

**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 2<sup>nd</sup> 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.

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Dana Trimble, Chairman  
Board of Trustees

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James L. Ayers, Secretary  
Board of Trustees