

**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**

May 15, 2019

ROLL CALL

The meeting was called to order by Gregory Knott, Chairman, at 6:59 p.m. at Parkland College on Mattis, Room H101, 1315 N. Mattis 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: James Ayers, Lydia Gallaher (Student Trustee), Bianca Green, Dana Trimble, James Voyles, Jonathan Westfield, and Gregory Knott. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Johnson joined the meeting after roll call at 7:01 pm.

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. Trimble 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, Gallaher (Advisory Vote), Knott; NAYS—None; ABSENT—None.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Organizational, Regular, and Closed Session meetings held on April 24, 2019.
- Approved the voucher checks listing through April 30, 2019 (including Board travel), totaling \$1,269,994.86.
- Approved the filing of the following grant applications:
 - City of Urbana: Consolidated Social Service Funding
 - Women's Sports Foundation: Tara VanDerveer Fund Grant
 - Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study Grant (ICWS)
 - Illinois Community College Board (ICCB): Innovative Bridge and Transition Program Grants
- Approved the following awarding of funds from external sources:

- Illinois Arts Council Agency (IACA): Summer Youth Employment in the Arts

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. Reminded the Board of the following events:
 - Honors Convocation – Thursday, May 16, 10:00 a.m. at the Donald Dodds Athletic Center.
 - Commencement - Thursday, May 16, BOT dinner at 5:30 p.m., ceremony at 8:00 p.m. at Krannert.
 - Health Professions pinning and recognition ceremonies May 15-17.
 - CobraVenture Pitch Competition – May 20, 6:00 p.m., Student Union. All nine students plan to attend and we will be awarding the \$3,000 in seed money at this event!
 - Leadership Conference - May 22-24 at the Oak Terrace Resort in Pana, IL. Dinner with the Board is scheduled on Thursday, May 23 at 5:30. The Board session will follow at 6:30 p.m.
 - This also marked the first year of the Leadership Academy. More than 30 faculty, staff, and administrators were involved, including 15 academy participants, 4 program leaders, and at least 11 mentors. Participants met together as a group throughout the year to discuss numerous leadership topics. They also met together in smaller groups, and the three groups gave final presentations on ideas for improving completion through reverse transfer, improving the college's IDEAS process, and changing registration processes to encourage students to register earlier. Each participant also worked with a mentor throughout the year to meet a personal or professional goal. The program builds on the Leadership Conference and is part of our strategy to invest in developing leaders within the college to meet current and future needs for effective leadership.
 - June 7 is the ICCTA Annual Convention and Awards Banquet.
 - The Entrepreneur of the Year Banquet, honoring David J. Downey, will be held at the I-Hotel on June 12. Reception at 5:00 p.m. and dinner at 6:00 p.m.

John and Marge Albin will also be honored during the program as the 2019 Lifetime Achiever Award winners.

2. Thanked Dean Turner, Tracy Kleparski, and all of Student Life for hosting the Cobra Carnival on May 1. It was a fun event with carnival games and food, and a free lunch for students and employees. A great way to wrap-up the semester!
3. Two of the four students taking top honors at the 16th annual David Jones Persuasive Speaking Contest are members of the first cohort of our Early Transfer Academy. The May 2 competition gave students the chance to earn money for themselves and their favorite charity. Our Early Transfer Academy offers high school students the opportunity to take morning college courses on our campus before returning to their high school for their regular schedule. Competing against other Parkland students, our Early Transfer Academy winners were Michael Doehring of Savoy, taking first place with a speech in support of Ronald McDonald House, and John Nicol of Urbana who took third with a speech asking the audience to support Cunningham Children's Home.
4. On May 4, Parkland hosted its annual Motor Sport Club Car Show, which included autocross, a swap meet, and engine competition. In addition, Perimeter Road Sound Recordings, the student-staffed music record label here at Parkland College, held its first annual Perimeter Road Music Festival, where attendees enjoyed local music, food trucks, and information tables staffed by Student Life clubs. Both events offered free admission and daylong entertainment for the community. Thanked Dean Scholze, Dean Sutton, their divisions and students for the hard work and vision to make these events possible.
5. The Retirement and Recognition Ceremony was held on May 10. Congratulated all employees who celebrated a special milestone. Thanked Chairman Knott and Mr. Voyles for coming out to celebrate with those employees.

Trustee Johnson apologized for not being able to attend Commencement. He hopes his health will allow him to attend next year.

Trustee Trimble asked about the solar farm. Jim Bustard, director of Physical Plant, stated that the State held a lottery and that Parkland will receive funds. Construction is expected mid-June. The lottery provides grants to owner-operators. Without those grants, the cost of electricity would skyrocket.

2019-2020 ANNUAL PLANNING REPORT

Dr. Ramage provided an overview of the 2019-2020 Annual Plan summary. A handout was provided to the Board.

PARKLAND FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, gave an update on the activities of the Foundation and provided a handout to the Board. She was excited to announce that the Foundation will have received over 2 million in contributions this fiscal year, awarded \$444,807.45 in scholarships, and several new scholarships created.

Thanked Marietta Turner and the Deans Office for their help with the Scholarship Reception.

Thanked Mr. James Ayers for his support and service on the Foundation Board. She also thanked Mr. James Voyles, who will be taking over that role.

Vice-Chairman Green asked about the requirements to create a new scholarship. Mrs. Wahlfeldt explained that an annual scholarship can be established with any amount; an endowed scholarship requires \$10,000 and can be set in perpetuity.

LEGISLATIVE UPDATE

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

Parkland will have a project on the RAMP list, which we hope to have funded. Mrs. Stuart also reported that the BSN bill has reemerged in a new form with Malcom X being the sole college to put forward an amendment for a pilot program. This decision was because of their relationship with Rush Hospital and dire work needs.

Representative Rodney Davis was recently on campus for the 2019 Congressional Art Competition, where submissions for this year's competition were displayed at the Giertz Gallery Lounge. Trustee Johnson noted that the winners' art would be displayed between the House office buildings and the U.S. Capitol. He noted that this was a very significant achievement and congratulated the winners.

Mrs. Stuart reported that the House passed a spending bill that would include a raise to the Pell Grant. She also noted that she plans to travel to Washington, D.C. next month to lobby with Champaign County First, with the hopes of setting meetings with the Department of Labor regarding apprenticeship opportunities.

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:

Requestor

Kaza Rhan
Ron Bensyl (Gallagher)

Information Requested

Collective Bargaining Agreements
Insurance RFPs and Notes

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for April reflect the results of operations of the College for the first nine months of fiscal year 2019. The revised budget estimates indicate that revenues will exceed expenditures by \$150,636 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 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 nine (of 12) FY2019 ICCB Base Operating Equalization payments.
- Enrollment was down in summer, fall, and spring. However, the budgeted contingency is expected to cover 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 it is important to remember that the surplus could be because of medical claims. We are fortunate that employees are healthy and that we have a surplus. It is also nice to have the 15-year data provided during the Budget Workshops, so we have that historical data.

EXEMPT PURCHASE – CARLE REGIONAL EMS

Carle Regional Emergency Medical System assists with instruction for the Parkland Paramedic Program. The Illinois Emergency Medical Services Act states in Section 515.500: An EMS education *program shall only be conducted by an EMS System or an academic institution under the direction of the EMS System.*

Accreditation and state law required that we strengthen the ownership of Academics vs. ownership and leadership from Regional EMS Coordination. In order to achieve this, Parkland EMS Paramedic and Carle Regional EMS formed a consortium. At this time, the consortium only includes Carle Regional EMS and Parkland College. Carle provides the facility, the required paramedic leadership employees, lab instructors, and equipment.

This purchase meets 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.

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

Goal B: Completion: Parkland College will increase student retention, persistence, and completion.

B2. Improve student success by providing comprehensive support systems.

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.

Administration recommended the purchase of services, at a cost not to exceed \$25,600, from Carle Regional Emergency Medical System of Urbana, Illinois. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (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 is requested since the cost exceeds \$20,000. Funds for this purchase are available in the FY 2020 operating budget.

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

EXEMPT PURCHASE – SCHOLARSHIP MANAGER

License a new online scholarship program called Scholarship Manager from Next Gen. Scholarship Manager automates the phases of the scholarship process, including online student applications and online committee reviews. The product will automatically match qualified candidates with available scholarships, avoiding time-consuming manual lookups of student applications.

This purchase relates to the following strategic goals:

Goal B: Completion: Parkland College will increase student retention, persistence, and completion.

B2. Improve student success by providing comprehensive support systems.

B4. Reduce credential attainment gaps associated with income, race, ethnicity, and gender.

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.

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: 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 administration.

E4. Develop and implement external funding plans to support key college projects and offset declining government support using Foundation fundraising, public/private partnerships, and alumni outreach.

Administration recommended the licensing of Scholarship Manager through June 30, 2022 from Next Gen at a cost of \$8,000 for FY 2020, funded by the Parkland College Foundation, and \$7,000 for each FY 2021 and FY 2022, funded by the College. This 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 services and telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds

\$20,000. Funds for the licensing are available in the Parkland College Foundation budget and College operating budget.

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

PHS Campus Walkway/Parking Lot Improvement – South B Wing

At the September, 2018 board meeting, Protection, Health, and Safety (PHS) funds in the amount of \$2,100,000.00 were approved for several projects, including the repaving of parking lots B1 and B7, and the reconstruction of the walkway from those lots into the main campus. The existing paving and infrastructure will be removed and new pavement, walkways, and drainage systems will be installed. Work will be done in the summer of 2019.

Bids for this construction have been received from two (2) contractors. The bids were as follows:

Cross Construction, Urbana, IL	\$1,472,676.75
Open Road Paving, Urbana, IL	\$1,432,166.59

This purchase relate 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 the purchase of services for reconstruction of parking lots B1 and B7, and the B Wing access walkway, at a cost of \$1,432,166.59 from Open Road Paving of Urbana, Illinois. Board authorization is requested since the cost exceeds \$20,000.00. Funds for this purchase are available from PHS.

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

Procurement Card (Credit Card) Vendor

The College currently uses PNC Bank as its procurement card (PCard) vendor. In an effort to ensure the College is getting the best possible services and competitive pricing, a request for proposals (RFP) was issued. The RFP was mailed and/or emailed to eleven (11) vendors, published in the *Champaign News-Gazette*, and posted on the College's RFP website page.

A College committee composed of Business Office staff was established to create and review the RFPs and the submissions received. Proposals were received from the following four (4) vendors:

Busey Bank	Champaign, IL
Capital One	Decatur, IL
Commerce Bank	Champaign, IL
US Bank	Fort Worth, TX

The main criteria the committee used for choosing Commerce Bank were technology and integration, customer service, location, implementation, financial fees, and benefits. This motion 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.

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

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Mr. Trimble and seconded by Mr. Westfield to approve the Personnel Report for May 2019, in accordance with the document provided to the Board.

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

TRUSTEE REPORTS

Trustee Ayers apologized for missing last month's Board meeting. He had a conflict with the Chamber meeting, where he serves as president, and they honored the Monticello football team. He also noted that he is on the committee to select the executive director for the Illinois Community College Trustee Association and they hope to have someone in place by the end of the month. He noted that the annual meeting went well with good participation.

Trustee Trimble stated that the Parkland buses looked really nice and sharp.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Johnson and seconded by Mr. Voyles for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:40 p.m.

Gregory Knott, Chairman
Board of Trustees

Jonathan Westfield, Secretary
Board of Trustees