02 - Operation/Maintenance Fund
2018-12-21, 11:52 AM

Parkland College
Board of Trustees Income Statement
Filters: 03 - Oper/Maint Restricted Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	YTD		
Revenues						
Local Government	2,057,111	2,057,111	0	8,235	0	2,048,876
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	750,000	750,000	46,208	609,770	0	140,230
Sales and Services	0	0	0	0	0	0
Investments	0	0	5,745	27,447	0	(27,447)
Other	0	0	0	0	0	0
Total Revenues	2,807,111	2,807,111	51,952	645,453	0	2,161,658
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	940	3,810	0	(3,810)
Contractual Services	658,753	583,753	4,463	170,075	0	413,678
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	4,467,796	116,062	1,393,524	204,549	2,869,723
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	4,942,694	4,942,694	121,465	1,567,409	204,549	3,170,735
Transfers (Net)	(750,000)	(750,000)	0	0	0	(750,000)
Revenues over Expenses	(2,885,583)	(2,885,583)	(69,513)	(921,957)	(204,549)	(1,759,077)

BOT_IS - 03 - Oper/Maint Restricted Fund
2018-12-21, 11:52 AM

Parkland College
Board of Trustees Income Statement
Filters: 04 - Bond & Interest Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	YTD		
Revenues						
Local Government	4,740,692	4,740,692	0	18,954	0	4,721,738
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	0	24,156	0	4,716,536
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	0	(4,275,846)	0	4,428,830

BOT_IS - 04 - Bond & Interest Fund
2018-12-21, 11:52 AM

Parkland College
Board of Trustees Income Statement
Filters: 05 - Auxiliary Enterprises Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	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	239,783	1,668,226	0	(118,821)
Sales and Services	4,506,800	4,518,800	185,513	1,941,515	0	2,577,285
Investments	3,000	3,000	0	573	0	2,427
Other	49,000	49,000	4,930	56,325	0	(7,325)
Total Revenues	6,108,205	6,120,205	430,226	3,666,637	0	2,453,568
Expenses						
Salaries	2,526,643	2,525,513	214,212	1,274,935	1,001,632	248,946
Benefits	447,530	447,530	28,584	172,054	0	275,476
Contractual Services	840,546	907,125	50,226	397,581	385,411	124,133
Commodities	2,814,123	2,869,413	326,608	1,780,575	152,204	936,634
Travel and Meeting	256,006	249,928	16,065	85,871	15,214	148,843
Fixed Charges	782,610	782,610	8,705	124,329	70,674	587,606
Utilities	1,800	1,800	145	866	934	0
Capital Outlay	0	0	0	0	0	0
Other	304,333	320,907	26,372	120,818	0	200,089
Contingency	0	0	0	0	0	0
Total Expenses	7,973,591	8,104,826	670,917	3,957,031	1,626,068	2,521,728
Transfers (Net)	880,000	880,000	0	875,000	0	5,000
Revenues over Expenses	(985,386)	(1,104,621)	(240,691)	584,607	(1,626,068)	(63,160)

Parkland College
Board of Trustees Income Statement
Filters: Special Revenue Funds
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	YTD		
Revenues						
Local Government	3,337,629	3,337,629	0	13,337	0	3,324,292
State Government	0	4,453,567	18,324	1,692,087	0	2,761,480
Federal Government	0	19,700,189	112,697	8,595,014	0	11,105,175
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	82,601	0	1,067	0	81,535
Total Revenues	3,337,629	27,573,987	131,020	10,301,505	0	17,272,482
Expenses						
Salaries	1,150,138	3,059,168	214,887	1,409,890	725,320	923,958
Benefits	1,087,651	1,454,242	104,464	641,522	0	812,720
Contractual Services	246,625	2,592,820	67,542	1,155,293	13,037	1,424,490
Commodities	92,688	459,102	12,765	139,334	55,807	263,961
Travel and Meeting	14,110	382,439	9,087	106,557	0	275,881
Fixed Charges	526,000	575,261	5,528	562,800	0	12,461
Utilities	0	16,523	349	4,195	0	12,328
Capital Outlay	0	569,029	6,041	190,590	60,200	318,238
Other	700	18,245,686	33,728	8,534,116	0	9,711,570
Contingency	0	0	0	0	0	0
Total Expenses	3,117,912	27,354,270	454,390	12,744,297	854,364	13,755,608
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	219,717	219,717	(323,369)	(2,442,792)	(854,364)	3,516,873

Parkland College
Board of Trustees Income Statement
Filters: 06 - Restricted Purposes Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	4,453,567	18,324	1,692,087	0	2,761,480
Federal Government	0	19,700,189	112,697	8,595,014	0	11,105,175
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	82,601	0	796	0	81,805
Total Revenues	0	24,236,358	131,020	10,287,898	0	13,948,460
Expenses						
Salaries	0	1,909,030	121,213	837,531	191,673	879,825
Benefits	0	366,591	18,199	120,548	0	246,044
Contractual Services	0	2,348,195	60,672	1,032,778	887	1,314,530
Commodities	0	376,014	12,567	114,854	32,050	229,110
Travel and Meeting	0	366,329	8,271	94,786	0	271,543
Fixed Charges	0	49,261	0	5,159	0	44,102
Utilities	0	16,523	349	4,195	0	12,328
Capital Outlay	0	559,429	6,041	181,035	60,200	318,193
Other	0	18,244,986	33,586	8,533,805	0	9,711,181
Contingency	0	0	0	0	0	0
Total Expenses	0	24,236,358	260,898	10,924,691	284,811	13,026,856
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	0	0	(129,877)	(636,794)	(284,811)	921,605

BOT_IS - 06 - Restricted Purposes Fund
2018-12-21, 11:52 AM

Parkland College
Board of Trustees Income Statement
Filters: 11 - Audit Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	YTD		
Revenues						
Local Government	78,079	78,079	0	313	0	77,766
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	0	313	0	77,766
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	67,000	67,000	260	56,553	0	10,447
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	260	56,553	0	10,447
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	11,079	11,079	(260)	(56,240)	0	67,319

Parkland College
Board of Trustees Income Statement
Filters: 12 - Liability, Prot, & Stlmnt Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	YTD		
Revenues						
Local Government	3,259,550	3,259,550	0	13,024	0	3,246,526
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	0	13,294	0	3,246,256
Expenses						
Salaries	1,150,138	1,150,138	93,674	572,359	533,647	44,132
Benefits	1,087,651	1,087,651	86,264	520,974	0	566,677
Contractual Services	179,625	177,625	6,610	65,962	12,150	99,513
Commodities	92,688	83,088	198	24,480	23,757	34,851
Travel and Meeting	14,110	16,110	816	11,772	0	4,338
Fixed Charges	526,000	526,000	5,528	557,641	0	(31,641)
Utilities	0	0	0	0	0	0
Capital Outlay	0	9,600	0	9,555	0	45
Other	700	700	142	310	0	390
Contingency	0	0	0	0	0	0
Total Expenses	3,050,912	3,050,912	193,232	1,763,053	569,554	718,306
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	208,638	208,638	(193,232)	(1,749,758)	(569,554)	2,527,950

BOT_IS - 12 - Liability, Prot, & Stlmnt Fund
2018-12-21, 11:52 AM

Parkland College
Board of Trustees Income Statement
Filters: Fiduciary Funds
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	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	714	4,213	0	5,787
Other	0	0	0	0	0	0
Total Revenues	10,000	10,000	714	4,213	0	5,787
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)	(714)	(4,213)	0	(5,787)
Revenues over Expenses	0	0	0	0	0	0

Parkland College
Board of Trustees Income Statement
Filters: 07 - Working Cash Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	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	714	4,213	0	5,787
Other	0	0	0	0	0	0
Total Revenues	10,000	10,000	714	4,213	0	5,787
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)	(714)	(4,213)	0	(5,787)
Revenues over Expenses	0	0	0	0	0	0

Parkland College
Board of Trustees Income Statement
Filters: 10 - Trust & Agency Fund
For the 06 Months Ending December 31, 2018

	Original Budget	Revised Budget	ActualEncumber		Balance YTD	Available
			December	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 B*

INVOICES (INCLUDING BOARD TRAVEL)

Included herein are the voucher checks listing thru December 31, 2018.

CONSENT MOTION—Approve the voucher checks listing thru December 31, 2018, totaling \$1,410,766.76 in accordance with the document that will be incorporated in the official minutes.

PARKLAND COLLEGE
VOUCHER CHECKS LISTING THRU DECEMBER 31, 2018

CHECK NUMBER	PAY DATE	PAYEE NAME	AMOUNT	AMOUNT	GL ACCOUNT DESCRIPTION
0955742	12/06/2018	Rock Gate Capital	11,972.25		Truck Driving: Instr Service Contracts
0955743	12/06/2018	D.R.E. Medical Group, Inc.	781.44		Vet Tech: Instructional Supplies
0955744	12/06/2018	ABC Sanitary	125.00		Maintenance: Maintenance Services
0955745	12/06/2018	Access Locksmiths & Security L	1,115.00		Maintenance: Maintenance Services
0955746	12/06/2018	Advance Auto Parts	89.31		Automotive: Instructional Supplies
0955747	12/06/2018	All Lines Leasing	37.31		Custodial: Maintenance Services
0955748	12/06/2018	Amazon	1,223.13		Library: Audio/Visual Materials
0955749	12/06/2018	Ameren Illinois	1,988.77		Utilities: Electricity
0955750	12/06/2018	American Solutions for Busines	298.43		Fiscal Administration: Office-Supplies
0955751	12/06/2018	Anixter Inc	3,919.82		Academic Computing: Telephone
0955752	12/06/2018	Arends & Sons Inc	102.50		Diesel Power: Instructional Supplies
0955753	12/06/2018	AT&T	1,535.69		Utilities: Telephone
0955754	12/06/2018	AT&T	1,228.33		Utilities: Telephone
0955755	12/06/2018	ATI Physical Therapy	150.00		Human Resource: Other Expenses
0955756	12/06/2018	Aviall Services, Inc.	383.65		Aviation Program: Repair Materials/Supplies
0955757	12/06/2018	Beef House Inc	1,192.65		Vet Tech Club: Deposits for Others
0955758	12/06/2018	Bio-Medic Inc	535.00		Vet Tech: Instructional Supplies
0955759	12/06/2018	Arthur Boley	1,600.00		Aviation Program: Other Contractual Services
0955760	12/06/2018	Bright Laundry	83.24		Child Development: Other Material and Supplies
0955761	12/06/2018	Larry R. Brooks, Jr.	160.00		Womens Basketball: Other Contractual Services
0955762	12/06/2018	BSN Sports	375.00		Mens Basketball: Other Material and Supplies
0955763	12/06/2018	Carle	12.00		Cont Professional Ed: Instructional Supplies
0955764	12/06/2018	Carle	735.00		IDOT HCCTP Grant: Other Contractual Services
0955765	12/06/2018	Carle	49.00		Human Resource: Other Employee Benefits Vacation
0955766	12/06/2018	Castle Branch Inc	7,288.00		Health Professional Administration: Other Expenses
0955767	12/06/2018	CDS Office Technologies	99.00		Adult Education: Office-Supplies
0955768	12/06/2018	CDW-Government	6,146.20		IT Server/IT Hardware Upgrades: Equipment-Service >2500
0955769	12/06/2018	Central Steel & Wire Company	1,434.45		Manufacturing Operations: Instructional Supplies
0955770	12/06/2018	Champaign Rural King	925.00		Truck Driving: Rental-Facilities
0955771	12/06/2018	Chemglass Inc	32.00		Chemistry: Instructional Supplies
0955772	12/06/2018	Cintas Corp	74.06		Maintenance: Maintenance/Custodial Supply
0955773	12/06/2018	CK Power	1,492.28		Maintenance: Maintenance Services
0955774	12/06/2018	Classic Events Inc	359.00		FCAE FY19: Other Supplies
0955775	12/06/2018	Dennis P. Cluver	180.00		Music: Maintenance Services
0955776	12/06/2018	Commercial Builders Inc	93,357.94		Backfill Remodel Project: Equipment-Instructional >2500
0955777	12/06/2018	Compansol	719.95		Trio Student Support Svcs FY19: Office-Supplies
0955778	12/06/2018	Comtrad Cable	2,023.90		IT Server/IT Hardware Upgrades: Equipment-Service >2500
0955779	12/06/2018	Confidential On-Site Paper Shr	53.00		Dental Hygiene: Office-Supplies
0955780	12/06/2018	Corky's Service Center	54.00		Student Organization: Maintenance Services
0955781	12/06/2018	Ms. Tammy M. Cox	56.52		Radiologic Technology: College Conf/Meeting Expense
0955782	12/06/2018	Crawford Equipment Company	966.40		Maintenance: Maintenance Services
0955783	12/06/2018	Davis-Houk Mechanical Inc	2,843.97		Maintenance: Maintenance Services
0955784	12/06/2018	Maranda M. Day	12.18		Volleyball: Deposits for Others
0955785	12/06/2018	Dell Marketing LP	18,230.35		Academic Computing: Technology Equipment
0955786	12/06/2018	Depke Gases & Welding Supplies	1,556.55		Manufacturing Operations: Instructional Supplies
0955787	12/06/2018	Discount School Supply	222.00		Child Development Fundraising: Deposits for Others
0955788	12/06/2018	Mrs. Heather E. Doody-Jones	106.28		IDOT HCCTP Grant: Travel In State
0955789	12/06/2018	Douglas Stewart Company	4,823.91		Bookstore: Resale Textbooks
0955790	12/06/2018	Ms. Sheri A. Doyle	640.78		College Theatre: Other Material and Supplies
0955791	12/06/2018	Dramatists Play Service Inc	700.00		College Theatre: Other Contractual Services
0955792	12/06/2018	Dust and Sons	88.11		Collision Repair: Instructional Supplies
0955793	12/06/2018	ERGOMETRICS	36.80		Human Resource: Recruit Personnel/Athletes
0955794	12/06/2018	Richard Fahnestock	160.00		Womens Basketball: Other Contractual Services
0955795	12/06/2018	Fastenal Company	130.12		Maintenance: Maintenance/Custodial Supply
0955796	12/06/2018	Mr. Anthony C. Figueroa	228.00		Mens Basketball: Travel-Out of State
0955797	12/06/2018	Ms. Heather R. Fletcher	65.12		Volleyball: Other Material and Supplies
0955798	12/06/2018	Flinn Scientific Inc	552.85		Chemistry: Instructional Supplies
0955799	12/06/2018	Mrs. Lynette M. Forbis	309.32		Medical Assisting: Travel In State
0955800	12/06/2018	Robert E. Franklin	160.00		Mens Basketball: Other Contractual Services
0955801	12/06/2018	Mrs. Staci L. Frantz	62.63		Vet Tech: Travel In State
0955802	12/06/2018	Freeport Senior High School	100.00		FCAE FY19: Other Contractual Services
0955803	12/06/2018	Frontier	290.99		FCAE FY19: Telephone
0955804	12/06/2018	G & G Machine Shop Inc	1,615.00		Diesel Power: Instructional Supplies
0955805	12/06/2018	GFI Digital Inc	5,581.00		Computing Administration: Other Contractual Services
0955806	12/06/2018	Glassdoor Inc.	1,260.00		Human Resource: Advertising
0955807	12/06/2018	Goodson Shop Supplies	92.47		Automotive: Instructional Supplies
0955808	12/06/2018	Mrs. Yen Vi T. Green	116.16		College Theatre: Other Material and Supplies
0955809	12/06/2018	Halsey Hydraulic Service	197.25		Automotive: Instructional Supplies
0955810	12/06/2018	Gary Hamilton	160.00		Mens Basketball: Other Contractual Services
0955811	12/06/2018	Health Alliance Medical Plans,	35,922.25		General: Group Health Insurance
0955812	12/06/2018	Hendrick House	1,112.25		Human Resource: Other Expenses
0955813	12/06/2018	High Caliber Training Center I	400.00		Youth Education: Instr Service Contracts
0955814	12/06/2018	Ms. Cyndia V. Hinton	201.65		Business-Computer Sci Tech: Travel In State
0955815	12/06/2018	Holt Supply Company	287.17		Maintenance: Maintenance/Custodial Supply
0955816	12/06/2018	Humboldt Mfg Co	408.67		Construction Tech: Instructional Supplies
0955817	12/06/2018	IBM	2,358.71		Computing Administration: Maintenance Services
0955818	12/06/2018	ICCCA	250.00		Dean of Learning Support: College Conf/Meeting Expense

0955819	12/06/2018	ICCTA	10,805.00	General Institutional: Publications and Dues
0955820	12/06/2018	ILACEP	60.00	Dual Credit: Publications and Dues
0955821	12/06/2018	Illini Contractors Supply	54.51	IDOT HCCTP Grant: Equipment-Office >2500
0955822	12/06/2018	Illinois American Water	622.06	Utilities: Water, Sewage
0955823	12/06/2018	Interstate Battery System	35.00	Automotive: Instructional Supplies
0955824	12/06/2018	Jack Martin & Associates Educa	678.45	IDOT HCCTP Grant: Books/Binding Costs
0955825	12/06/2018	Jet's Pizza #IL017	230.25	Athletics General Fund: Instructional Supplies
0955826	12/06/2018	Johnson Controls Fire Protecti	789.00	Maintenance: Maintenance Services
0955827	12/06/2018	Joint Review Committee on Educ	2,100.00	Radiologic Technology: Consultants
0955828	12/06/2018	Jones and Bartlett Publishers	397.27	Emergency Medical: Instructional Supplies
0955829	12/06/2018	K K Stevens Publishing Co	459.20	Prospectus: Printing
0955830	12/06/2018	Mr. Dennis J. Kaczor	11.88	Admissions and Records: Other Material and Supplies
0955831	12/06/2018	Kewanee High School	104.00	FCAE FY19: Other Contractual Services
0955832	12/06/2018	LabSource Inc	823.91	Chemistry: Instructional Supplies
0955833	12/06/2018	Learning Resources Network	89.00	Business Train/Comm Ed Admin: College Conf/Meeting Expense
0955834	12/06/2018	Lincoln Electric Company	1,213.46	Manufacturing Operations: Instructional Supplies
0955835	12/06/2018	Mr. Michael D. Lindemann	204.00	Womens Basketball: Travel-Out of State
0955836	12/06/2018	Loex Clearinghouse	95.00	Library: Publications Library
0955837	12/06/2018	Lorenz Supply Co	4,474.90	Custodial: Maintenance/Custodial Supply
0955838	12/06/2018	M.J. Kellner Co., Inc.	362.36	Child Development: Other Material and Supplies
0955839	12/06/2018	Mr. James C. Mansfield	960.00	Agriculture-Engineering Scienc: Instructional Supplies
0955840	12/06/2018	Martin One Source	728.74	Central Receiving: Office-Supplies
0955841	12/06/2018	Ms. Jessie C. McClusky-Gilbert	383.47	Business Train/Comm Ed Admin: Travel In State
0955842	12/06/2018	Mccormick Distributing Inc	607.25	Child Development: Other Material and Supplies
0955843	12/06/2018	Mrs. Rebecca K. McNaught	30.23	Computing Administration: College Conf/Meeting Expense
0955844	12/06/2018	Mediacom LLC	89.95	FCAE FY19: Telephone
0955845	12/06/2018	Adam Meyer	160.00	Mens Basketball: Other Contractual Services
0955846	12/06/2018	Meyer Capel	250.00	Institutional: Legal Services
0955847	12/06/2018	Monoprice Inc.	121.33	Academic Computing: Other Material and Supplies
0955848	12/06/2018	Monticello Chamber of Commerce	75.00	Unrestricted: Publications and Dues
0955849	12/06/2018	MSC Industrial Supply	1,275.29	Compuer Aided Drafting: Instructional Supplies
0955850	12/06/2018	Multi Service Aviation	135.30	Aviation Program: Other Supplies
0955851	12/06/2018	Muncie Aviation Company	90.48	Aviation Program: Repair Materials/Supplies
0955852	12/06/2018	Alyssa A. Nailon	15.00	Vet Tech Club: Deposits for Others
0955853	12/06/2018	Napa Auto Parts	1,370.51	Automotive: Instructional Supplies
0955854	12/06/2018	Mrs. Tawanna R. Nickens	161.32	Adult Ed State Performance 3401: Other Conf/Meeting Expenses
0955855	12/06/2018	Mr. Timothy A. Notz	200.88	Soccer Womens: Recruit Personnel/Athletes
0955856	12/06/2018	PartnerShip LLC	1,373.29	Bookstore: Resale Textbooks
0955857	12/06/2018	Pavlov Media Inc	193.05	IL Co-op Work Study (ICWS): Other Contractual Services
0955858	12/06/2018	Pepsi-Cola Champaign-Urbana Bo	358.66	Bookstore: Resale Food
0955859	12/06/2018	Ms. Amanda M. Perez	14.80	Youth Education: Instructional Supplies
0955860	12/06/2018	Power Supply of Illinois	2,415.25	Maintenance: Maintenance Services
0955861	12/06/2018	PR Media	475.00	Human Resource: Advertising
0955862	12/06/2018	Quicksilver Mailing Services L	225.28	Central Receiving: Postage
0955863	12/06/2018	Ray O'Herron Co Inc	1,258.54	Public Safety: Other Contractual Services
0955864	12/06/2018	Reserve Account	5,000.00	Central Receiving: Postage
0955865	12/06/2018	Mrs. Megan R. Reutter	700.00	Center for Excellence: Prof Development - PT Faculty
0955866	12/06/2018	Rockridge High School	95.00	FCAE FY19: Postage
0955867	12/06/2018	Rogards Office PLUS	4,508.13	Central Receiving: Office-Supplies
0955868	12/06/2018	Rogers Supply Co Inc	35.44	Electronics: Instructional Supplies
0955869	12/06/2018	SafeWorks Illinois Champaign	728.00	Human Resource: Recruit Personnel/Athletes
0955870	12/06/2018	Scantron Corp	185.21	Health Professional Administration: Office-Supplies
0955871	12/06/2018	Science Interactive Group LLC	144.50	Chemistry: Instructional Supplies
0955872	12/06/2018	Mr. Derek L. Sieg	160.00	Womens Basketball: Other Contractual Services
0955873	12/06/2018	Smile Healthy	4,000.00	Dental Hygiene: Instr Service Contracts
0955874	12/06/2018	Ms. Mary Kay Smith	72.43	Admissions and Records: Other Material and Supplies
0955875	12/06/2018	Springfield Electric Supply Co	235.74	Academic Computing: Telephone
0955876	12/06/2018	Sterling High School	75.00	FCAE FY19: Other Contractual Services
0955877	12/06/2018	Ms. Nancy A. Sutton	176.19	Dean of Arts and Sciences: College Conf/Meeting Expense
0955878	12/06/2018	Triangle Diesel Injection Sale	37.84	Diesel Power: Instructional Supplies
0955879	12/06/2018	Troxell Communications	8,674.80	Academic Computing: Technology Equipment
0955880	12/06/2018	United Parcel Service	35.78	Central Receiving: Postage
0955881	12/06/2018	University of Illinois Urbana/	339.48	Vet Tech: Other Expenses
0955882	12/06/2018	Veolia Water Technologies Inc.	1,375.00	Maintenance: Maintenance/Custodial Supply
0955883	12/06/2018	Rachel L. Verdun	5.45	Volleyball: Deposits for Others
0955884	12/06/2018	Veritiv Operating Company	3,318.63	Reprographics: Other Material and Supplies
0955885	12/06/2018	The Veteran Journal Inc	395.00	Human Resource: Advertising
0955886	12/06/2018	VWR International LLC	45.03	Chemistry: Other Supplies
0955887	12/06/2018	Dr. Gregory Walburg	2,139.33	Perkins-Post Secondary: College Conf/Meeting Expense
0955888	12/06/2018	Weiskamp Screen Printing	324.00	Automotive: Other Material and Supplies
0955889	12/06/2018	Gabrielle R. Wessels	10.00	Volleyball: Deposits for Others
0955890	12/06/2018	Wilmad Lab Glass	403.93	Chemistry: Instructional Supplies
0955891	12/06/2018	Woodburn Press	1,602.30	Title III: Other Material and Supplies
0955892	12/06/2018	WorldPoint ECC Inc	265.00	Cont Professional Ed: Books/Binding Costs
0955893	12/06/2018	YBP Library Services	1,490.45	Library: Books/Binding Costs
0955894	12/06/2018	Madison D. Yocks	9.65	Volleyball: Deposits for Others
0955903	12/13/2018	25th Hour Communications, Inc.	2,500.00	Marketing: Advertising
0955904	12/13/2018	MCM Brands	661.74	Bookstore: Resale Textbooks
0955905	12/13/2018	Abbott's Florist	288.80	Human Resource: Other Expenses
0955906	12/13/2018	Absopure Water Company	100.00	Center for Excellence: Other Contractual Services
0955907	12/13/2018	Access Locksmiths & Security L	1,700.00	Maintenance: Maintenance/Custodial Supply
0955908	12/13/2018	Accurate Biometrics	245.00	Human Resource: Other Contractual Services
0955909	12/13/2018	Adams Outdoor Advertising	6,075.00	Marketing: Printing

0955910	12/13/2018	Admin Partners LLC	432.00	Human Resource: Other Contractual Services
0955911	12/13/2018	Aircraft Spruce & Specialty Co	549.24	Aviation Program: Instructional Supplies
0955912	12/13/2018	Alternative Communication Serv	2,107.00	Accessibility Services: Other Contractual Services
0955913	12/13/2018	Amazon	194.04	Mass Communications: Instructional Supplies
0955914	12/13/2018	American Astronomical Soci	275.75	Human Resource: Advertising
0955915	12/13/2018	American Dental Education Asso	945.00	Dental Hygiene: Publications and Dues
0955916	12/13/2018	Arthur Graphic-Clarion Inc	90.00	Marketing: Advertising
0955917	12/13/2018	AT&T	119.86	Utilities: Telephone
0955918	12/13/2018	Aviall Services, Inc.	304.07	Aviation Program: Repair Materials/Supplies
0955919	12/13/2018	Battery Specialists + Golf Car	19.17	Grounds: Maintenance/Custodial Supply
0955920	12/13/2018	Benco Dental	96.72	Dental Hygiene: Instructional Supplies
0955921	12/13/2018	Birkey's Farm Store, Inc	3,531.97	Grounds: Maintenance Services
0955922	12/13/2018	The Blade	115.05	Marketing: Advertising
0955924	12/13/2018	Bopi	15,100.00	Marketing: Printing
0955925	12/13/2018	BP Company	198.44	Transportation: Vehicle Supplies
0955926	12/13/2018	BSN Sports	197.00	Volleyball: College Conf/Meeting Expense
0955927	12/13/2018	Mr. Brian J. Cafarelli	227.40	Speech: College Conf/Meeting Expense
0955928	12/13/2018	Cambridge University Press	6,882.03	Bookstore: Resale Textbooks
0955929	12/13/2018	Campion Barrow & Associates	425.00	Human Resource: Recruit Personnel/Athletes
0955930	12/13/2018	CaptionAccess LLC	787.50	Accessibility Services: Other Contractual Services
0955931	12/13/2018	Carle	12,000.00	Training Room: Other Contractual Services
0955932	12/13/2018	CCP Industries	421.33	Vet Tech: Instructional Supplies
0955933	12/13/2018	CDW-Government	16,715.60	IT Server/IT Hardware Upgrades: Equipment-Service >2500
0955934	12/13/2018	Champaign Country Club	578.32	Unrestricted: College Conf/Meeting Expense
0955936	12/13/2018	Chemical Maintenance Inc	2,242.19	Custodial: Maintenance/Custodial Supply
0955937	12/13/2018	The Chronicle of Higher Educat	4,348.00	Human Resource: Advertising
0955938	12/13/2018	Cintas Corp	170.68	Diesel Power: Instructional Supplies
0955939	12/13/2018	Mr. Joshua N. Clark	56.00	Student Life: College Conf/Meeting Expense
0955940	12/13/2018	The College Board	577.80	Dean of Arts and Sciences: Other Material and Supplies
0955941	12/13/2018	Comcast	572.17	Utilities: Telephone
0955942	12/13/2018	Consolidated Communications	1,134.12	Utilities: Telephone
0955943	12/13/2018	Constellation NewEnergy	72,764.64	Utilities: Electricity
0955944	12/13/2018	Nicholas Conway	160.00	Mens Basketball: Other Contractual Services
0955945	12/13/2018	Cornerstone OnDemand Inc.	9,945.00	Computing Administration: Maintenance Services
0955946	12/13/2018	Crawford Equipment Company	119.00	Grounds: Maintenance Services
0955947	12/13/2018	CU Hardware Company	7.18	Art and Design: Instructional Supplies
0955948	12/13/2018	D & H Distributing Co	859.86	Bookstore: Resale Textbooks
0955949	12/13/2018	Mr. Derek Dallas	8.50	Business-Computer Sci Tech: Travel In State
0955950	12/13/2018	Davis-Houk Mechanical Inc	4,049.32	Maintenance: Maintenance Services
0955951	12/13/2018	Joseph DeGregorio	88.00	Community Ed Trips: Other Contractual Services
0955952	12/13/2018	Dell Marketing LP	139.99	Accessibility Services: Computer Software
0955953	12/13/2018	Dentsply Professional	715.00	Dental Hygiene: Instructional Supplies
0955954	12/13/2018	Depke Gases & Welding Supplies	577.79	Manufacturing Operations: Instructional Supplies
0955955	12/13/2018	DexYP	3,599.00	Aviation Program: Advertising
0955956	12/13/2018	Dexis LLC	9,294.00	Dental Hygiene: Other Contractual Services
0955957	12/13/2018	Duncan Supply Co Inc	31.02	Maintenance: Maintenance/Custodial Supply
0955958	12/13/2018	Dust and Sons	40.91	Collision Repair: Instructional Supplies
0955959	12/13/2018	Dr. Lisa L. Eller	550.00	Academic Institutional: Staff Development-Faculty
0955960	12/13/2018	Ms. Kristina L. Engberg	117.50	Music: Instructional Supplies
0955961	12/13/2018	Enterprise Rent-A-Car Midwest	2,418.00	Transportation: Rental-Equipment
0955962	12/13/2018	Enterprise Rent-A-Car Midwest	424.71	Trio Student Support Svcs FY19: Other Conf/Meeting Expenses
0955963	12/13/2018	EScience Labs	1,085.20	Bookstore: Resale Textbooks
0955964	12/13/2018	Fastenal Company	487.01	Automotive: Instructional Supplies
0955965	12/13/2018	Fasteners Etc Inc	698.25	Diesel Power: Instructional Supplies
0955966	12/13/2018	Fisher Scientific	488.23	Chemistry: Instructional Supplies
0955967	12/13/2018	Flightstar	19,879.00	Aviation Program: Maintenance Services
0955968	12/13/2018	Growing Edge Inc	160.00	Counseling: Consultants
0955969	12/13/2018	Kirk Hacker	160.00	Mens Basketball: Other Contractual Services
0955970	12/13/2018	Hendrick House	447.50	Dual Credit: College Conf/Meeting Expense
0955972	12/13/2018	Hill's Pet Nutrition Sales Inc	91.80	Vet Tech: Instructional Supplies
0955973	12/13/2018	William R. Hoggard, Jr.	160.00	Womens Basketball: Other Contractual Services
0955974	12/13/2018	Holt Supply Company	1,192.80	Maintenance: Maintenance/Custodial Supply
0955975	12/13/2018	Chimiko Ikeda	6.44	Japanese Culture Club: Deposits for Others
0955976	12/13/2018	Illini Media	1,650.00	Marketing: Advertising
0955977	12/13/2018	Illini Radio Group	1,000.00	Marketing: Advertising
0955978	12/13/2018	Illinois American Water	6,550.22	Utilities: Water, Sewage
0955980	12/13/2018	Interstate Battery System	139.90	Maintenance: Maintenance/Custodial Supply
0955981	12/13/2018	Aaron P. Janssen	160.00	Mens Basketball: Other Contractual Services
0955982	12/13/2018	Timur A. Javid	42.98	Science Club: Deposits for Others
0955983	12/13/2018	Johnson Controls Fire Protecti	3,535.56	PHS Fire Alarm Phase II: Architectural Services
0955984	12/13/2018	Ms. Jacqueline Jones	89.93	Custodial: Maintenance Services
0955985	12/13/2018	K K Stevens Publishing Co	459.20	Prospectus: Printing
0955986	12/13/2018	Sally S. Kalmbach	30.00	Community Ed Trips: Other Contractual Services
0955987	12/13/2018	Keystone Automotive Industries	249.00	Collision Repair: Instructional Supplies
0955988	12/13/2018	Kirby Risk Electrical Supply	1,439.65	Custodial: Maintenance/Custodial Supply
0955989	12/13/2018	Keith E. Kuchenbecker	160.00	Womens Basketball: Other Contractual Services
0955990	12/13/2018	Kurland Steel Company	1,196.83	Perkins-Post Secondary: Other Material and Supplies
0955991	12/13/2018	Mr. David C. Leake	150.59	Planetarium: Other Material and Supplies
0955992	12/13/2018	Leapfrog Technology Group, Inc	1,800.00	Administrative Software Proj: Consultants
0955993	12/13/2018	Bradley Leeb	300.00	Marketing: Printing
0955994	12/13/2018	Ms. Heidi K. Leuszler	862.01	Natural Sciences Administration: College Conf/Meeting Expense
0955995	12/13/2018	Lighthouse Consulting Inc	15,000.00	General Institutional: Consultants
0955996	12/13/2018	Lighthouse Consulting Services	8,000.00	Title III: Consultants

0955997	12/13/2018	Mr. Michael D. Lindemann	170.00	Womens Basketball: Travel-Out of State
0955998	12/13/2018	Mr. Michael D. Lindemann	510.00	Womens Basketball: Travel-Out of State
0955999	12/13/2018	Mrs. Danielle M. Little	160.24	Surgical Technology: Travel In State
0956000	12/13/2018	M.J. Kellner Co., Inc.	273.32	Child Development: Other Material and Supplies
0956001	12/13/2018	Manpower	6,020.00	Human Resource: Recruit Personnel/Athletes
0956002	12/13/2018	Mrs. Molly A. Martin	288.85	Respiratory Care Technology: Travel In State
0956003	12/13/2018	Philip R. McCarty	160.00	Womens Basketball: Other Contractual Services
0956004	12/13/2018	Mccormick Distributing Inc	815.42	Child Development: Other Material and Supplies
0956005	12/13/2018	Medline Industries Inc	81.48	Nursing: Instructional Supplies
0956006	12/13/2018	Menards	138.39	Electronics: Instructional Supplies
0956007	12/13/2018	Brian T. Metzger	120.00	Womens Basketball: Other Contractual Services
0956008	12/13/2018	James M. Miller	60.00	Mens Basketball: Other Contractual Services
0956009	12/13/2018	Motion Industries	393.15	Maintenance: Maintenance/Custodial Supply
0956010	12/13/2018	Muncie Aviation Company	12.53	Aviation Program: Repair Materials/Supplies
0956011	12/13/2018	MyBinding.com	112.37	Reprographics: Other Material and Supplies
0956012	12/13/2018	Ms. Rita M. Myles	38.16	Medical Assisting: Travel In State
0956013	12/13/2018	Napa Auto Parts	21.92	Diesel Power: Instructional Supplies
0956014	12/13/2018	National CineMedia LLC	2,625.00	Marketing: Advertising
0956015	12/13/2018	The News-Gazette Inc	1,270.84	Fiscal Administration: Advertising
0956016	12/13/2018	NILRC	6,982.15	Library: Other Material and Supplies
0956017	12/13/2018	Molly Page	160.00	Womens Basketball: Other Contractual Services
0956018	12/13/2018	Pandora Media Inc	2,932.48	Marketing: Advertising
0956019	12/13/2018	Parkland College	3,499.10	General Institutional: Staff/Family Tuition Waiver
0956021	12/13/2018	PartnerShip LLC	697.29	Bookstore: Resale Textbooks
0956022	12/13/2018	Play With a Purpose	52.59	Child Development Fundraising: Deposits for Others
0956023	12/13/2018	P & G Distributing	1,200.00	Sadha Dental Hygiene: Deposits for Others
0956024	12/13/2018	Radiation Detection Company	21.50	Radiologic Technology: Instructional Supplies
0956025	12/13/2018	Mr. Paul A. Rebeiz	98.10	Adult Ed State Performance 3401: Other Conf/Meeting Expenses
0956027	12/13/2018	Republic Services	6,608.52	Utilities: Refuse Disposal
0956028	12/13/2018	Rogers Supply Co Inc	292.64	Maintenance: Maintenance/Custodial Supply
0956029	12/13/2018	Rogue Fitness	1,070.00	Kinesiology: Maintenance Services
0956030	12/13/2018	Royal Publishing	225.00	Marketing: Advertising
0956031	12/13/2018	Ms. Marilyn K. Ryan	113.40	Counseling: Office-Supplies
0956032	12/13/2018	Sam's Club	306.43	Business Train/Comm Ed Admin: Other Supplies
0956033	12/13/2018	Scram Speed Inc	2,358.02	Perkins-Post Secondary: Equipment-Instructional >2500
0956034	12/13/2018	Sherwin-Williams	82.24	Maintenance: Maintenance/Custodial Supply
0956035	12/13/2018	Jessica R. Smith	2,338.00	Sadha Dental Hygiene: Deposits for Others
0956036	12/13/2018	Mr. Travis A. Sola	24.05	Japanese Culture Club: Deposits for Others
0956037	12/13/2018	Starcrest Cleaners	251.65	Public Safety: Other Contractual Services
0956040	12/13/2018	Supplyworks	934.72	Occupational Hlth: Other Supplies
0956041	12/13/2018	Surface 51	5,005.00	Aviation Program: Advertising
0956043	12/13/2018	Terminix Services Inc	350.00	Maintenance: Maintenance Services
0956044	12/13/2018	Thompson Plumbing	500.00	Maintenance: Maintenance Services
0956045	12/13/2018	Tariq Toran	160.00	Womens Basketball: Other Contractual Services
0956046	12/13/2018	Tri-County Irrigation & Plumbi	351.00	Grounds: Maintenance Services
0956047	12/13/2018	Tri-Point High School	190.00	Marketing: Advertising
0956048	12/13/2018	TrophyTime Inc	214.10	Center for Excellence: Other Supplies
0956049	12/13/2018	Tuscola Journal Inc	145.00	Marketing: Advertising
0956050	12/13/2018	Unify Inc	36,694.96	Utilities: Telephone
0956051	12/13/2018	United Parcel Service	826.35	Central Receiving: Postage
0956053	12/13/2018	University of Illinois Urbana/	22,440.00	Rabies Vaccinations: Deposits for Others
0956054	12/13/2018	Upclose Marketing & Printing	466.30	Unrestricted: Printing
0956055	12/13/2018	USI Insurance Services Nationa	5,508.00	Institutional: General Insurance
0956056	12/13/2018	Verizon Wireless	312.00	Utilities: Telephone
0956057	12/13/2018	Villa Grove News	145.50	Marketing: Advertising
0956058	12/13/2018	Village of Rantoul	337.15	Adult Education: Rental-Facilities
0956060	12/13/2018	Vogelsang Lawn Care and Snow R	170.00	Grounds: Maintenance Services
0956061	12/13/2018	Henry Votsmier	160.00	Womens Basketball: Other Contractual Services
0956062	12/13/2018	WAND 17	977.50	Marketing: Advertising
0956063	12/13/2018	Strategic Development Institut	5,288.40	Contract Training: Instructional Supplies
0956064	12/13/2018	Mr. Brandon R. Whittington	102.46	Adult Ed State Performance 3401: Other Conf/Meeting Expenses
0956065	12/13/2018	Wisconsin Technical College Sy	6,000.00	Center for Academic Success: Computer Software
0956066	12/13/2018	WPGU	250.00	Marketing: Advertising
0956067	12/13/2018	WPXN Radio	3,300.00	Marketing: Advertising
0956068	12/13/2018	Xerox Corporation	140.90	Business Train/Comm Ed Admin: Other Contractual Services
0956087	12/20/2018	A & R Mechanical Contractors I	2,461.51	Maintenance: Maintenance Services
0956088	12/20/2018	ABC Sanitary	125.00	Maintenance: Maintenance Services
0956089	12/20/2018	Absopure Water Company	10.00	Human Resource: Office-Supplies
0956090	12/20/2018	Achieveforum, Inc.	1,606.09	Contract Training: Books/Binding Costs
0956091	12/20/2018	Advance Auto Parts	19.03	Automotive: Instructional Supplies
0956093	12/20/2018	Aircraft Spruce & Specialty Co	387.55	Aviation Program: Repair Materials/Supplies
0956094	12/20/2018	Alternative Communication Serv	1,053.50	Accessibility Services: Other Contractual Services
0956095	12/20/2018	Amazon	335.75	Center for Academic Success: Instructional Supplies
0956096	12/20/2018	Ameren Illinois	586.97	Utilities: Electricity
0956097	12/20/2018	PSI Services	2,250.00	Contract Training: Other Material and Supplies
0956098	12/20/2018	Art Coop Inc	119.88	Art and Design: Instructional Supplies
0956099	12/20/2018	Avfuel Corporation	13,424.30	Aviation Program: Vehicle Supplies
0956100	12/20/2018	Aviall Services, Inc.	1,115.11	Aviation Program: Repair Materials/Supplies
0956101	12/20/2018	Ms. Rebecca R. Bahnke	30.15	Occupation Therapy: Instructional Supplies
0956102	12/20/2018	Baseballracks.com	3,685.00	Backfill Remodel Project: Equipment-Instructional >2500
0956103	12/20/2018	Benefit Planning Consultants I	406.85	General: Unreimb med/child
0956104	12/20/2018	Birkey's Farm Store, Inc	260.10	Agriculture: Other Material and Supplies
0956105	12/20/2018	Mrs. Deanna L. Blackford	47.64	Fiscal Administration: Travel In State

0956106	12/20/2018	Brittany D. Blakeman	15.00	Student Support: Deposits for Others
0956107	12/20/2018	Blick Art Materials	518.38	Art and Design: Instructional Supplies
0956108	12/20/2018	Branded Custom Sportswear	2,592.08	Bookstore: Resale Textbooks
0956109	12/20/2018	Buds Cash Register	550.00	Dean of Arts and Sciences: Other Contractual Services
0956110	12/20/2018	Bureau Valley High School	90.00	FCAE FY19: Other Contractual Services
0956111	12/20/2018	Mrs. Bonita L. Burgess	36.30	Public Safety: College Conf/Meeting Expense
0956112	12/20/2018	Ms. Holly M. Busboom	269.56	Sadha Dental Hygiene: Deposits for Others
0956113	12/20/2018	Bussey Bank	47,912.00	Temp Restricted: Bussey W/lt Mgt 1736
0956114	12/20/2018	Mr. James E. Bustard	111.01	Plant Administration: College Conf/Meeting Expense
0956115	12/20/2018	CaptionAccess LLC	206.25	Accessibility Services: Other Contractual Services
0956116	12/20/2018	Cargill Incorporated	1,569.38	Grounds: Maintenance/Custodial Supply
0956117	12/20/2018	Carle	12.00	Cont Professional Ed: Instructional Supplies
0956118	12/20/2018	Carle	27.00	Cont Professional Ed: Instructional Supplies
0956119	12/20/2018	Carle	12.00	Cont Professional Ed: Instructional Supplies
0956120	12/20/2018	CDS Office Technologies	98.30	Adult Education: Office-Supplies
0956121	12/20/2018	CDW-Government	87,289.62	Academic Computing: Maintenance Services
0956122	12/20/2018	Central Steel & Wire Company	3,379.63	Manufacturing Operations: Instructional Supplies
0956123	12/20/2018	CenturyLink	158.11	Utilities: Telephone
0956124	12/20/2018	Chair Academy	800.00	Center for Excellence: College Conf/Meeting Expense
0956125	12/20/2018	Champaign Co Chamber of Commer	342.00	Business Train/Comm Ed Admin: Publications and Dues
0956126	12/20/2018	Champaign County Economic Deve	1,000.00	VP Inst Advance: Other Expenses
0956127	12/20/2018	Chemical Maintenance Inc	354.56	Custodial: Maintenance/Custodial Supply
0956128	12/20/2018	Marvin L. Childs	160.00	Mens Basketball: Other Contractual Services
0956129	12/20/2018	Ms. Mina Cho	82.41	Practical Nursing: Travel In State-Faculty
0956130	12/20/2018	Cintas Corp	90.36	Maintenance: Maintenance/Custodial Supply
0956131	12/20/2018	Cofer Sales & Golf Carts Llc	2,315.51	Perkins-Post Secondary: Equipment-Instructional >2500
0956132	12/20/2018	CollegeNET Inc	4,790.00	Computing Administration: Maintenance Services
0956133	12/20/2018	Committee Entertainment Group	200.00	Athletic Tournaments: Deposits for Others
0956134	12/20/2018	Brent R. Cordes	210.00	Womens Basketball: Other Contractual Services
0956135	12/20/2018	D. Stafford and Associates	685.00	Public Safety: College Conf/Meeting Expense
0956136	12/20/2018	Artasha L. Davis	15.00	Student Support: Deposits for Others
0956137	12/20/2018	Davis-Houk Mechanical Inc	2,812.44	Maintenance: Maintenance Services
0956138	12/20/2018	Dell Marketing LP	19,488.13	Institutional Research: Equipment-Office >2500
0956139	12/20/2018	Depke Gases & Welding Supplies	194.40	Agriculture: Instructional Supplies
0956140	12/20/2018	Desser Tire & Rubber Co.LLC	88.48	Aviation Program: Repair Materials/Supplies
0956141	12/20/2018	Douglas Macarthur High School	115.00	FCAE FY19: Other Contractual Services
0956142	12/20/2018	Douglas Stewart Company	15,853.94	Bookstore: Resale Textbooks
0956143	12/20/2018	Teresa M. Dunn	300.00	Art Gallery: Deposits for Others
0956144	12/20/2018	Dust and Sons	29.35	Collision Repair: Instructional Supplies
0956145	12/20/2018	Douglas W. Earl	269.99	Baseball: Deposits for Others
0956146	12/20/2018	Edwardsville Senior High Schoo	88.00	FCAE FY19: Other Contractual Services
0956147	12/20/2018	Elaine L Craft Educational Cou	3,500.00	NSF:Precision Ag Curr: Other Contractual Services
0956148	12/20/2018	Beth Engelbrecht-Wiggans	19.35	German Club: Deposits for Others
0956149	12/20/2018	Eric Mayo Consulting LLC	3,830.65	Administrative Software Proj: Consultants
0956150	12/20/2018	Experian	19.90	Institutional: General Insurance
0956151	12/20/2018	Exxonmobil	2,088.97	Athletics General Fund: College Conf/Meeting Expense
0956152	12/20/2018	FE Moran Inc	1,236.00	Maintenance: Maintenance Services
0956153	12/20/2018	Forreston High School	80.00	FCAE FY19: Other Contractual Services
0956154	12/20/2018	Ms. Lori K. Garrett	2,082.93	Phi Theta Kappa: Office-Supplies
0956155	12/20/2018	Goodheart-Willcox Publisher	3,180.13	Bookstore: Resale Textbooks
0956156	12/20/2018	Grass Roots Press	789.14	Project Read: Instructional Supplies
0956157	12/20/2018	Valerie L. Green	115.39	Student Nurses: Deposits for Others
0956158	12/20/2018	Tom Grey, Grey & Associates	640.00	Cont Professional Ed: Instr Service Contracts
0956159	12/20/2018	Hartsburg-Emden Junior-Senior	85.00	FCAE FY19: Other Contractual Services
0956160	12/20/2018	Health First	93.30	Dental Hygiene: Instructional Supplies
0956161	12/20/2018	Hendrick House	11,744.85	Agriculture-Engineering Scienc: Other Conf/Meeting Expenses
0956162	12/20/2018	Henry Schein Animal Health	29.48	Vet Tech: Instructional Supplies
0956163	12/20/2018	Herriott's Coffee Columbia Str	114.00	Business Train/Comm Ed Admin: Other Supplies
0956164	12/20/2018	Human Kinetics	5,355.20	Bookstore: Resale Textbooks
0956165	12/20/2018	ICC Business Products	1.15	Reprographics: Other Material and Supplies
0956166	12/20/2018	ICCJA	50.00	Prospectus: Publications and Dues
0956167	12/20/2018	Illini Fighting Hunger	475.51	Student Services: Other Conf/Meeting Expenses
0956168	12/20/2018	Illini FS	3,652.33	Agriculture: Other Material and Supplies
0956169	12/20/2018	IACAC	40.00	Dean of Enrollment Management: Publications and Dues
0956170	12/20/2018	Illinois Heartland Library Sys	550.00	Computing Administration: Maintenance Services
0956171	12/20/2018	Ms. Kerry L. Janesky	453.66	Radiologic Technology: College Conf/Meeting Expense
0956172	12/20/2018	JMC Equipment Llc	862.68	Perkins-Post Secondary: Equipment-Instructional >2500
0956173	12/20/2018	John Wiley & Sons Inc	1,539.54	Bookstore: Resale Textbooks
0956174	12/20/2018	Mr. Adam R. Karch	70.00	Academic Institutional: Staff Development-Faculty
0956175	12/20/2018	Knewton Inc.	960.00	Bookstore: Resale Textbooks
0956176	12/20/2018	Ms. Mary J. Licht	251.69	German Club: Deposits for Others
0956178	12/20/2018	Mr. Michael D. Lindemann	192.00	Womens Basketball: Travel-Out of State
0956179	12/20/2018	Locker Room	847.00	Baseball: Other Material and Supplies
0956180	12/20/2018	Lorenz Supply Co	2,899.90	Grounds: Maintenance/Custodial Supply
0956181	12/20/2018	M.J. Kellner Co., Inc.	259.13	Child Development: Other Material and Supplies
0956182	12/20/2018	Michael B. Manard	180.00	Womens Basketball: Other Contractual Services
0956183	12/20/2018	Martin Hood Friese & Associate	260.00	Audit: Audit Services
0956184	12/20/2018	Martin One Source	297.50	Theater Funds: Instit Support Contract
0956185	12/20/2018	Matthews Book Company	184.82	Bookstore: Resale Textbooks
0956186	12/20/2018	Mccormick Distributing Inc	963.15	Child Development: Other Material and Supplies
0956187	12/20/2018	McGraw-Hill Global Education H	94,427.73	Bookstore: Resale Textbooks
0956188	12/20/2018	MedAssure of Indiana, LLC	453.45	Occupational Hlth: Other Supplies
0956189	12/20/2018	Patterson Medical Supply, Inc	132.00	Training Room: Instructional Supplies

0956190	12/20/2018	Medline Industries Inc	3,767.95	Nursing: Instructional Supplies
0956191	12/20/2018	Meyer Capel	4,850.00	Institutional: Legal Services
0956192	12/20/2018	Midstate Collection Solutions	3,384.75	General Institutional: Collection Agency Fees
0956193	12/20/2018	James M. Miller	120.00	Womens Basketball: Other Contractual Services
0956194	12/20/2018	Motion Industries	60.65	Maintenance: Maintenance/Custodial Supply
0956195	12/20/2018	MPS	10,807.68	Bookstore: Resale Textbooks
0956196	12/20/2018	Municipal Electronics Division	35.00	Public Safety: Vehicle Supplies
0956197	12/20/2018	Ms. Rita M. Myles	64.09	Medical Assisting: Travel In State
0956198	12/20/2018	Napa Auto Parts	127.72	Automotive: Instructional Supplies
0956199	12/20/2018	National Testing Network	147.00	Human Resource: Recruit Personnel/Athletes
0956200	12/20/2018	The News-Gazette Inc	1,564.55	Cont Professional Ed: Advertising
0956201	12/20/2018	Niemann Foods	103.62	Phi Theta Kappa: Deposits for Others
0956202	12/20/2018	Niemann Foods	193.75	Grounds: Maintenance/Custodial Supply
0956203	12/20/2018	Niemann Foods	17.97	Maintenance: Maintenance/Custodial Supply
0956204	12/20/2018	Niemann Foods	125.83	Grounds: Maintenance/Custodial Supply
0956205	12/20/2018	Niemann Foods	16.58	Grounds: Maintenance/Custodial Supply
0956206	12/20/2018	Niemann Foods	32.17	Grounds: Maintenance/Custodial Supply
0956207	12/20/2018	Niemann Foods	3.72	Maintenance: Maintenance/Custodial Supply
0956208	12/20/2018	Niemann Foods	179.60	Grounds: Maintenance/Custodial Supply
0956209	12/20/2018	NILRC	525.00	Library: Other Material and Supplies
0956210	12/20/2018	David S. Nunez, III	15.00	Student Support: Deposits for Others
0956211	12/20/2018	OSF SJMC Foundation	210.00	CNA: Instructional Supplies
0956212	12/20/2018	PartnerShip LLC	1,574.59	Bookstore: Resale Textbooks
0956213	12/20/2018	Pavlov Media Inc	189.76	IL Co-op Work Study (ICWS): Other Contractual Services
0956214	12/20/2018	Payson CUSD #1	85.00	FCAE FY19: Other Contractual Services
0956215	12/20/2018	Pearl City High School	85.00	FCAE FY19: Other Contractual Services
0956216	12/20/2018	Pearson Education	96,316.52	Bookstore: Resale Textbooks
0956217	12/20/2018	Pepsi-Cola Champaign-Urbana Bo	667.51	Bookstore: Resale Food
0956218	12/20/2018	Phillips66 Co./SynCb	654.25	Transportation: Vehicle Supplies
0956219	12/20/2018	Pitney Bowes	2,275.29	General Institutional: Maintenance Services
0956220	12/20/2018	Pitney Bowes	998.58	General Institutional: Maintenance Services
0956221	12/20/2018	Pitney Bowes	2,475.00	General Institutional: Maintenance Services
0956222	12/20/2018	Pitney Bowes	998.58	General Institutional: Maintenance Services
0956223	12/20/2018	Mrs. Anneliese R. Potter	146.22	Community Education: Instructional Supplies
0956224	12/20/2018	PrairieLand Feeds	1,104.40	Vet Tech: Instructional Supplies
0956225	12/20/2018	Premier Print Group	5,277.00	Marketing: Printing
0956226	12/20/2018	Public Media Engineering LLC	8,924.00	Mass Communications: Other Contractual Services
0956227	12/20/2018	QISoft, Inc.	450.00	Public Safety: Office-Supplies
0956228	12/20/2018	Madison E. Quinley	15.00	Student Support: Deposits for Others
0956229	12/20/2018	Peter Raymond	69.00	Traffic Safety: Pub Serv/Comm Ed/Cust Trng
0956230	12/20/2018	Jason P. Reblando	300.00	Illinois Arts Council: Other Contractual Services
0956231	12/20/2018	Regional Office of Education	45,642.85	FCAE FY19: Office Services
0956232	12/20/2018	RegisterBlast	260.00	Assessment Center: Other Contractual Services
0956233	12/20/2018	Resource One	156.10	Unrestricted: Other Material and Supplies
0956234	12/20/2018	Ms. Michelle D. Roberts	176.58	Occupation Therapy: Travel In State
0956235	12/20/2018	Collin Rohl	248.33	Monsanto Land Lab: Deposits for Others
0956236	12/20/2018	Dr. Steven T. Rutledge	141.68	Institutional: Other Expenses
0956237	12/20/2018	Scantron Corp	766.00	Natural Sciences Administration: Maintenance Services
0956238	12/20/2018	Christopher Schneberger	1,200.00	Illinois Arts Council: Other Contractual Services
0956239	12/20/2018	Shaff Implement Co Inc	500.00	Agriculture: Instructional Supplies
0956240	12/20/2018	Sharegate Group Inc.	3,995.00	Computing Administration: Maintenance Services
0956241	12/20/2018	Smile Healthy	4,000.00	Sadha Dental Hygiene: Deposits for Others
0956242	12/20/2018	Springfield Electric Supply Co	746.45	Electronics: Instructional Supplies
0956243	12/20/2018	Brittany D. Spuck	69.00	Traffic Safety: Pub Serv/Comm Ed/Cust Trng
0956244	12/20/2018	State University Retirement	7.94	Human Resource: Other Employee Benefits Vacation
0956245	12/20/2018	Stevie Jay Broadcasting	500.00	Marketing: Advertising
0956246	12/20/2018	Andrew J. Stewart	15.00	Student Support: Deposits for Others
0956247	12/20/2018	Sun Singer Wine & Spirits LTD	306.00	Parkland Gala: Other Expenses
0956248	12/20/2018	Sunbelt Rentals	53.60	Cont Professional Ed: Instructional Supplies
0956249	12/20/2018	Thompson Plumbing	75.00	Maintenance: Maintenance Services
0956250	12/20/2018	Today's Business Solutions	547.74	Student Life: Office-Supplies
0956251	12/20/2018	Troxell Communications	438.00	Academic Computing: Technology Equipment
0956252	12/20/2018	Ms. Marietta Turner	15.00	Student Support: Deposits for Others
0956253	12/20/2018	United Parcel Service	601.03	Central Receiving: Postage
0956254	12/20/2018	University of Illinois Urbana/	79.40	College Theatre: Other Material and Supplies
0956255	12/20/2018	University of Illinois	4,000.00	Marketing: Advertising
0956256	12/20/2018	Sigma Phi Alpha	100.00	Dental Hygiene: Publications and Dues
0956257	12/20/2018	USI Insurance Services Nationa	7,330.00	Aviation Program: General Insurance
0956258	12/20/2018	Veritiv Operating Company	1,211.76	Reprographics: Other Material and Supplies
0956259	12/20/2018	W W Norton & Company Inc	21,679.20	Bookstore: Resale Textbooks
0956260	12/20/2018	Mr. Chris M. Warren	464.16	Kinesiology: Instructional Supplies
0956261	12/20/2018	Valerie A. Wasinski	37.04	Vet Tech: Instructional Supplies
0956262	12/20/2018	WCIA/WCIX/ICIA	1,900.00	Marketing: Advertising
0956263	12/20/2018	Mr. Michael L. Weaver	198.54	Occupation Therapy: Travel In State
0956264	12/20/2018	Weiskamp Screen Printing	1,527.46	Emergency Medical: Instructional Supplies
0956265	12/20/2018	Scott Wells	350.00	Marketing: Advertising
0956266	12/20/2018	Widmer Interiors	768.45	Computing Administration: Office-Supplies
0956267	12/20/2018	Wilmad Lab Glass	220.65	Chemistry: Instructional Supplies
0956268	12/20/2018	Mark Winters	160.00	Mens Basketball: Other Contractual Services
0956269	12/20/2018	Edward Wooten	160.00	Mens Basketball: Other Contractual Services
0956270	12/20/2018	YBP Library Services	1,432.07	Library: Publications and Dues
0956271	12/20/2018	Yong's Embroidery Inc	24.00	Public Safety: Office-Supplies
0956283	12/21/2018	Ameren Illinois	1,536.52	Utilities: Electricity

0956284	12/21/2018	BSN Sports	1,203.00	Mens Basketball: Other Material and Supplies
0956285	12/21/2018	CDW-Government	338.20	Center for Excellence: Computer Software
0956286	12/21/2018	Dust and Sons	20.14	Automotive: Instructional Supplies
0956287	12/21/2018	G & G Machine Shop Inc	33.80	Perkins-Post Secondary: Equipment-Instructional >2500
0956288	12/21/2018	Hendrick House	130.00	Human Resource: Other Expenses
0956289	12/21/2018	Illini Radio Group	1,000.00	Marketing: Advertising
0956290	12/21/2018	Karl Williams Inc	2,045.00	Reprographics: Repair Materials/Supplies
0956291	12/21/2018	Kurland Steel Company	295.80	Diesel Power: Instructional Supplies
0956292	12/21/2018	National Collegiate Honors Cou	500.00	Dean of Learning Support: Other Expenses
0956293	12/21/2018	NUCPS	1,000.00	Public Safety: College Conf/Meeting Expense
0956294	12/21/2018	The Paige Company	431.70	Fiscal Administration: Office-Supplies
0956295	12/21/2018	Radiation Detection Company	175.50	Radiologic Technology: Instructional Supplies
0956296	12/21/2018	Republic Services	1,051.82	Utilities: Refuse Disposal
0956297	12/21/2018	Rod Shilts	350.00	Marketing: Printing
0956298	12/21/2018	Terminix Services Inc	358.00	Maintenance: Maintenance Services
0956299	12/21/2018	TrophyTime Inc	133.75	Marketing: Printing
E0020835	12/06/2018	Mr. John M. Eby	15.00	Community Education: Travel In State
E0020836	12/06/2018	Ms. Julia A. Hawthorne	297.00	Financial Aid: College Conf/Meeting Expense
E0020837	12/06/2018	Ms. Gwen M. Smith	65.41	Fiscal Administration: College Conf/Meeting Expense
E0020838	12/06/2018	Ms. Gwen B. Strater-Price	98.10	Fiscal Administration: College Conf/Meeting Expense
E0020839	12/06/2018	Mr. Timothy R. Wendt	526.52	Financial Aid: College Conf/Meeting Expense
E0020844	12/13/2018	Alyssa S. Blan	38.57	Sadha Dental Hygiene: Deposits for Others
E0020845	12/13/2018	Mr. John M. Eby	15.00	Community Education: Travel In State
E0020855	12/20/2018	Mr. John M. Eby	40.58	Community Education: Travel In State
E0020856	12/20/2018	Ms. Phyllis J. Henderson	77.44	Fiscal Administration: College Conf/Meeting Expense
E0020857	12/20/2018	Mr. David C. Webb	172.22	Business Train/Comm Ed Admin: Travel In State

Student Refunds 90,260.56

Totals Voucher Checks \$ 1,410,766.76

Last Check Numbers Used: AP = 0956299 AP = E0020857 ST = 0956282 ST = E0020862

X. BUSINESS & FINANCE—Item C*

SURPLUS PROPERTY

The Public Safety department no longer has a need for the following pistols. Administration is requesting Board of Trustees approval for disposal of both.

<u>Description</u>	<u>Quantity</u>
Glock Pistol, Model 22, Serial #TFD-627	1
Glock Pistol, Model 22, Serial #TFD-629	1

CONSENT MOTION—Move to declare as surplus property the above mentioned items.

X. BUSINESS & FINANCE—Item D*

RESOLUTION IDENTIFYING WORK CONTRACTS TO THE INSTALLMENT PURCHASE AGREEMENT

Consideration and action on a Resolution identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of Series 2008 and Series 2009 Debt Certificates.

This Resolution formally acknowledges the use of the specified debt certificate proceeds for the purpose of making payment to the contractors noted for Master Plan capital work.

CONSENT MOTION—Move 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.

X. BUSINESS & FINANCE—Item E

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

Kaza Rhan
(LocalLabs)

Information Requested

Election Information

INFORMATION

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—Move to approve the filing of the following grant applications in accordance with the accompanying summaries which will be incorporated in the official minutes:

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

Request to Apply

Junior League of Champaign-Urbana: Annual Partnerships Projects

Parkland College Community Education will pilot a non-residential day STEM camp for girls beginning summer 2019. The camp will be six hours each day for four days and enroll up to twenty girls ages 12-15. The goal of this project is to build girls' confidence and drive to pursue STEM fields, motivating them to take more STEM courses and ultimately enter STEM careers. Funds from this grant are requested to offset camp costs.

Submitted to: Junior League of Champaign-Urbana

Proposed by: Community Education: Terry Thies

Target Population: Girls ages 12-15 in District 505.

Benefits to Population: Provides girls an opportunity to develop and sustain interest in STEM topics, and to have STEM mentors and role models.

Supports Mission: To provide lifelong learning opportunities for students to explore their potential, abilities, and interests.

Project Lead: Parkland College

Other Partners: N/A

Proposed Dates: 7/1/2018 to 6/30/2019

	First Year	All Years		First Year	All Years
All Partners Grant Request:	N/A	N/A	Parkland's Cash Match:	\$0	\$0
Parkland's Grant Request:	\$2,280	\$2,280	Parkland's In-kind Match:	\$2,452*	\$2,452*

**in-kind cost explanation is on the last page of this document*

Grant funds will be used to:

Partially fund all camp costs: instructors, materials, printing, meals, promotion, etc.

In Kind Cost Explanation

Grant: Junior League of Champaign-Urbana: Annual Partnerships Projects

In-Kind Amount: \$2,452

Explanation: Parkland is requesting partial funding for the STEM camp, and the remainder of the camp will be funded through Parkland as in-kind costs. In-kind cost for this project include part of the Youth Programs Manager's salary, partial instructor costs, guest speakers, printing, and promotion.

Grant: Illinois Arts Council Agency (IACA): Summer Youth Employment in the Arts (SYE)

In-Kind Amount: \$5,670

Explanation: The IACA requires a 100% applicant cash or in-kind match. Parkland will meet this requirement through in-kind costs by applying 40% of 15-weeks of the director's salary.

Request to Apply

Illinois Arts Council Agency (IACA): Summer Youth Employment in the Arts

This grant program provides funds to Illinois not-for-profit arts organizations to support summer employment opportunities for high school students interested in working in the arts. Students will gain skills and knowledge in each area of the Giertz Gallery at Parkland College. This grant will further the goal of the art gallery by attracting students and other community members to the gallery.

Submitted to: Illinois Arts Council Agency (IACA)

Proposed by: Giertz Gallery: Lisa Costello

Target Population: Parkland College community; K-12 students

Benefits to Population: This rebate provides funding for high school student workers to have the opportunity to work in the arts.

Supports Mission: To provide lifelong learning opportunities for students to explore their potential, abilities, and interests.

Project Lead: Parkland College

Other Partners: N/A

Proposed Dates: 6/1/2019 to 9/15/2019

	First Year	All Years		First Year	All Years
All Partners Grant Request:	N/A	N/A	Parkland's Cash Match:	\$0	N/A
Parkland's Grant Request:	\$4,274	\$4,273	Parkland's In-kind Match:	\$5,670*	\$5,670*

**in-kind cost explanation is on the last page of this document*

Grant Funds will be used to:

Funds will pay the wages of three part-time student workers for summer 2019.

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. Junior League of Champaign-Urbana: Community Assistance Fund (Homework Club)
2. Ameren Illinois—Energy Efficiency Programs: Metering & Monitoring -- 1800468

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
Community Assistance Fund (Homework Club)	Junior League of Champaign-Urbana	7/1/18	6/30/19	1	\$200	\$200
Metering & Monitoring -- 1800468	Ameren Illinois— Energy Efficiency Programs	7/1/18	6/30/19	1	\$4,465	\$4,465
					Total	\$4,665

XI. ACADEMIC & STUDENT SERVICES—Item C

NEW CERTIFICATE

Administration recommends Board approval for the General Education Core Curriculum (GECC) certificate.

1. General Education Core Curriculum: minimum graduation requirement – 38 hours

Since 1998, Parkland College 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 takes 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 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 is aiding transfer and completion.

Parkland College seeks board approval to offer the GECC certificate.

MOTION—Move to approve the new IAI General Education Core Curriculum certificate.

XI. ACADEMIC & STUDENT SERVICES—Item D

POLICY MANUAL UPDATES (LODGED)

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, AV 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 34

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 eCommittee** 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~~ **Vice President for Administrative Services/Chief Financial Officer** is directly involved in the grievance, the Vice President for ~~Academic Services~~ **Communications and External Affairs** will serve; **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.**
8. **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.**
3. **The student must maintain a 2.5 cumulative GPA.**
4. **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.**
5. **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 January 16, 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 January, 2019, is attached and presented for approval.

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

XVI. MISCELLANEOUS—Item A*

RELEASE OF CLOSED SESSION MINUTES

Closed session minutes are reviewed on a semi-annual basis for determination if said minutes should be released for public inspection. Legal Counsel reviewed and does not recommend the release of any closed session minutes at this time.

CONSENT MOTION—Move to approve the recommendation by Legal Counsel that no closed session minutes be released at this time.

XVII. TRUSTEE REPORTS

Chairman Trimble will open the floor for Board comments.

INFORMATION

XVIII. ADJOURNMENT

A motion and second will be made for adjournment of the January 16, 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.