

**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**

OCTOBER 23, 2019

ROLL CALL

The Meeting was called to order by Gregory Knott, Chairman, at 7:00 p.m. in Room U325, 2400 W. Bradley, Champaign, Illinois. At the direction of Chairman Knott, Krystal Garrett, Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Bianca Green, Timothy Johnson, Dana Trimble, James Voyles, Jonathan Westfield, and Gregory Knott. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Lydia Gallaher (Student Trustee) was absent.

CONSENT AGENDA MOTION

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

It was moved by Mrs. Green and seconded by Mr. Ayers 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—Gallaher.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on September 18, 2019.
- Approved the voucher checks listing thru September 30, 2019, totaling \$5,122,651.60.
- Moved to declare as surplus property the following items:
 - **Car Frame Straightening Machine** **1**
 - Brand Chief
 - Model EZ Liner
 - Year 1984 (estimate)
 - **Digital Camera** **1**
 - Brand Olympus

- Model 3.2 megapixel
 - **Hospital Mattresses** 4
 - **Kindles (decommissioned)** 19
 - **Massage Chair** 1
 - **Massage Tables** 2
 - **Massage Stools** 3
 - **Medication Carts** 3
 - **Rock Climbing Play Structure** 1
 - Brand Step2
 - Model Skyward Summit
 - **Truck** 1
 - Make International
 - Model 4900
 - Year 1995
 - VIN # 1HTSDAAN6SH257264
 - **Walk Behind Fork Truck** 1
 - Brand Crown Electric
 - Model 30WRTL
 - S/N H2132-7054
- Moved to approve the awarding of funds from external sources as follows:
 - University of Illinois at Urbana-Champaign (UIUC): Global and International Studies in Social Science Course Development (Dept. Ed. Title VI Funding)
 - Illinois Community College Board (ICCB): Workforce Equity Initiative
 - Moved to approve the grant proposals listed below as presented for consideration prior to submission to the specific agencies:
 - Illinois Community College Board (ICCB): Workforce Equity Initiative

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

There was no report from PCA.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Parkland College is proud to announce its \$1.5 million Workforce Equity Initiative Grant. Invited the Board to attend a joint press conference that Parkland held, along with with State Representative Carol Ammons, on October 24 at 10:00 a.m. in the Student Union Atrium.

2. Parkland attended their annual joint disaster exercise training with the University of Illinois on September 27. The goal of this exercise is to meet our State of Illinois and federal Clery Act requirement of exercising our emergency operation plan annually. Thanked Chief Colbrook for coordinating this training.
3. Parkland College will hosted it's first-ever Leadership 2.0 Conference on Friday, November 8. This was a follow-up opportunity for participants of the Leadership Conference to take a deep dive into key issues facing the college, engage in sessions with college leadership, and further develop individual leadership capabilities.
4. Recognized:
 - a. Amin Kassem, CIO of Campus Technologies, who was selected as a winner for the 2019 Info-Tech CIO Business Vision Leadership Awards. He ranked in the top 40 Business Vision, which places him in the 90th percentile among all participating CIOs. Congratulations, Amin!
 - b. Brian Counter, Senior Research Analyst in Institutional Accountability and Research, who won the Special Recognition Award from the Illinois Association for Institutional Research. This award is given to a practitioner with a significant contribution to the research and planning field and its application for institutional decision-making.
 - c. Marketing won Medallion awards at the District 3 conference from the National Council for Marketing and Public Relations (NCMPR). District includes: Illinois, Indiana, Michigan, Ohio, Wisconsin and the Canadian province of Ontario.
 - i. Gold for Viewbook (2018-2019 Viewbook)
 - ii. Gold for Specialty Publication (Don Lake Retrospective Brochure/Catalog)
 - iii. Silver for Flyer (Athletic Recruitment Flyer)
5. Reminded the Board about these upcoming events:
 - a. Parkland's Veteran's Day Ceremony - Monday, November 11 at 11:00 a.m. in the Student Union.
 - b. Foundation Board meeting on November 12 a 7:30 a.m. in Room U140.
 - c. PTK Induction Ceremony on Friday, November 15 at 5:30 p.m. in the Student Union.
6. Mike Trame introduced Suzanne (Suzy) Jones, Director of Counseling and Advising. Suzy Jones thanked the Board for the opportunity and states she is excited to work with everyone here at Parkland.

ENROLLMENT REPORT/STRATEGIC ENROLLMENT MANAGEMENT

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

1. Summer 2019 end-of-semester enrollment data and related enrollment trends.
2. Fall 2019 census date enrollment data and related enrollment trends.
3. Strategic Enrollment Management updates.

A handout was provide to the Board. The Trustees asked questions about the student application process, the Board of Trustee scholarship, and the recruitment process; all of which Dean Smigielski was able to answer.

PERKINS GRANT REPORT

Pamela Lau, Executive Vice President, provided a Perkins Grant update. A handout was provided to the Board.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, provided a legislative update. A handout was provided to the Board.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

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

<u>Requestor</u>	<u>Information Requested</u>
Jennie Smith (Acme Research)	Commercial
Lisa Ingram	Campus Slip/Fall Data
Rebecca Spellmeyer	Student Information
Aimee Galvin (stand.org)	Dual Credit Information
Rebecca Spellmeyer	Student Information

Trustee Johnson questioned why someone requested the slip and fall data. Dr. Ramage informed that they were looking for pending legal information, which is held by Parkland's insurance company.

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for September reflect the results of operations of the College for the first three months of fiscal year 2020. The revised budget estimates indicate that revenues will exceed expenditures by \$276,115 in the general operating funds.

- The key factors for the College's operating results in FY2020 will be tuition & fees revenue (enrollment) and health claims.
- The College has received all of its FY2019 ICCB Base Operating and Equalization payments.
- The College has received its first three FY2020 ICCB Base Operating and Equalization payments.
- The original FY2020 budget projected a \$282,504 surplus.
- The FY2020 unaudited beginning operating fund balance is approximately \$19.25M. This amount is 36% of operating expenditures.
- The FY2020 College tentative budget was lodged in July.
- The FY2020 College final budget was approved in September.
- The FY2019 College "clean" audit will be presented at the October meeting.
- The TY2019 tax levy will be presented in November or December.

The Trustees asked a few questions about the audit and tax levy. Chris Randles talked through that and answered their questions.

FY2019 AUDIT

The FY2019 Comprehensive Annual Financial Report (CAFR), Audit, including the reports: Schedule of Federal Awards, Internal Control, and Compliance for the fiscal year ended June 30, 2019 has been completed.

Jeff Livesay, Wade Hoey and Garrett Kerr were present representing Martin Hood LLC who conducted the audit. The unqualified "clean" report was presented for approval.

Trustee Trimble stated that it was good to get a clean audit.

It was moved by Mr. Ayers and seconded by Mr. Trimble to receive the FY2019 Comprehensive Annual Financial Report (CAFR), Audit, including the reports on: Schedule for Federal Awards, Internal Control, and Compliance.

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

EXEMPT PURCHASE – BODY WORN CAMERAS

Parkland College Public Safety sought approval to purchase body worn cameras and associated hardware and software. The purchase is sourced from the State of Illinois, Central Management Services (CMS), Statewide Master Contract. Parkland College Public Safety recognizes that trust and mutual respect between law enforcement and the communities that they protect and serve are essential to effective policing and the integrity of the criminal justice system. The use of body worn cameras will provide objective video and audio documentation of evidence and may provide additional opportunities for training, instruction, and documentation to settle disputes while improving transparency, accountability, and strengthening public trust.

This purchase relates to the following Strategic Goal:

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

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

Administration recommended purchasing 15 body worn cameras and associated hardware and software from WatchGuard, Inc. of Allen, Texas for a total cost of \$22,355. This item is exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2020 Liability, Protection, and Settlement fund.

Trustee Trimble asked how long we are required to maintain the video. Chief Colbrook stated that we are required by law to keep it for 90 days, unless there are special circumstances.

It was moved by Mrs. Green and seconded by Mr. Westfield to approve the purchase of body worn cameras and associated hardware and software from WatchGuard, Inc., Allen, Texas at a total cost of \$22,355.

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

COMMERCIAL BUS – PUBLIC SAFETY

A legal bid notice was placed in The News-Gazette. The bid also appeared on the RFP page of the Parkland College website. Bid invitations were sent to eight (8) companies requesting bids for a 15 passenger commercial bus. Six (6) bids were returned.

Parkland College Public Safety sought approval to purchase a new shuttle bus. The new bus will replace an aged 2008 Chevrolet 15 passenger bus with 182,000 miles.

This purchase relates to the following Strategic Goal:

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

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

Administration recommended acceptance of the bid from Midwest Transit Equipment of Kankakee, Illinois for the purchase of a new 2019 Ford E350 15 passenger commercial bus. Funds are available from the Student Life budget.

<u>Company Name</u>	<u>Bid Price</u>
1. Midwest Transit Equipment, Kankakee, IL (Base Bid)	\$50,628
2. Midwest Transit Equipment, Kankakee, IL (Alternate Bid)	\$53,792
3. Tesco, Oregon, OH	\$53,971
4. Central States Bus Sales, Fenton, MO	\$54,956
5. Southern Bus & Mobility, Breese, IL	\$55,481
6. Las Vegas Bus Sales, Las Vegas, NV	\$58,895

It was moved by Mr. Voyles and seconded by Mr. Trimble to approve the purchase of a 15 passenger commercial bus from Midwest Transit Equipment of Kankakee, Illinois in the amount of \$50,628.

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

EXEMPT PURCHASE – ARCHITECT FOR CAMPUS ELECTRONIC DOOR LOCK UPGRADE

At the September 2019 Board of Trustees meeting, Protection, Health, and Safety funds in the amount of \$2,200,000 were approved for a new project for Phase I of upgrading all of the campus door locks to electronic locks. Additional funds of up to \$1,000,000 from the Campus Master Plan Bonds would be available for this first phase of work, making a total of \$3,200,000. Phase II of the project would be completed in 2021 and has an estimated cost of \$2,000,000, and would be funded by Protection, Health and Safety monies in FY 2021. The total project is estimated to cost \$5,200,000. The study, development, and design for the entire project would be completed in Phase I.

The College has made several contacts with architect/engineering firms within District #505 to determine if there was a firm that had recent experience with a project

of this scope and magnitude. The only firm with this experience is Henneman Engineering, Inc. of Champaign, IL. Henneman has been working on a very similar project with Madison Technical College in Madison, WI, providing design and technical expertise for a new campus wide electronic door lock system. A team from Parkland College made a trip to Madison Technical College to review the work of Henneman Engineering and to talk with the Madison Technical College staff about their system and their work with Henneman. The feedback was very positive and the system design was well done.

This project relates to the following Strategic Goal:

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

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

Administration recommended retaining Henneman Engineering, Inc. of Champaign, IL to develop and design the Campus Electronic Door Lock Upgrade project and complete construction documents for a total cost of \$509,850. This item is exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the Master Plan and Protection, Health, and Safety funds.

It was moved by Mrs. Green and seconded by Mr. Ayers to retain Henneman Engineering, Inc. of Champaign, Illinois for the development and design of the Campus Electronic Door Lock Upgrade in the amount of \$509,850.

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

EXEMPT PURCHASE – PRE-EXPOSURE RABIES VACCINE ADMINISTRATION

The Parkland College Veterinary Technology program requires the pre-exposure Rabies vaccine. There are 21 students needing this three vaccine series.

This purchase relates to the following Strategic Goal:

Goal D: Engagement: 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 pre-exposure rabies vaccine administration from McKinley Health Center of Urbana, Illinois for a total cost of \$21,420. This item is exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Board authorization is requested since the cost exceeds \$20,000. Funds are available in FY2020 operating budget from fees collected.

It was moved by Mr. Westfield and seconded by Mr. Voyles to approve the purchase of the pre-exposure rabies vaccine administration from McKinley Health Center, Urbana, Illinois at a total cost of \$21,420.

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

2021-2022 ACADEMIC CALENDAR (LODGED)

The proposed 2021-2022 Academic Calendar has been reviewed and approved by the Parkland College Association Senate and College Council. This item is lodged and will be presented at the November 2019 Board of Trustees meeting for approval.

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Mr. Voyles and seconded by Mr. Westfield to approve the Personnel Report for October 2019, 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—Gallaher.

TRUSTEE REPORTS

Chairman Knott thanked everyone who went to the ACCT conference in San Francisco. He stated that he has officially retired from the ACCT Board, and that Parkland has had a trustee on the Board for 20+ years.

Chairman Knott plans to hold a Board Retreat on Saturday, April 4, 2020. He asked the Trustees to let Krystal Garrett know if they will be available to attend that day.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. Green and seconded by Mr. Trimble for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:07 p.m.

Gregory Knott, Chairman
Board of Trustees

Jonathan Westfield, Secretary
Board of Trustees