

**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**

NOVEMBER 20, 2019

ROLL CALL

The Meeting was called to order by Gregory Knott, Chairman, at 7:00 p.m. in Room U325, 2400 W. Bradley, 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: Bianca Green, Dana Trimble, James Voyles, Jonathan Westfield, and Lydia Gallaher (Student Trustee). Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Ayers joined the meeting at 7:02 p.m. Trustee Johnson joined the meeting at 7:05 p.m.

CONSENT AGENDA MOTION

Trustee Knott asked if Trustees had any questions regarding items included on the Consent Agenda.

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.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on October 23, 2019.
- Approved the voucher checks listing thru October 31, 2019, totaling \$6,345,589.21.
- Approve the grant proposals listed below as presented for consideration prior to submission to the specific agencies:
 - Village of Rantoul: Community Development Block Grant*
 - Champaign Rotary Club: Joseph H. Cannon Memorial Grant
 - Junior League of Champaign-Urbana: Community Assistance Fund Grants

- Illinois Green Economy Network (IGEN): Renewable Energy Resources Trust Fund Grant (Hybrid Electric Vehicle Training)
- Illinois Green Economy Network (IGEN): Renewable Energy Resources Trust Fund Grant (Solar Powered HVAC Systems)

- Moved to approve the awarding of funds from external sources as follows:
 - Illinois Community College Board (ICCB): FY2020 Adult Education Continuation
 - Illinois Community College Board (ICCB): FY2020 Early School Leaver Transition Program (ESLTP)
 - Illinois Community College Board (ICCB): Scaling Apprenticeships Through Sector-Based Strategies (DOL-ETA funding)

- Moved to approve the 2021-2022 Academic Calendar as presented.

- Moved to approve the time and place of meetings for 2020 as presented.

PUBLIC COMMENTS

Chairman Knott opened the floor for public comments.

There were no public comments.

PUBLIC SAFETY DEPARTMENT RESOLUTION AND OATH OF OFFICE

In accordance with the Illinois Compiled Statutes, the Board of Trustees is empowered to appoint sworn members to the College's Public Safety Department. Jenna Hooker and Brandy Smith were appointed as a full-time, 12-month public safety officer positions, filling the vacancies created by Jerow Scheel's and Weston Gresham's departures.

It was moved by Mr. Trimble and seconded by Mr. Westfield to approve the Resolution to appoint Jenna Hooker and Brandy Smith as a Peace Officers to the Parkland Public Safety Department.

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

Chief Colbrook introduced the new officers and noted that they are both alumni of Parkland College.

Chairman Knott administered the Oath of Office to Officers Hooker and Smith.

Trustee Johnson asked to be included in the Aye votes for the consent agenda and Public Safety resolution items. His vote is reflected accordingly in these minutes.

REPORT FROM THE PRESIDENT OF PCA

Kevin Hastings, President of PCA, stated that he had nothing new to report.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

- Thanked Kristina Taylor, Tim Wendt, and the Student Veterans Association at Parkland for their work on the Veteran's Day event held on November 11 in the Student Union. Air Force Lieutenant Colonel Joseph Timberlake, and Retired Army Colonel Eric Ashworth were the guest speakers. Thanked Trustee Ayers for attending this event.
- Informed the Board of the following important dates:
 - Thanksgiving Recess - College will be closed November 28-December 1
 - The Holiday Reception, sponsored by the Trustees and the Foundation, will be held on Tuesday, December 3 from 4-7p.m. in the Student Union.
 - December 13:
 - RN Pinning Ceremony, 4:30 p.m., Donald Dodds Athletic Center
 - LPN Pinning Ceremony, 6:30 p.m., Student Union
 - National Legislative Summit is scheduled for February 9-12. Let Krystal know as soon as possible if you'd like to be registered. Dr. Lau, Mike Trame, and Stephanie Stuart plan to attend.
- Congratulated the Parkland Volleyball team, who advanced to the 2019 NJCAA Division II National Tournament. Parkland will face off against Mercyhurst North East for the First Round, which will be held November 21, at Noon central time, in Charleston, West Virginia. Student Life has organized a watch party. Trustees are welcome to attend.
- Todd Horton, Construction Management program director, will be showing off the Punkin Chunkin machine, Pachyderm Produce Accelerator II, on campus this Friday, November 22 from 11:15 a.m.-1:15 p.m., in the soccer field parking lot. If you're on campus, stop by to check it out.

SABBATICAL REPORT

Christina Beatty, Associate Professor in Chemistry, gave a brief report on her sabbatical taken during the Spring 2019 semester. Her sabbatical objective was to serve

as an intern with the Champaign Police Department Crime Scene Unit. One of the courses Ms. Beatty teaches is SCI 108 Essentials of Forensic Science. The reason for the sabbatical was to gain more practical experience in crime scene protocol to improve the teaching and learning in the classroom.

A handout was provided to the Board and they were able to ask questions about her experience.

CHILD DEVELOPMENT CENTER REPORT

Stephanie Stuart, Vice President for Communications and External Affairs, provided an update on the activities of the Child Development Center. Adrienne Morrison, Director of the Child Development Center, was unable to attend. Mrs. Stuart expressed her regrets.

Mrs. Stuart provided a handout to the Board and discussed the new infant room that is anticipated to open January 2020. That room will serve children 6 weeks - 24 months old. There will be 12 spots available, with a cap of 8 infants (15 months old and younger). They plan to update the DCFS license once the room is open.

FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, gave an update on the activities of the Foundation.

Mrs. Wahlfeldt noted that the Athletic Hall of Fame is scheduled for January 25, 2020. A handout was provided to the Board, which included important activities of the Foundation and other important events.

LEGISLATIVE UPDATE

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

Trustee Green asked about the Workforce Grant and wanted to know if the students who didn't qualify would have a place at Parkland College. Mrs. Stuart stated that they are working on a process to reach out to those students and invite them to apply.

Trustee Ayers asked if some of those students were not in school or not qualified for employment. Mrs. Stuart stated that the data shows that most have a high school diploma. If they do not, they have the option of going through a bridge program to obtain that. She noted that they are focusing efforts on those students making in the \$8-\$12 range.

FREEDOM OF INFORMATION ACT (FOIA)

Stephanie Stuart reported on the following FOIA requests:

Requestor

Russ Kick (neavs.org)
David Sanford
Rebecca Spellmeyer

Information Requested

Veterinary Records
Student Information
Student Information

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for October reflect the results of operations of the College for the first four months of fiscal year 2020. The revised budget estimates indicated that revenues exceeded expenditures by \$275,293 in the general operating funds.

- The key factors for the College's operating results in FY2020 will be tuition & fees revenue (enrollment) and health claims.
- The College has received all of its FY2019 ICCB Base Operating and Equalization payments.
- The College has received its first four FY2020 ICCB Base Operating and first three Equalization payments.
- The original FY2020 budget projected a \$282,504 surplus.
- The FY2020 audited beginning operating fund balance is \$19.25M. This amount is 35.8% of operating expenditures.
- The FY2020 College tentative budget was lodged in July.
- The FY2020 College final budget was approved in September.
- The FY2019 College "clean" audit was approved at the October meeting.
- The TY2019 tax levy will be presented at the November meeting.

AUDIT FIRM

It was recommended that Parkland College's annual audit services with Martin Hood LLC be extended an additional two years through FY2021. Martin Hood LLC has provided audit services for the College and Foundation for FY2013 – FY2019. The extension recommendation is based on the following factors:

- The firm's proven ability to perform high quality audit services in a timely manner.
- The firm's continuity of staff. This allows the audit to be performed with less interruption to the College and its staff, while allowing the audit firm to conduct an even

more effective audit. This efficiency is even more critical given the College has two key fiscal positions (senior accountant and Foundation accountant) retiring in spring 2020.

- The firm's pricing. Martin Hood LLC was originally selected via a competitive RFP process. Their bid was 8.4% lower than the next lowest bid. The firm's annual base audit fees have increased at a modest rate. They have also agreed to no increase for FY20 from FY19.

The proposed fees for the annual services fees are as follows:

June 30, 2020 (FY20)	\$64,000 (Same as FY19)
June 30, 2021 (FY21)	\$65,000 (1.50% increase)

This item is 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. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from the audit fund budget.

It was moved by Mr. Westfield and seconded by Mr. Johnson to award the audit services for FY2020 and FY2021 to Martin Hood LLC of Champaign, IL.

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

Trustee Green asked if we have a procurement policy and if we have a policy for approval. Mr. Randles stated that we do not have a procurement policy and it goes to the Board for approval of vendor.

PUBLIC HEARING – PROPOSED PROPERTY TAX LEVY INCREASE

Chairman Knott opened the floor for a Public Hearing regarding the proposed Property Tax Levy increase.

There were no comments made in the Public Hearing.

Trustee Ayers asked if once this is approved and if later there are changes, do we have to have another hearing. Mr. Randles explained that it depends on the changes. If it is under the threshold required by law, we would not need to. However, we would work with legal counsel to make sure we handle it legally.

CERTIFICATE OF TAX LEVY

The Board approved the budget for the 2019-2020 fiscal year in September, 2019. The Certificate of Tax Levy Resolution was presented for adoption.

It was moved by Mr. Trimble and seconded by Ms. Green to adopt the Certificate of Tax Levy for 2019 in accordance with the Resolution.

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

RESOLUTION ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2019 TO PAY DEBT SERVICE ON GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2018C, OF THE DISTRICT

The College issued \$5,860,000.00 in G.O. (Alternate Revenue Source), Series 2018C bonds to help fund the College Master Plan. These bonds are intended to be retired with revenues raised from a student facility fee. As such, the tax levy needs to be abated in its entirety with the County Clerks in our District.

It was moved by Ms. Green and seconded by Mr. Trimble to adopt the Abatement of Tax Levy for 2019 for \$5,860,000.00 G.O. Bonds (Alternate Revenue Source) Series 2018C in accordance with the Resolution.

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

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 two (2) near future overhauls for the Piper Seminole aircraft.

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 recommended purchasing the repair services from Poplar Grove Airmotive, Inc. of Poplar Grove, Illinois for a total cost of \$49,000. 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. Voyles and seconded by Ms. Green approve the purchase of repair services from Poplar Grove Airmotive, Inc., Poplar Grove, Illinois at a total cost of \$49,000

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

EXEMPT PURCHASE – UNIVERSITY OF ILLINOIS COLLEGE OF VETERINARY MEDICINE CONTRACT

Parkland College seeks renewal of the contract with the University of Illinois College of Veterinary Medicine to provide up to 2,142 supervisory hours for up to 36 Parkland veterinary technology students.

Parkland veterinary technology students must gain clinical experience in the areas of necropsy, equine medicine, food animal medicine, anesthesia, surgery, large/small animal radiology, and small animal medicine. Parkland does not have the facility resources to provide such experiences on site. The University of Illinois College of Veterinary Medicine has provided access to their facilities, animals, and expertise for many years.

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 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.

C3: Engage with community and regional partners to foster partnerships focused on continuous learning.

Administration recommended contracting with the University of Illinois College of Veterinary Medicine in the amount of \$64,924 from August 21, 2019, to August 20, 2020, to provide these services. (Students have been attending this semester under the previous contract but this contract is for the current academic year). This item is exempt from formal bid requirements per the Illinois Public Community College Act, section 805/3-27(a) contracts for 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 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. Contract costs are captured from the FY2020 operating budget for this purchase through student fees for Veterinary Technology clinical practicum courses.

It was moved by Mrs. Green and seconded by Mr. Westfield to approve the contract with the University of Illinois College of Veterinary Medicine, Urbana, Illinois at a total cost of \$64,924.

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

COMMERCIAL BUS – PUBLIC SAFETY

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 eight (8) companies requesting bids for a 15 passenger commercial bus. Six (6) bids were returned.

Parkland College Public Safety seeks approval to purchase a new shuttle bus. The new bus will replace an aged 2008 Chevrolet 15 passenger bus with 182,000 miles.

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 acceptance of the bid from Transportation Equipment Sales Corporation (TESCO) of Oregon, Ohio for the purchase of a new 2019 Ford E350, Elkhart Coach ECII. Funds are available from the Student Life budget. The previously approved low bid could not provide the quoted vehicle.

<u>Company Name</u>	<u>Bid Price</u>
1. Midwest Transit Equipment, Kankakee, IL (Base Bid)	\$50,628
2. Midwest Transit Equipment, Kankakee, IL (Alternate Bid)	\$53,792
3. TESCO, Oregon, OH	\$53,971
4. Central States Bus Sales, Fenton, MO	\$54,956
5. Southern Bus & Mobility, Breese, IL	\$55,481
6. Las Vegas Bus Sales, Las Vegas, NV	\$58,895

It was moved by Mr. Westfield and seconded by Mr. Trimble to the purchase of a 15 passenger commercial bus from TESCO of Oregon, Ohio in the amount of \$53,971.

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

PLASMA PIPE COUPON CUTTING MACHINE – AGRICULTURE/ENGINEERING SCIENCE AND TECHNOLOGIES

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 seven (7) companies requesting bids for a plasma pipe coupon cutting machine. One (1) bid was returned.

Parkland College Agriculture/Engineering Science and Technologies seeks approval to purchase a new plasma pipe coupon cutting machine. The machine will be used for instructional purposes within the Industrial Technology Welding program and educational outreach with local high school agriculture and industrial programs. The function of a plasma pipe coupon cutting machine is for cutting pipe to a desired length and/or beveling the edges of a pipe in preparation for welding.

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.

D2. Mobilize partnerships to accomplish a collaborative agenda that ensures that program planning targets skills gaps; promotes the associate's degree as a desired employment credential, and establishes viable options for completing skills-based credentials, including classroom instruction, online learning, credit for prior learning, and on-the-job learning.

Administration recommended acceptance of the bid from Depkee Welding Supply of Urbana, Illinois for the purchase of a new plasma pipe coupon cutting machine. Funds are available from Perkins funds for this purchase.

<u>Company Name</u>	<u>Bid Price</u>
7. Depkee Welding Supply, Urbana, IL	\$30,977.25

It was moved by Mr. Trimble and seconded by Mr. Johnson to the purchase of a plasma pipe coupon cutting machine from Depkee Welding Supply of Urbana, Illinois in the amount of \$30,977.25.

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

CHILD DEVELOPMENT CENTER FEES

After careful review of the programmatic needs and to meet the needs of students, faculty and staff, Administration recommends increasing the daily fees of the Child Development Center (CDC) and expanding the scope of its services to serve children ages 6 weeks through five years. The incremental rate increases are intended to increase CDC revenues to ensure sustainability of the program and thus decreasing operating funds transfer required to balance the CDC budget.

The addition of a new classroom serving infants and toddlers is intended to better meet the needs of the campus community and increase enrollment and revenues for the center moving forward. Space is available for this addition with no renovation costs and minor equipment purchases covered through operating expenses.

In order to spur enrollment and ensure the CDC is fulfilling its mission to serve the campus community, Administration proposes an 8% discount for Parkland

employees and students to encourage Parkland-connected families to utilize this service. Families who are currently charged at the former “Subsidized Rate” will stay at their current rates until their child ages into the next classroom. At that time, the 8% discount may be applied if the family is Parkland-affiliated.

Administration requested the ability to run promotions for existing families up to twice per year that would offer up to one free day of childcare if they refer a family who enrolls at the center.

The proposed tiers are comparable to other childcare centers in Champaign-Urbana. The new rates, as recommended, would take effect December 1, 2019.

Parkland College Students, Employees, and Community Family Rates

Six weeks to 24 months

	Tier 1	Tier 2	Tier 3
Income	0 – 34,999	35,000-59,999	60,000+
Full Day	\$59.00	\$61.00	\$63
Part Day	\$49.00	\$51.00	\$53

Two Years

	Tier 1	Tier 2	Tier 3
Income	0 – 34,999	35,000-59,999	60,000+
Full Day	\$43.00	\$49.00	\$52.00
Part-Day	\$33.00	\$39.00	\$42.00

Three-Five Years

	Tier 1	Tier 2	Tier 3
Income	0 – 34,999	35,000-59,999	60,000+
Full Day	\$42.50	\$45.50	\$47.50
Part-Day	\$32.50	\$35.50	\$37.50

CCRS Reimbursement Rates

	Age 6 weeks-2 yrs	Age 2	Age 3-5
Full Day	\$48.47	\$38.29	\$28.72
Part-Day	\$24.24	\$19.15	\$14.36

It was moved by Mrs. Green and seconded by Mr. Johnson to approve the recommendation to increase the daily fees of the Child Development Center (CDC) as described above, including the inclusion of a new infant/toddler classroom, to be effective December 1, 2019.

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. Ayers and seconded by Mr. Trimble to approve the Personnel Report for November, 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 Trimble noted that in the consent agenda, they accepted \$872,400 in grants. He that that was pretty outstanding and wanted to make special mention of that.

Trustee Ayers attended the Workforce Investment Board meeting and noted that several programs had been recertified. He mentioned a new program proposal out of Watseka called Vets and Cowboys, which will be a six week class aimed at offering vet tech services.

Trustee Ayers also wished the Volleyball team the best of luck, and wished everyone a happy Thanksgiving.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Knott and seconded by Mrs. Green for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:59 p.m.

Gregory Knott, Chairman
Board of Trustees

Jonathan Westfield, Secretary
Board of Trustees