

**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**

July 17, 2019

ROLL CALL

The meeting was called to order by Gregory Knott, Chairman, at 7:01 p.m. in Room U325, 2400 W. Bradley Avenue, 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: Lydia Gallaher (Student Trustee), Bianca Green, Timothy Johnson, Jonathan Westfield, and Gregory Knott. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Ayers was absent.

It was moved by Mr. Westfield and seconded by Mrs. Green 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, Gallaher (Advisory Vote), and Knott; NAYS—None; ABSENT—Ayers.

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. Westfield 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—Green, Johnson, Trimble, Voyles, Westfield, Gallaher (Advisory Vote), and Knott; NAYS—None; ABSENT—Ayers.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on June 19, 2019.
- Approved the voucher checks listing through June 30, 2019 (including Board travel), totaling \$ 2,814,451.26.
- Declared the following items as surplus property:
 - 1989 Ford Mustang VIN 1FABP42E5KF139082
- Approved the filing of the following grant applications:
 - Jobs for the Future (JFF): Google IT Support Professional Certificate

- Ameren Illinois—Energy Efficiency Programs: Staffing Grant Renewal (2020 Projects) – (Project # TBD)
- Approved the following awarding of funds from external sources:
 - Illinois State Board of Education (ISBE): Migrant Education Program (MEP)
 - University of Illinois at Urbana-Champaign: Center for Global Studies: International Studies Fellowship
 - National Science Foundation (NSF): Advanced Technological Education (ATE)—Curriculum for Advanced Applicator Technicians
- Policy Manual Updates:
 - Policy 5.02 Instructional Material Selection
 - Policy 8.12 Support for Students with Disabilities and Accessibility of Campus Programs and Facilities
 - Policy 8.13 on-Campus Student Employment
- Approved the recommendation by Legal Counsel that no closed session minutes be released at this time.

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

There were no updates from PCA.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Don Lake Retrospective and Reception held on June 20 at the Giertz Gallery.
2. “Many Small Steps” Celebration at Staerkel Planetarium will be held on July 25, 5-7 p.m. This event will honor the 50th anniversary of the moon landing of Apollo 11 and the first show held at Staerkel Planetarium in 1987; retiring Planetarium director, David Leake; and welcome new director, Natural Sciences Associate Professor, Erik Johnson, who will start in August.
3. August 12 kicks off Welcome Back Week. Dr. Ramage’s opening session will be in the Theatre at 8:30 a.m. Dr. Lau will give her all faculty address on Tuesday at 9 a.m.
4. Massage Therapy Program Recognition Ceremony will be held on August 13 at 6 p.m. in the Theater.
5. Parkland College Foundation Creating Impact Celebration will be held on Thursday, August 15 at 6:00 p.m.
6. August 19 – Rodney Davis event in the Theater.
7. NO Board of Trustees meeting in August
8. Fall Convocation will be held on August 22 in the Student Union.

9. 1.2 million in funds have been approved by the Governor to help with deferred maintenance projects.

ENROLLMENT UPDATE

Kristin Smigielski, Dean of Enrollment Management, provided a handout for the Board and provided the following enrollment reports:

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

LEGISLATIVE UPDATE

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

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Stephanie Stuart, Vice President for Communications and External Affairs, reviewed the requests made under the FOIA during the month and the disposition of the requests, which include:

<u>Requestor</u>	<u>Information Requested</u>
Shari Nordstom (Aurora University)	Student Information
Joyce Barnes	Law Enforcement Records
Bethany Simpson (SmartProcure)	Commercial
Justin Martin	Student Organization Correspondence
Rocky Phelps	Public Safety Records

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for June reflect the unaudited/unadjusted results of operations of the College for fiscal year 2019. The revised budget estimates indicate that revenues will exceed expenditures by \$105,257 in the general operating funds.

- As discussed in February's Budget Workshop the projected Operating surplus is over \$1M.
- The key factors for the College's operating results in FY2019 will be audit adjustments and run-out health claims.
- The College has received all twelve FY2019 ICCB Base Operating & Equalization payments.
- Enrollment was down in summer, fall, and spring. However, the budgeted contingency is expected to cover the majority of the revenue shortfall.

- Health claims paid are tracking 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 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 was in February.
- The FY2020 Tentative Budget will be lodged in July.

Chairman Knott stated that despite the decline in enrollment, we have been strong fiscally due to administration and state payments.

TENTATIVE BUDGET

The tentative budget for FY2020 was presented for information. The tentative budget will be on display for public viewing prior to final budget approval. Notice of the tentative budget will be placed in the News-Gazette.

The final budget will be presented for approval at the September 2019 Board meeting. Any questions regarding the budget prior to the September meeting may be directed to Chris Randles or Dave Donsbach.

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.

It was moved by Mr. Johnson and seconded by Mr. Voyles 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.

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

EXEMPT PURCHASE – FY2020 AVIATION REPAIR SERVICES

The Parkland College Institute of Aviation requires engine and engine component overhaul services from Poplar Grove Airmotive, Inc. Services related to the overhaul of fleet aircraft engines that are required after every 2,000 hours of use. Poplar Grove Airmotive is the only vendor in Illinois qualified to provide overhaul services on the Institute of Aviation's engines. They also specialize and maintain an inventory of the primary engine type used in the Institute's fleet. This request covers the cost of one (1) currently needed engine overhaul and two (2) near future overhauls.

This purchase relates to the following Strategic Goals:

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 repair services from Poplar Grove Airmotive, Inc. of Poplar Grove, Illinois for a total cost of \$69,000. 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 and (l) 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 is requested since the cost exceeds \$20,000. Funds are available from the FY 2020 Aviation budget.

It was moved by Mr. Westfield and seconded by Mr. Voyles to the purchase of repair services from Poplar Grove Airmotive, Inc., Poplar Grove, Illinois at a total cost of \$69,000.

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

MAGNIFICATION LOUPES AND LIGHTS – DENTAL HYGIENE

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 three companies requesting bids for magnification loupes and lights. Three vendors returned a bid.

Magnification loupes are specialized safety glasses fit to the students' depth of field using their personal eye prescription. The loupe part of the eyeglasses is a small magnifier

attached to the lense of the eyeglasses. A representative from the company fits each student personally, prior to ordering the loupes.

Magnification loupes are required based on research showing improved ergonomics, reduction of musculoskeletal disorders, and enhancement of the field of vision while providing patient care. Dental hygiene faculty have found that students progress quickly with their skills, because of the use of the loupes in the first semester of the program. The program also requires LED headlamps for illumination, improved clinical ergonomics, and enhancement of the field of vision.

Students purchase the loupes and lights as part of their initial Dental Hygiene Kit. They are fitted for the loupes and receive them in the first semester of the program. The fees are included in the kit and are paid for by the students, as part of a course fee in DHG 114, Pre-Clinic.

This purchase relates to the following Strategic Goal:

Goal A: Quality: 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.

A2. Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

A3. Implement evidence based policies and practices that support student learning and success in and outside the classroom.

Administration recommended acceptance of the bid from Orascoptic of Middleton, Wisconsin for the purchase of magnification loupes and lights for 36 dental hygiene students. The other two bids did not meet the bid specifications. Funds are available from the FY2020 operating budget.

<u>Company Name</u>	<u>Bid Price</u>
1. Designs for Vision, Bohemia, NY	\$35,820 (\$995 per student)
2. Orascoptic, Madison, WI	\$41,220 (\$1,145 per student)
3. Eclipse Loupes and Products, West Seneca, NY	\$71,964 (\$1,999 per student)

It was moved by Mrs. Green and seconded by Mr. Westfield to approve the purchase of magnification loupes and lights from Orascoptic of Middleton, Wisconsin for the Dental Hygiene Department in the amount of \$41,220.

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

Chairman Knott stated that the chosen vendor is the higher quality option as an industry leader, whereas the other two vendors could not compete.

DIGITAL RADIOGRAPHY SYSTEM – VETERINARY TECHNOLOGY

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 three companies requesting bids for a digital radiography (DR) system. Two vendors returned a bid.

Digital radiography technology is used to quickly get digital imaging. DR technology replaces conventional cassettes, by using digital x-ray receptors to send real time imaging to the operating system. This purchase relates to the following Strategic Goal:

Goal A: Quality: 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.

A2. Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

A3. Implement evidence based policies and practices that support student learning and success in and outside the classroom.

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.

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 Central Illinois X-ray, Inc. of Bloomington, Illinois for the purchase of a digital radiography system for Veterinary Technology. Funds are available from the FY2020 operating budget.

- | | | |
|----|--|----------|
| 1. | Central Illinois X-ray, Bloomington, IL | \$22,000 |
| 2. | Salus Medical Products, Indianapolis, IN | \$46,200 |

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the purchase from Central Illinois X-ray of Bloomington, Illinois for a digital radiography system for Veterinary Technology in the amount of \$22,000.

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

CLOSED SESSION

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

PERSONNEL REPORT

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

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

TRUSTEE REPORTS

None.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Johnson and seconded by Mr. Westfield for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:31 p.m.

Gregory Knott, Chairman
Board of Trustees

Jonathan Westfield, Secretary
Board of Trustees