

**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**

**February 20, 2019**

**ROLL CALL**

The Meeting was called to order by Dana Trimble, Chairman, at 7:02 p.m. in Room U325, 2400 W. Bradley, Champaign, Illinois. At the direction of Trustee Trimble, Krystal S. 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, Gregory Knott, Nafissa Maiga (Student Trustee), Jim Voyles, and Jonathan Westfield. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public.

**CONSENT AGENDA MOTION**

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

It was moved by Mr. Knott and seconded by Mr. Johnson 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, Knott, Maiga (Advisory Vote), Voyles, Westfield, Trimble; NAYS—None.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on January 16, 2019.
- Approved the voucher checks listing thru January 31, 2019, totaling \$1,124,093.99.
- Moved to approve the awarding of funds from external sources as follows:
- Ameren Illinois—Energy Efficiency Programs: Strategic Energy Management (SEM) -- 1000873
- Moved to approve the recommended changes to the following policies in the Policy and Procedures Manual:
  - POLICY 3.13 Use of College Facilities
  - POLICY 3.24 Tobacco Free Campus
  - POLICY 3.42 Animals on Campus

- POLICY 4.14 Grievance
- POLICY 8.08 Release of Information about Students
- POLICY 8.10.18 Student Leadership Scholarships

### **PUBLIC COMMENTS**

Chairman Trimble opened the floor for public comments.

There were no public comments.

### **PUBLIC SAFETY DEPARTMENT**

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

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

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

It moved by Mr. Ayers and seconded by Mr. Knott to approve the Resolution to appoint Thomas Murray as a Peace Officer to the Parkland Public Safety Department.

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

Chairman Trimble administered the Oath of Office to Officer Murray.

### **REPORT FROM THE PRESIDENT OF PCA**

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

### **PRESIDENT'S REPORT**

Dr. Ramage reported on the following:

- Thanked Marietta Turner, Nick Sanders, and faculty/staff presenters for their hard work and efforts on Black History Month events.
- Thanked the Board members who attended the ACCT National Legislative Summit in Washington, D.C.

- Reported on the Degree Completion Day event, which took place this morning in the Student Union. Past and current students were encouraged to attend this event to see what courses they need to complete their Parkland degrees and certificates.
- Reminded the Board about the Math Contest scheduled for Saturday, February 23, 2019 in the Student Union. All Board members are welcome to attend.
- Reminded the Board and meeting attendees about the League of Women Voters Candidates Forum on February 27, 2019. The forum will be held at the City of Champaign Council Chambers and will be televised. Parkland College's segment will begin around 8:40 p.m.
- Reminded the Board and meeting attendees about the Day of Giving campaign scheduled for March 6, 2019. This 24-hour drive marks the Parkland Foundation's 50<sup>th</sup> "birthday". The goal is to raise \$50,000 towards academic scholarships, program and facility support, and related benefits disseminated through the Foundation.
- Reminded the Board that the Parkland Ag Banquet will be held on March 7, 2019 at 8:00 a.m. in the Student Union.
- Reminded the Board about the District 505 High School Counselors meeting on March 12, 2019. District 505 counselors are invited to campus to learn about programs and resources that Parkland College has to offer.

### **PARKLAND FOUNDATION UPDATE**

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, gave an update of their 2<sup>nd</sup> quarter FY19 achievements. A handout was provided to the Board. The Foundation is excited to share their Day of Giving campaign, scheduled for March 6. The goal is to raise \$50,000 on their 50<sup>th</sup> "birthday". She asks that everyone please share this event and get the word out.

### **ENROLLMENT UPDATE**

Kristin Smigielski, Dean of Enrollment Management, updated on the following enrollment reports. A handout was provided to the Board.

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

### **LEGISLATIVE UPDATE**

Stephanie Stuart, Vice President for Communications and External Affairs, provided a legislative update, including their recent trip to ACCT National Legislative Summit in Washington, D.C. Important takeaways include:

- ACCT legislative priorities.
- \$15 minimum wage law that will be phased in over the next six years.
- Governor's plan to increase funding for higher education.

- Pending legislation that we will monitor include: Developmental Education, Illinois Prosper Legislation, changes to BEP requirements, Dual Credit course fees.

Trustee Johnson indicated that the minimum wage law will have a sizeable impact on community colleges. He noted that he plans to make it known to the legislators that he is not in favor.

### **FREEDOM OF INFORMATION ACT (FOIA)**

Stephanie Stuart reviewed the requests made under the FOIA during the month and the disposition of the requests, which include:

<b><u>Requestor</u></b>	<b><u>Information Requested</u></b>
Dan Bauman (Chronicle.com)	Public Safety Jurisdiction
Nehemiah Chu	Student Information
Rachel Otwell (ilnewsroom.org)	Employee Separation Agreements
Nathan Mihelich (irtaonline.org)	Retiree Information
Bethany Simpson (SmartProcure)	Purchasing Records

### **FINANCIAL STATEMENTS**

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

- The key factors for the College's operating results in FY2019 will be State funding, tuition & fees revenue (enrollment) and health claims.
- The College has received all of its FY2018 ICCB Base Operating and Equalization payments.
- The College has received its first seven FY2019 ICCB Base Operating and six Equalization payments.
- Enrollment was down in summer and fall, but the contingency is sufficient to cover the shortfall in revenues to date. Spring enrollment is also currently down.
- Health claims paid are tracking slightly under budget to date.

- The original FY2019 budget projected a \$333,191 surplus.
- The FY2019 audited beginning operating fund balance is \$17.55M. This amount is 34% of operating expenditures.
- The FY2019 College tentative budget was lodged in July.
- The FY2019 College final budget was approved in September.
- The FY2018 College preliminary audit was presented in October.
- The FY2018 College final audit was approved in November.
- The TY2018 tax levy was approved in November.
- The FY2019 Budget Workshop and FY2020 tuition discussion is on the February agenda.

### **2019-2020 TUITION**

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

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

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

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

It was moved by Mr. Ayers and seconded by Mr. Knott to approve tuition effective Summer term 2019 as stated above.

Chris Randles noted that he and Mike Trame met with Student Government about the increase. Student Government wished the increase did not have to happen, but agrees that it makes sense in order to keep up with technology.

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

**2019-2020 COURSE FEE SCHEDULE**

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

It was moved by Mr. Ayers and seconded by Mr. Westfield to approve the recommended 2019-2020 Course Fee Schedule in accordance with the attached document.

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

**PHS CAMPUS B PARKING LOT IMPROVEMENTS – EXTERIOR LIGHTING**

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

The purchase relates to the following strategic goals:

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

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

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

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

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

It was moved by Mr. Johnson and seconded by Ms. Green to approve the bid for purchasing exterior lighting fixtures be awarded to Tepper Electric Supply Company, Champaign, Illinois in the amount of \$144,701.25.

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

**INTERNATIONAL STUDENT RECRUITER CONTRACT**

Parkland College welcomes international students to its campus. The presence of students from other countries helps us enhance the education experience of all Parkland students

through opportunities to nurture a greater awareness of cultural diversity and to make global connections. International students learning alongside domestic students helps all to fulfill the general learning outcome of global awareness.

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

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

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the contract with WholeRen Education LLC and the use of this contract template with other international student recruitment firms.

Trustee Green asked how the recruiter gets paid. It was explained by Dr. Lau that once the student comes to Parkland, the recruiter gets 10% of the international tuition rate, which Parkland pays back to the recruiter. There is no risk to Parkland if a student does not come.

Chairman Trimble asked where the recruiters work. Dr. Lau explained that there are 4 offices in China and 10 offices throughout the States. Dr. Lau noted that she has met with the CEO and that students are required to sign up for a fulltime schedule.

Trustee Ayers asked if Parkland is responsible for commission on a sibling of a previously recruited student through WholeRen. Dr. Lau stated the answer is no. She noted that there are also restrictions on the amount of aid because international students do not qualify for Title IV.

Dr. Ramage specified that approval of this vote will allow the College to utilize the WholeRen contract as a boilerplate template to enter into the same contracts with other agencies and companies.

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

**EXEMPT PURCHASE – ACADEMIC SERVICES LIBRARY FURNITURE**

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

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

This purchase relates to the following strategic goal:

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

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

Administration recommended purchasing furniture for the Parkland Library at a cost of \$26,518.67 from Allsteel, Inc. of Muscatine, Iowa. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27(k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000.00. Funds for this purchase are available from the FY19 operating budget.

It was moved by Mr. Voyles and seconded by Mr. Knott to approve the purchase of furniture from Allsteel, Inc. of Muscatine, Iowa, for a total of \$26,518.67.

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

**EXEMPT PURCHASE – Slate**

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

This purchase relates to the following strategic goals:

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

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

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

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

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

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

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

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

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

It was moved by Mr. Knott and seconded by Ms. Green to approve the purchase of Slate software from Technosolutions of New Haven, CT. This purchase will have year one cost of \$100,000 that includes software, training and consulting followed by four years with an annual software cost of \$50,000 through June 30, 2023.

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

**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.

No applications were submitted in January. No motion required.

**CLOSED SESSION**

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

**PERSONNEL REPORT**

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

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

**TRUSTEE REPORTS**

Vice-Chairman Knott asked about the need for an August Board of Trustees meeting. If no objections, he'd like to propose that the August meeting be canceled. There were no objections; therefore, the August 21, 2019 Board of Trustees meeting will be canceled.

Mr. Ayers mentioned his recent trip to the ACCT National Legislative Summit in Washington, D.C. He has materials that he plans to share with the group.

**ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Knott and seconded by Mr. Westfield for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:54 p.m.

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Dana Trimble, Chairman  
Board of Trustees

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James L. Ayers, Secretary  
Board of Trustees