

**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**

**March 20, 2019**

**ROLL CALL**

The Meeting was called to order by Dana Trimble, Chairman, at 7:04 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, Timothy Johnson, Gregory Knott, Jim Voyles, and Jonathan Westfield. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Green and Student Trustee Maiga were absent.

**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, Johnson, Knott, Voyles, Westfield, Trimble; NAYS—None; ABSENT—Green, Maiga.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on February 20, 2019.
- Approved the voucher checks listing thru February 28, 2019, totaling \$4,521,373.00.
- Moved to approve the awarding of funds from external sources as follows:
  - Champaign West Rotary Charities: 2019 Donation
  - Ameren Illinois—Energy Efficiency Programs: Staffing Grant Renewal – 1800029
  - Ameren Illinois—Energy Efficiency Programs: Large Retro-Commissioning Grant – 1000341

**PUBLIC COMMENTS**

Chairman Trimble opened the floor for public comments.

There were no public comments.

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

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

## **PRESIDENT'S REPORT**

Dr. Ramage reported on the following:

- The Ag Tech Banquet was held the morning of February 22 and honored Kaizad Irani with the 2019 Crystal Apple Award. This was the first time the event was held in the morning and was successful with attendance being more than usual.
- Math Contest was held February 23 in the Student Union. Thanked Ms. Green and Mr. Voyles for their help in passing out awards.
- League of Women Voters Candidates Forum was held on February 27. The forum was attended by all three of the 6-year candidates: Bianca Green, Jonathan Westfield, and Douglas Jones.
  - The consolidated election is April 2. We expect the official results within 3 weeks of that date. Therefore, the April BOT meeting is scheduled for April 24.
- Parkland's Day of Giving campaign was an absolute success. Thanked Tracy Wahlfeldt and the Foundation staff for their hard work. The total amount raised was \$70,000+, with additional donations continuing to trickle in.
- Thanked the trustees who attended the ICCTA meeting in Naperville on March 8-9 - Mr. Ayers and Mr. Westfield.
- The Parkland College campus will be closed this Friday for Spring Break. During that time, the Parkland Police Department will conduct their annual active shooter/hostile intruder training on campus.
- Farm Leader of the Year Banquet will be held on March 25 (5:30 for cocktails, 6:30 for dinner) at the Hilton Garden Inn. Board members currently scheduled to attend are Mr. Ayers and Mr. Voyles. Also scheduled to attend are Tracy Wahlfeldt, Mike Trame, and Pam Lau.
- Innovation Celebration is scheduled for March 29 in the Student Union. Our very own Peg Boyce, director of the Dental Hygiene program, has won the 2019 Innovation in Engagement Award. This award recognizes an individual or group at Parkland College who has strongly supported the college's community engagement mission. Let Krystal know as soon as possible if you'd like to attend.
- Reminded the Board of upcoming events:
  - PTK Banquet & Recognition Ceremony - Tuesday, April 9, 5:30 p.m., at the Abraham Lincoln Hotel in Springfield.
  - PTK Induction ceremony – Friday, April 12, 5:30 p.m. in the Student Union
  - Parkland Scholarship Reception – Wednesday, April 17, 5:30 p.m., at the Dodd's Athletic Center

- ICCTA Board of Representatives meeting on April 30 and ICCTA Lobby Day on May 1.
- Let Krystal know as soon as possible if you plan to attend any of these events.
- Gave a brief update on this year's commencement speaker (Seth Fein), honorary degree recipient (Lin Warfel), and distinguished alumnus (Brad Evans).

**LEGISLATIVE UPDATE**

Stephanie Stuart, Vice President for Communications and External Affairs, provided a legislative update that included a handout for the Board. The Board had a brief discussion about the Higher Education Act and other bills being monitored at this time. Dr. Lau stated that she plans to represent the State at the hearing in Springfield, regarding SB466, on Tuesday, March 26, 2019.

**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>
Sami Sfier (Soc. for Collegiate Leadership)	Directory Information DENIED
Jonathan Gunn	Grade Distribution Data
James Ayers	Media List

**FINANCIAL STATEMENTS**

Chris Randles reported that the financial statements for February reflect the results of operations of the College for the first eight months of fiscal year 2019. The revised budget estimates indicated that revenues exceeded expenditures by \$180,746 in the general operating funds.

- As discussed in February's Budget Workshop the projected Operating surplus is just over \$1M.
- 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 was in February.

### **EXEMPT PURCHASE – 2019 - Allen-Bradley Motion Control Equipment**

Parkland College received a DART manufacturing grant to improve the College's use of technology in the classroom and better prepare students for the workforce. Allen-Bradley (AB) holds 80% of the Motion Control Market in the U.S. The motion controller requires a Programmable Logic Controller (PLC) that has the instruction set and network capabilities to talk to the Kinetix Servo Drive. Components to build nine PLCs with Kinetix Motion Control capabilities need to be purchased.

This purchase relates to the following strategic goals:

**Goal C: Collaboration:** 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.

**C2.** Develop partnerships with district employers to identify employability skills, collaborate in the development of curriculum and delivery systems, and create employment and internship opportunities for students.

**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 recommends purchasing the AB hardware from Kirby Risk of Champaign, IL for a total cost of \$32,194.26. This item is exempt from formal bid requirements 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 telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from the DART budget.

It was moved by Mr. Ayers and seconded by Mr. Johnson to approve the purchase of AB Motion Control Equipment from Kirby Risk of Champaign, Illinois at a total cost of \$32,194.26.

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

### **EXEMPT PURCHASE - 2019 - 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 currently needed engine overhaul and two near future overhauls.

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 recommends purchasing the repair services from Poplar Grove Airmotive, Inc. of Poplar Grove, IL for a total cost of \$69,000.00. This item is exempt from formal bid requirements 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 \$20,000.00. Funds are available from the FY2019 Aviation budget.

It was moved by Mr. Voyles and seconded by Mr. Johnson to approve the purchase of repair services from Poplar Grove Airmotive, Inc. of Poplar Grove, Illinois at a total cost of \$69,000.00.

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

**EXEMPT PURCHASE – LOCAL MEDIA PURCHASING CONSULTANT**

The college retains the services of an independent media purchasing consultant to recommend the most effective means to reach the college’s target audience, negotiate competitive rates with advertising companies on behalf of the college, and to ensure media outlets comply with advertising contracts. Consultants must navigate an increasingly complex landscape of media offerings and consult the institution in making strategic marketing ad buys to support its enrollment goals. Given their specialized experience and additional clients, independent media purchasing consultants bring more bargaining leverage to media negotiations than Parkland administrators would without this assistance. The value of this bargaining leverage in negotiations and overall strategic value exceeds the fees paid to the consultant.

This year, the college issued separate RFPs for digital and local/traditional media buying due to increased specialization of the services available and to increase local vendor participation. Increased competition in recent years has yielded proposals offering a higher level of service and expertise to the college at lower fees. The college has budgeted up to \$125,000 for traditional media purchasing within District #505 for the upcoming year and requests the ability to partner with the chosen vendor to plan and execute its advertising plan.

This purchase relates to the following strategic goals:

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

**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.

Following a review of eight proposals by the selection committee and three interviews, the following firm was selected:

<b>McKenzie Wagner</b>	Champaign, IL	13% of media spend
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The following firms also submitted proposals in response to the RFP:

<b>VENDOR</b>	<b>LOCATION</b>	<b>COST</b>
<b>25th Hour</b>	Westwood, MA	12.5% of media spend
<b>FJG</b>	Denver, CO	15% of media spend
<b>HIP</b>	Springfield, IL	\$115/hour plus 15% commission from the media when placements are made
<b>INSPYR</b>	Bloomington, IL	\$250/month retainer plus 15% of media spend
<b>McKenzie Wagner</b>	Champaign, IL	13% of media spend
<b>Salvage</b>	Denver, CO	15% of media spend
<b>Timberlake</b>	Naperville, IL	15% of media spend
<b>Tracey Sholem</b>	Champaign, IL	\$50/hour (estimated \$1,750 per month / \$21,000 per year)

Administration recommends the consulting firm McKenzie-Wagner, whose fees will be 13% of the annual traditional media spend. These items are exempt from formal bid requirements per the Illinois Public 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. Funds are available from the planned FY2019 and FY2020 operating budgets for this purchase.

It was moved by Mr. Westfield and seconded by Mr. Voyles to approve the services of McKenzie Wagner, whose fee will be 13% of the annual media buy, total cost estimated at approximately \$16,250.

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

**EXEMPT PURCHASE – STRATEGIC DIGITAL MEDIA PURCHASING CONSULTANT**

The college retains the services of an independent strategic digital media purchasing agency to recommend the most effective means to reach the college’s target audiences, negotiate and place ads at competitive rates with advertising channels and companies on behalf of the college, and to ensure effective placement of media. Consultants must navigate an increasingly complex landscape of digital offerings and consult the institution in making strategic digital marketing ad buys to support its enrollment goals. Given their specialized experience, knowledge of the digital landscape, and understanding of the community college enrollment landscape, independent media purchasing consultants provide a strategic advantage to the college when planning and executing its digital marketing plan. The value of this bargaining leverage in negotiations, expertise in ad placement, access to specialized ad networks, and overall strategic value exceeds the fees paid to the consultant.

This purchase relates to the following strategic goals:

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

**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.

The specialized nature of the work presents a range of fee structures and services for consideration. Increased competition over the past three years has also yielded proposals offering a higher level of service and expertise to the college at lower fees. The college has budgeted up to \$250,000 for digital media purchasing for the upcoming year and requests the ability to partner with the chosen vendor to plan and execute its strategic digital marketing plan.

Following a review of fifteen proposals by the selection committee and three interviews, CLARUS Corporation was chosen as the most outstanding vendor.

<p><b>CLARUS</b></p>	<p>Alliance, NE</p>	<p>Programmatic Display:</p> <ul style="list-style-type: none"> <li>• \$8 CPM static, native, and animated ads (\$9 to \$12 CPM for conditions noted above)</li> <li>• \$35 CPM video ads (\$36 to \$50 CPM for conditions noted above)</li> <li>• CTV: \$42 CPM (\$43 to \$60 CPM for conditions noted above)</li> </ul> <p>Google Search Ads:</p> <ul style="list-style-type: none"> <li>• Per Campaign: \$40 per day spend depending on keywords to achieve a 1 or 2 average ranking on selected</li> </ul>
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		<p>keywords (\$25 to \$55 per day spend depending on keyword costs)</p> <ul style="list-style-type: none"> <li>• Annual Management: \$350 per month management fee for ad spend of \$1,000 per month (may vary depending on the scope of the complexity of the keywords to achieve a 1 or 2 average ranking)</li> <li>• Facebook/ Instagram: \$11 CPM (\$12 to \$15 for conditions noted above)</li> <li>• Snapchat: \$115 per day</li> <li>• YouTube: \$20 CPM (\$21 to \$25 for conditions noted above)</li> <li>• LinkedIn: \$11 CPM (\$12 to \$15 for conditions noted above)</li> </ul> <p>Purchased Lists</p> <ul style="list-style-type: none"> <li>• List price as quoted from list vendors (various vendors and prices vary); purchased lists are billed as a direct cost and only purchased with approval from client</li> </ul> <p>Addressable Geofencing List Upload Cost</p> <ul style="list-style-type: none"> <li>• \$150.00 upload fee for CRM lists per campaign, not per list</li> </ul>
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The following firms also submitted proposals in response to the RFP:

<b>VENDOR</b>	<b>LOCATION</b>	<b>COST</b>
<b>25th Hour</b>	Westwood, MA	12.5% of media spend plus \$3,000 fee
<b>Altheia</b>	Dallas, TX	\$125/hour
<b>Carnegie Dartlett</b>	Westford, MA	Associated Fees: \$43,801.56
<b>Clarus</b>	Alliance, NE	See above

<b>DCW</b>	Ronkonkoma, NY	Display CPM: \$12.48 Display CPM LiveIntent e-Newsletter: \$13.10 Mobile CPM: \$11.34 Social Facebook dCPM: \$13.98 SEM CPC: \$4.69
<b>Education Dynamics</b>	Hoboken, NJ	17% of media spend plus one-time setup fee based on scope of work, and one-time technical set up fee based on scope of work
<b>FJG</b>	Denver, CO	Standard Display: <ul style="list-style-type: none"> <li>• Basic Blend \$7 CPM</li> <li>• Competitive Blend \$8 CPM</li> <li>• Dominant Blend \$10 CPM</li> </ul> Geofencing: <ul style="list-style-type: none"> <li>• Device ID Targeting (US Only) \$15 CPM</li> <li>• Device ID Address Match Targeting (US Only) \$17 CPM</li> <li>• MicroProximity \$15 CPM</li> <li>• MicroProximity + Lookback \$17 CPM</li> <li>• Microproximity Lookback \$17 CPM</li> </ul> Premium Programmatic <ul style="list-style-type: none"> <li>• Native Advertising \$14 CPM</li> <li>• Search Retargeting \$14 CPM</li> <li>• Streaming Radio \$36 CPM</li> <li>• Streaming Radio campaign placed on inventory such as Spotify, Triton, and Adswizz. RON + Geo Targeting + Gender Targeting \$40 CPM</li> <li>• Streaming Radio \$46 CPM</li> <li>• IP Targeting \$28 CPM</li> <li>• IP Targeting (Movers/Pre-Movers) \$45CPM</li> <li>• Display \$15 CPM</li> <li>• 21+ Network Display \$12 CPM</li> <li>• 21+ Network Display \$13 CPM</li> <li>• 21+ Network Display Only \$15 CPM</li> <li>• </li> </ul> Premium Programmatic Advertising <ul style="list-style-type: none"> <li>• Video Campaign \$17 CPM</li> <li>• Video Campaign Content + Geo Targeting \$19.25 CPM</li> <li>• Video Campaign Behavioral + Geo Targeting \$21.50 CPM</li> </ul>

		<ul style="list-style-type: none"> <li>• Video Campaign Demographic + Geo Targeting \$20 CPM</li> <li>• Video Campaign Retargeting + Geo Targeting \$20 CPM</li> <li>• Video / YouTube Campaign) \$0.40 CPV</li> <li>• Video / YouTube Campaign Tier 2 Industries: Business, Careers, Home &amp; Garden, Science, Style &amp; Fashion, Travel \$0.50 CPV</li> <li>• Video / YouTube Campaign. Tier 3 Industries: Automotive, Education, Law Government &amp; Politics, Personal Finance, Real Estate \$0.75 CPV</li> <li>• Video Campaign is Pre-Roll targeted campaign based on IP matches to physical addresses. IP Targeting + Geo Targeting \$30 CPM</li> <li>• Video / Connected TV Campaign RON + Geo Targeting \$55 CPM</li> <li>• OTT (Over the Top) Campaign is a Full Episode Player, Connected TV Streaming video campaign. RON + Geo Targeting \$45 CPM</li> <li>• Full Episode Player Campaign is a Full Episode Player Streaming video campaign. RON + Geo Targeting \$40 CPM</li> </ul> <p>Emails</p> <ul style="list-style-type: none"> <li>• 25,000 - 49,999 Emails \$40 CPM</li> <li>• 50,000 - 250,000 Emails \$30 CPM</li> <li>• 250,001 - 400,000 Emails Audience Targeting + Geo Targeting \$26 CPM 400,001 - 500,000 Emails Dedicated email blasts sent out on behalf of the advertiser targeted to specific users and delivered to their personal and/or work email address. Audience Targeting + Geo Targeting \$24 CPM</li> </ul>
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		<ul style="list-style-type: none"> <li>• 500,001 - 750,000 Emails Audience Targeting + Geo Targeting \$22 CPM</li> <li>• 750,001+ Emails Dedicated Audience Targeting + Geo Targeting \$20 CPM</li> </ul> <p>Search Engine Marketing</p> <ul style="list-style-type: none"> <li>• \$1,000+ /month Paid search advertising on Google and/or BING. 20%</li> </ul> <p>Search Engine Optimization</p> <ul style="list-style-type: none"> <li>• Local SEO \$400/month</li> <li>• Local + Standard Organic SEO \$1,750/month</li> <li>• Local + Organic Professional SEO \$2,750</li> <li>• Local + Organic Enterprise SEO \$3,750/month</li> </ul>
<b>HIP</b>	Springfield, IL	\$115/hour plus 15% of total buy
<b>INSPYR</b>	Bloomington, IL	30% of media spend plus \$10 CPM cost for geo-targeting
<b>KW2</b>	Madison, WI	\$135/hour plus 10% of media spend
<b>Salvage</b>	Denver, CO	15% of media spend + \$1,500/month fee
<b>Timberlake</b>	Naperville, IL	12% of media spend
<b>Vision Point</b>	Raleigh, NC	Flat fee of \$48,793 plus an optional \$26,318.75 for SEO
<b>Ward Group</b>	Frisco, TX	20% of media spend, plus one-time digital setup fee of \$1,500. For campaigns planned but not placed \$135/hour

Administration recommends the consulting and advertising firm CLARUS Corporation, whose digital marketing services will be charged per CPU as listed above, with an associated management fee of approximately \$4,200. CLARUS offers an itemized pricing structure based on Cost Per Thousand/Mile (CPM) that ensures the college pays only for impressions delivered. Clarus brings expertise in strategic digital marketing for community colleges and a comprehensive level of strategic digital advertising methods. These items are exempt from formal bid requirements per the Illinois Public 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. Funds are available from the planned FY2019 and FY2020 operating budget for this purchase.

It was moved by Mr. Knott and seconded by Mr. Johnson to approve the services of CLARUS Corporation, whose fees will be billed at the rates detailed above with total cost dependent on the final plan developed in partnership with the college.

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

### **EXEMPT PURCHASE – 2018 FORD F250 XLT TRUCK**

The Precision Ag Technology program requests the purchase of a used 2018 Ford F250 XLT truck. The Precision Ag Technology courses are designed to provide students with hands-on field experience alongside learning in the classroom. The truck will enhance the opportunities where students integrate the practical applications of crop and soil science in the field into their learning. This is part of the preparation of Precision Ag students for employment in the Agricultural Business sector.

Description of unit to be purchased for \$37,244.81 follows:

- 2018 Ford F250 truck - VIN 1FT7W2B61JEC29754
- 26,000 miles

This purchase relates to the following strategic goals:

**Goal A: Quality:** Parkland College will maintain the highest educational standards providing ongoing continuous learning for all citizens of District 505.

**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.

Administration recommends purchasing the 2018 Ford F250 XLT truck proposed by Heller Ford Sales, Inc. for a total cost of \$ 37,244.81. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27 (i) purchases of equipment previously owned by some entity other than the district itself. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available in the FY2019 operating budget for this purchase.

It was moved by Mr. Knott and seconded by Mr. Ayers to approve the purchase of a 2018 Ford F250 XLT truck from Heller Ford Sales, Inc., El Paso, Illinois, at a total cost of \$37,244.81.

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

### **NEW CAREER PROGRAMS**

Approval is recommended for the following career certificate:

- Introduction to Computers in Business – 6 credit hours

#### **Rationale for the Introduction to Computers in Business Certificate**

The Introduction to Computers in Business certificate prepares students for entry level office employment or entry into the Business Administrative Technology certificates or degree program.

It introduces the student to the computer, providing keyboarding skills, file management, and introduces Microsoft Office, Word, PowerPoint, Outlook, and Google Applications. While Champaign County is home to residents who are highly skilled in computer science, there is a widening gap between those who have computer skills and those who do not. This certificate will assist efforts to close the gap and enable the college to build bridges for those with minimal skills into entry level employment and/or into the Business Administrative Technology programs.

This certificate is a reasonable and moderate extension of the existing Business Administrative Technology A.A.S. program. It has been approved by the college's Curriculum Committee. It will be offered through the Business/Computer Science and Technologies department, Career and Technical Education division.

It was moved by Mr. Knott and seconded by Mr. Westfield to approve the new certificate, Introduction to Computers in Business.

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

## **APPLICATION OF FUNDS FROM EXTERNAL SOURCES**

Grant proposals were presented for consideration prior to submission to the specific agencies. It was moved by Mr. Ayers and seconded by Mr. Westfield to approve the following grant applications:

- Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ)
- Illinois State Library/Secretary of State: Penny Severns Family Literacy Program
- Illinois State Board of Education (ISBE): Migrant Education Program (MEP)

Dr. Ramage asked the Board if they would like to continue voting on the Application of Funds from External Sources month-to-month or possibly have them removed from the Board agenda completely. The Board agreed that they would like to see them every month and would like them added to the consent agenda starting next month.

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

## **CLOSED SESSION**

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

## **PERSONNEL REPORT**

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

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

## **TRUSTEE REPORTS**

Chairman Trimble thanked Tracy Wahlfeldt and the Foundation staff for their work with the Day of Giving campaign.

Trustee Johnson expressed what a pleasure it has been working with the current Board and administration and felt all are extraordinary people.

## **ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Knott and seconded by Mr. Voyles for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:52 p.m.

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Dana Trimble, Chairman  
Board of Trustees

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James L. Ayers, Secretary  
Board of Trustees