

**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**

SEPTEMBER 18, 2019

ROLL CALL

The Meeting was called to order by Gregory Knott, Chairman, at 7:05 p.m. in Room D244, 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: James Ayers, Bianca Green, Timothy Johnson, 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 Johnson left the meeting at 7:20 p.m. and rejoined the meeting at 7:22 p.m.

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

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular and Special Meetings held on July17, 2019; and Closed Session Minutes from August 15, 2019
- Approved the voucher checks listing thru August 31, 2019, totaling \$4,618,459.37.
- Moved to declare as surplus property the following items:
 - Ambulance
Make Ford
Model Econoline Truck/Ambulance
Year 1990
VIN # IFDKE30M3LHA82757

- Van
 - Make Ford
 - Model Econoline Van
 - Year 1998
 - VIN # 1FBSS31L4WHC10287
- Lego Kit
- Card Catalog Cabinet
- Table for Card Catalog Cabinet
- Section Divider for Card Catalog Cabinet

- Moved to approve the filing of the following grant applications:
 - National Science Foundation (NSF): Research Experiences for Undergraduates (REU)
 - Illinois State Board of Education (ISBE): FY20 Facilitating Coordination in Agricultural Education (FCAE)

- Moved to approve the awarding of funds from external sources as follows:
 - Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study Grant (ICWS)
 - Illinois Community College Board (ICCB): Career & Technical Education Perkins Postsecondary Grant
 - Ameren Illinois—Energy Efficiency Programs: Staffing Grant – 1900242 (continuation of FY18 projects of 1800029)
 - Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ) Jobs for the Future (JFF): Google IT Support Professional Certificate
 - Illinois Arts Council Agency (IACA): FY20 Program Grant

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

There was no report from PCA.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

- The Creating Impact Celebration was held August 15. He thanked the Foundation for all their hard work and another successful event. He also thanked the Trustees and the Donors for their support.

- Annual Fall Convocation was held August 22. This event welcomed new and returning students to the new semester with fun activities, resource tables, and a free lunch. He thanked Dean Turner, Tracy Kleparski, Student Life, and all of those who helped during this event.
- He noted that there have been several recruiting events around campus:
 - August 1 – ICATT Signing Day
 - August 29 – Early College Expo
 - September 4 – Career Exploration Night
 - September 13 – Campus Visit Day 80 STUDENTS IN ATTENDANCE
 - September 18 – Illinois Regional College Fair
 - October 2 – Degree Completion Day
 - October 4 – CTE Open House
- Reminded the Board that the October Board meeting is scheduled for Wednesday, October 23. This is pushed back a week because of ACCT Leadership Congress in San Francisco on October 16-19.
- November 14-15, 2019 ICCCA Fall Conference – Attending are: Kristin Smigielski and Mike Behrens (Placement); Ben Boltinghouse and Chief Colbrook (Clery); Manny Rodriguez (Lab Design).
- Derrick Baker introduced Morgann Quilty, Director of the Library.

FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, gave an update on the Foundation. A handout was provided.

CAMPUS ENERGY SAVINGS PROJECTS UPDATE

Jim Bustard, Director of the Physical Plant, gave an update on campus energy projects that are reducing the amounts of electricity and natural gas used on the campus.

Jim Bustard also updated on the Solar Array project, and noted that they are still in search of a contractor.

Trustee Trimble noted that he is amazed at how the utilities have not skyrocketed, and appreciates the behind-the-scenes work from Jim Bustard and all involved to keep us on track.

LEGISLATIVE UPDATE

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

Stephanie Stuart announced that Parkland College received the Workforce Equity Initiative Grant for \$1.5 million. Chairman Knott stated that this is a great opportunity and extends his thanks. Josh Birky, program manager in Grants and Contracts, noted that this is the largest grant Parkland has ever received in a single year.

FREEDOM OF INFORMATION ACT (FOIA)

Stephanie Stuart reported on the following FOIA requests:

<u>Requestor</u>	<u>Information Requested</u>
Bethany Simpson (SmartProcure)	Purchasing Records

FINANCIAL STATEMENTS

Chris Randles noted that there was a correction to the Board Book, and an updated handout was provided at the meeting. The updated information is reflected in these minutes.

Chris Randles reported that the financial statements for August reflect the results of operations of the College for the first two months of fiscal year 2020. The revised budget estimates indicate that revenues will exceed expenditures by \$300,862 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 two FY2020 ICCB Base Operating and Equalization payments.
- The original FY2020 budget projected a \$282,504 surplus.
- The FY2020 unaudited beginning operating fund balance is approximately \$19.2M. This amount is 35% of operating expenditures.
- The FY2020 College tentative budget was lodged in July.
- The FY2020 College final budget will be presented in September.
- The FY2019 College audit will be presented at the October meeting.
- The TY2019 tax levy will be presented in November or December.

PUBLIC HEARING

A public hearing was held on the proposed 2019-2020 (FY2020) budget. No comments were made.

2019-2020 BUDGET

The final 2019-2020 (FY2020) budget was presented for approval.

It was moved by Mr. Trimble and seconded by Mr. Westfield that the budget for the 2019-2020 year (FY2020) be adopted in accordance with the documents that will be incorporated in the official minutes.

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

EXEMPT PURCHASE – BUILDING AUTOMATION CONTROL SYSTEM

Over the past few years the Sustainable Campus Committee and the Physical Plant have worked in collaboration with the Ameren Illinois Energy Efficiency Program to strategically invest in system improvements to reduce campus energy use, decrease water use, and improve overall campus sustainability. In continuing these efforts to reduce energy use, the College has identified the need to replace the existing Building Automation Control System (BAS) in several of the larger campus wings and the chiller plant. The current systems are older technology and many of the components are nearing the end of their life spans and cannot be replaced. By moving to newer computer technology and the related operational equipment, the campus HVAC equipment will operate more efficiently and use less energy.

Ameren Illinois currently has an incentive/rebate program for upgrading and replacing HVAC computer automation and operation systems using registered and trained contractors approved by Ameren Illinois. In partnering with Ameren Illinois, the College has worked to identify the second phase of upgrading the BAS that will achieve the best reduction in energy usage along with the shortest payback time frame. The College, along with Ameren Illinois, has chosen Environmental Control Solutions, Inc. of Springfield, IL as provider for a new BAS. Environment Control Solutions has extensive experience in HVAC controls and has worked with several central Illinois public entities. They are also an approved and trained partner with Ameren Illinois in energy savings projects.

The project cost to replace and upgrade the BAS is \$597,856. Ameren Illinois has approved an incentive for \$446,561 for this project. The actual cost to the College will be \$151,295. The payback for the College's expense through energy savings is estimated at 24 months.

This project 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.

These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or telecommunications and inter-connect equipment, software, and services. Funds are available from DCEO grants received in previous years relating to energy improvement projects.

Administration recommended approving Environmental Control Solutions, Inc. of Springfield, IL for the installation of a new BAS, in the amount of \$151,295. Board authorization is requested since the cost exceeds \$20,000.

It was moved by Mr. Voyles and seconded by Mr. Trimble to approve Environmental Control Solutions, Inc. of Springfield, IL for the installation of a new Building Automation Control System, in the amount of \$151,295.

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

EXEMPT PURCHASE – WINPRISM AND PRISM WEB LICENSES AND MAINTENANCE

In support of Parkland College Bookstore operations, the following recommendation is made to renew the annual purchase and software license agreement with PrismRBS, LLC for the following software. The updated agreement is for a three-year term, which will ensure consistent pricing for the next 3 years. This purchase will have an annual cost of \$17,757 which includes licensing, maintenance, and support, automatically renewable for 2 years at an annual cost of \$17,757, through June 30, 2022, for a total of \$53,271.

- WinPRISM/PrismCore system, used by the Parkland College Bookstore to maintain inventory and process sales of all merchandise, interfacing with Financial Aid and the store website for course-related purchases
- PrismWeb software, used for hosting and maintaining the store's website allowing online purchase of textbooks and general merchandise

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.

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.

This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or telecommunications and inter-connect equipment, software, and services.

Administration recommended the purchase of the Licensing and Maintenance of WinPRISM and PrismWeb software from PrismRBS, LLC, of Lincoln, NE. Board authorization is requested since the cost exceeds \$20,000. Funds are available in the FY2020 Bookstore budget for this purchase.

It was moved by Mr. Trimble and seconded by Mr. Ayers to approve the renewal of annual agreement and purchase of WinPRISM and PrismWeb software from PrismRBS, LLC of Lincoln, NE. This purchase will consist of an annual cost of \$17,757 through June 30, 2022, for a total of \$53,271.

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

PROTECTION, HEALTH, AND SAFETY PROJECTS

Protection, Health, and Safety (PHS) project plans are presented annually to the Board. PHS funds have been used to provide much needed structural and mechanical improvements to the campus. It is proposed that the PHS projects in the FY2020 capital plan be approved for funding purposes.

This project 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.

Requested project for approval:

Campus Electronic Door Lock Upgrade Phase I \$2,200,000

It was moved by Mr. Westfield and seconded by Mr. Johnson to approve Protection, Health, and Safety project listed above for FY2020 to be filed in accordance with the documents which will be incorporated in the official minutes.

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

Trustee Ayers asked how much maintenance this would require. Chris Randles stated that the hope is that it is minimal, compared to the current process, since it is an electronic system.

PRINTING AND BULK MAIL SERVICES – COMMUNITY EDUCATION

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 four companies requesting bids for printing and bulk mailing services for Community Education brochures for FY20-Q3, FY20-Q4, and FY21-Q1. Four vendors returned a bid. The bid tabulation sheet is attached.

This purchase relates to the following Strategic Goal:

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.

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

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.

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

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

Administration recommended acceptance of the bid from K.K. Stevens Publishing Co., at a cost of \$24,947.21, for the printing and mail preparation of Community Education brochures. Funds are available from the FY2020 and FY2021 Marketing and Community Education budgets.

K.K. Stevens Publishing Co. Astoria, IL	\$24,947.21
Woodward Printing Services Platteville, WI	\$33,347.00
Kelvyn Press Broadview, IL	\$40,655.00
Premier Print Group Champaign, IL	\$50,386.00

It was moved by Mrs. Green and seconded by Mr. Trimble to approve the bid from K.K. Stevens Publishing Co. of Astoria, Illinois, for printing and mail preparation services for Community Education in the amount of \$24,947.21.

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

S BUILDING RENOVATION

The S Building is a 14,000 SF steel structure building located on the south side of the main campus property. The facility was built in 1983 with the purpose of temporarily housing various campus programs. In 2018 the building was vacated due to problems with the heating/ventilating systems failing, the walls and roofing deteriorating, and water leaking into interior areas. Future plans for the facility have been on hold pending funding for repairs to the structure, mechanical systems, and building envelope.

The State of Illinois has provided funding, through the Capital Development Board, in the amount of \$325,000 to the College for the purpose of renovating/repairing/upgrading campus facilities that are in need of life safety improvements. The College will provide matching funding in the amount of \$126,840. College matching funds will be from Phase II of Construction Bonds. The Capital Development Board will manage the funds for the project with the College's portion of funds in a trust agreement.

This project 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. Ayers and seconded by Mr. Trimble to approve funding of the S Building Renovation through the State of Illinois Capital Development Board in the amount of \$126,840.

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

CAMPUS FOUNTAIN COURTYARD/SERVICE DRIVE IMPROVEMENT

The State of Illinois has provided funding for Community Colleges for Deferred Maintenance Projects for FY2020. The funding for Parkland College, to be provided through the Capital Development Board, will be in the amount of \$1,275,000. The College will provide matching funding in the amount of \$425,000. College matching funds will be from Phase II of Construction Bonds. The Capital Development Board will manage the funds for the project with the College's portion of funds in a trust agreement.

The total of funds to be used for this project will be \$1,700,000. The Capital Development Board requires that the College chose a project from the College's Deferred Maintenance list provided to the Illinois Community College Board. The project from that list that the College will submit is the Campus Fountain Courtyard/Service Drive Improvement. This area is located between the north X Wing and south of the Dodds Athletic Center.

This project 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 Mrs. Green and seconded by Mr. Westfield to approve funding of the Campus Fountain Courtyard/Service Drive Improvement project through the State of Illinois Capital Development Board in the amount of \$425,000.

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

GRANTS REPORT

Josh Birky, Program Manager in Grants and Contracts, gave the annual grants report to the Board of Trustees. A handout was provided.

Josh thanked Lily Worby, Grants Specialist in Grants and Contracts, for her work throughout the year. He also thanked Kevin Knott (Dean of Institutional Effectiveness), administration, faculty, and staff for their support.

CLOSED SESSION

The Board did not go into Closed Session.

PERSONNEL REPORT

It was moved by Mr. Ayers and seconded by Mrs. Green to approve the Personnel Report for September 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.

ADMINISTRATIVE CONTRACT

Administration recommended renewal of employment contract for Thomas R. Ramage, President, with an annual base compensation of \$269,694.03 effective July 1, 2019 and continuing through the first to occur of separation of service or June 30, 2023.

It was moved by Mr. Johnson and seconded by Mr. Ayers to renew the employment contract for Thomas R. Ramage, President, with an annual base compensation of \$269,694.03 effective July 1, 2019 and continuing through the first to occur of separation of service or June 30, 2023.

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

Chairman Knott noted that it is the intent of Dr. Ramage to retire at the end of 2022. His contract term is based on fiscal year, which is why the contract is dated at 4 years.

ADMINISTRATIVE CONTRACT

Administration recommended approval of employment contract for Pamela Lau, Executive Vice President, with an annual base compensation of \$159,647.00 effective September 19, 2019 and continuing through the first to occur of separation of service or June 30, 2023.

It was moved by Mr. Voyles and seconded by Mr. Johnson to approve the employment contract for Pamela Lau, Executive Vice President, with an annual base compensation of \$159,647.00 effective September 19, 2019 and continuing through the first to occur of separation of service or June 30, 2023.

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

Trustee Voyles stated that he wanted to make the motion because he is pleased with the selection process of Dr. Lau.

Chairman Knott extended his gratitude for the Board. He thinks they made an excellent and thought-out decision. They trust Dr. Lau's leadership and have seen support from faculty and staff. That reaffirmed their thoughts as they identified Dr. Lau.

Trustee Johnson stated that his experience with Dr. Lau over the past 5 years has been extraordinary. Her intelligence, articulacy, and her ability is something he is proud to support.

Trustee Voyles thanked Dr. Ramage for taking the initiative to encourage the Board to move towards a succession plan, which he feels speaks for Dr. Ramage's leadership.

Trustee Green stated that the Board put a lot of thought into this decision. She has personally been involved in external searches that have been unsuccessful and expensive. She felt there was no point in spending that money just to say they did that.

Trustee Trimble stated that successful leaders surround themselves with great people. He believes Parkland's executive team is astounding, and that we have the most appropriate person at this point because of Dr. Ramage's leadership.

Trustee Gallaher extended her congrats.

TRUSTEE REPORTS

Chairman Trimble thanked the Board for working with him the last few months and allowing him to call in.

ADJOURNMENT

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

Gregory Knott, Chairman
Board of Trustees

Jonathan Westfield, Secretary
Board of Trustees