

**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**

APRIL 18, 2018

ROLL CALL

The Meeting was called to order by Dana Trimble, Chairman, at 7:00 p.m. in Room U325, 2400 W. Bradley, Champaign, Illinois. At the direction of Chairman Trimble, Nancy R. Willamon, Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Shahad Alsayyad (Student Trustee), Timothy Johnson, Gregory Knott, Jim Voyles, Jonathan Westfield and Dana Trimble. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public.

It was moved by Mr. Ayers and seconded by Mr. Johnson to allow Trustee Bianca Green to attend the meeting via audio conference due to a work commitment out of town.

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

CONSENT AGENDA MOTION

The Chairman asked if Trustees had any questions regarding items included on the Consent Agenda.

It was moved by Mr. Knott 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 (via audio), Johnson, Knott, Voyles, Westfield, Alsayyad (Advisory Vote), Trimble; 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 March 21, 2018.

- Approved the voucher checks listing through March 30, 2018 (including Board travel), totaling \$1,836,637.54.
- Moved to approve the following awarding of funds from external sources:
 - Ameren Illinois – Energy Efficiency Programs: Chiller (Custom)

STUDENT TRUSTEE

A new student trustee, Nafissa Maiga, was elected at a campus-wide student election held on April 9, 10 and 11, 2018, to serve as the new representative to the Board of Trustees. A resolution was approved at the Board meeting confirming the selection.

It was moved by Mr. Knott and seconded by Mr. Johnson to approve the Resolution authorizing the new student trustee, Nafissa Maiga, to serve as the student representative on the Board of Trustees.

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

The Oath of Office was administered to Ms. Maiga. The student trustee from last year, Shahad Alsayyad, was presented with a plaque and the Board thanked her for her service during her 2017-2018 term.

ELECTION OF OFFICERS

It was moved by Mr. Knott and seconded by Mr. Ayers to elect Dana Trimble as Chairman of the Board of Trustees for a term of one year, as stated in the College By-Laws.

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

It was moved by Mr. Knott and seconded by Mr. Westfield to elect Gregory Knott as Vice-Chairman of the Board of Trustees for a term of one year, as stated in the College By-Laws.

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

It was moved by Mr. Knott and seconded by Mr. Johnson to elect James Ayers as Secretary of the Board of Trustees for a term of one year, as stated in the College By-Laws.

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

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

Kelly Barbour-Conerty, President of PCA, stated that policies will be lodged in June for approval consideration in July.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Dr. Ramage welcomed Professor Beth Bachtold and her Professional Workplace Topics class, CIS170 to the meeting. They were observing the meeting, and Professor Bachtold introduced her students.
2. Thanked everyone involved in the Scholarship Reception held this evening, notably Dean Turner's office and the Parkland Foundation. There were 97 students, 33 faculty, staff and board members, 41 donors and 136 guests in attendance. There were 450 scholarships awarded to 252 students for FY18 totaling \$419,881.00 .
3. Gave a brief update on the BSN status. Dr. Ramage was supposed to testify yesterday, but the session was canceled. He is not optimistic that the bill will pass this session. He will keep the Board updated.
4. Reported that the recently awarded NSF grant was only the second in the history of the college. There is also a third one on tonight's agenda, and a fourth on in the works. Dr. Ramage also thanked those Trustees that visited the NSF facility in Washington, DC.
5. Reported that he recently attended the Phi Theta Kappa event in Springfield and also thanked Trustee Ayers for attending.
6. Congratulated Jared Aden of St. Joseph, Illinois, who recently won the Precision Agriculture Specialist competition held in Louseville, KY in mid-March. Jared will graduate from Parkland in May with an Associates in Applied Science in Precision Ag. He is the grandson of retired faculty member Loretta Aden.
7. Updated the Board on the "flock of birds" project that was initially scheduled to be completed after the Student Union was opened in 2014. State budget issues caused a delay, but the project is now scheduled to be installed in the lobby area of the Student Union starting on May 21st with completion expected by June 1st.

8. Reminded the Board that Parkland's Arbor Day celebration will be held on Friday, April 27, at 10:00 am in the Child Development Center.
9. Reminded the Board that Parkland's Convocation will take place on May 17 at 10:00 am in the Dodds Athletic Center. Commencement will be held on May 17 at Krannert beginning at 8:00 pm, with a Board dinner prior beginning at 5:30 pm. This year's speakers will be Luke and Carter Boyce. The honorary degree will be given to Greg Cozad, and the distinguished alumni will go to Kelly Loschen.

LEGISLATIVE UPDATE

Dr. Seamus Reilly, Vice President for Institutional Advancement, gave a legislative update that included a handout for the Board.

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for March reflected the operations of the College for the first nine months of fiscal year 2018. The revised budget estimates indicated that expenditures exceeded revenues by \$1,564,904.00 in the general operating funds. This projection is virtually unchanged from last month.

- Projections indicate the surplus could be larger depending on health claims, non-salary expenses, and audit adjustments.
- The key factors for the College's operating results in FY2018 will be State funding, tuition and fees revenue (enrollment) and health claims.
- The College has received its first nine FY2018 ICCB Base Operating and Equalization payments. We have received approximately \$3.75M of the \$4.45M budgeted State revenues for FY2018. We have also received several partial FY2017 payments for Base Operating, Equalization, CE, and IVG grant appropriations.
- The original FY2018 budget projected a \$1,815,851.00 surplus.
- The FY2018 audited beginning operating fund balance was \$13,862,487.00. This amount is 27% of operating expenditures.
- The FY2017 College audit was presented and approved at the October meeting.
- The TY2017 tax levy was approved in November.
- A budget workshop was presented in February.

BIDS FOR METAL SQUARING SHEAR

A legal bid notice was placed in The News-Gazette. Bid invitations were sent to four vendors requesting bids on a metal squaring shear. Two vendors returned bids and they are summarized below.

The Agriculture/Engineering Science and Technologies (Ag-EST) Department is replacing the 1967 model Famco metal squaring shear that is 51-years old and at the end of its service life with a safe and reliable unit that meets the thickness requirements of the department. The existing metal squaring shear is short of what is needed in capacity size in the manufacturing areas of the department. The new shear is specified to handle the thickness of materials utilized in many of the classes in the T building, as well as dimensional requirements of the space restrictions within the welding lab where it will be utilized.

The material shearing needs at the ATC include shearing: steel, stainless steel, galvanized steel, aluminum brass, and copper within the thickness range of 22 gauge to 3/16" for many education programs to include but not restricted to welding, automotive and collision repair programs.

This purchase relates to the following strategic goals:

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

D1: Expand Parkland College's role in economic and workforce development by developing local, regional, and global partnerships with business and industry, government agencies, health providers, and the agricultural community, and by providing and coordinating the majority of training in District 505.

Bids were received from two vendors and the results are listed below:

Van Sant Enterprises, Inc.	\$25,883.89
Great Lakes Machine & Tool	\$30,200.00

In regard to the bidding process, the lowest vendor bid did not meet the essential bid requirements.

Administration recommended that the metal squaring shear be awarded to Great Lakes Machine & Tool in the amount of \$30,200.00. Board authorization was requested since the cost exceeded \$20,000.00. Funds for this purchase are available from operating and Perkins funds.

It was moved by Mr. Knott and seconded by Mr. Ayers to approve the bid from Great Lakes Machine & Tool, Avon Lake, OH, for metal squaring shear at a total cost of \$30,000.00.

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

EXEMPT PURCHASE – KOVIS IMAGING SYSTEM

In support of our Student Services processes, Administration recommended renewing the license for Kosis software on an annual basis, which is used for document management and imaging at Parkland. Although this software has been used by the college for many years, this year's annual maintenance will exceed \$20,000.00. The maintenance agreement entitles Parkland to receive maintenance upgrades, software upgrades and technical support. The contract will be signed with Information Management Services, Columbus, Ohio.

This year's maintenance is approximately \$22,000.00.

These purchases relate to the following strategic goals:

Goal E: 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.

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; (g) contracts for duplicating machines and supplies. Board authorization was requested since the cost exceeded \$20,000.00. Funds are available in the FY2018 operating budget for this purchase.

It was moved by Mr. Knott and seconded by Mr. Westfield to approve the purchase of the item as listed above from the vendor and at the cost described for an annual purchase price of approximately \$22,000.00.

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

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Chris Randles reviewed requests made under the FOIA during the month and the disposition of the requests.

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APPLICATION OF FUNDS FROM EXTERNAL SOURCES

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

1. Illinois Arts Council Agency (IACA): FY19 Program Grant
2. Ameren Illinois – Energy Efficiency Programs: Standard HVAC/Water Heaters
3. Ameren Illinois – Energy Efficiency Programs: Building Automation (Custom)
4. Local Workforce Development Board 17—LWIA 17 Youth Committee: WIOA Youth Programming
5. Illinois State Board of Education (ISBE): Migrant Education Program (MEP)
6. National Science Foundation (NSF): FY18 Scholarships in Science Technology, Engineering, and Mathematics (S-STEM)
7. Ameren Illinois—Energy Efficiency Programs: Standard Lighting

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

CLOSED SESSION

Chairman Trimble stated the Board would be going into Closed Session for the following reasons:

1. Appointment, employment, compensation, resignation, discipline, peerformance, or dismissal of specific employees.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
3. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

It was moved by Mr. Knott and seconded by Mr. Voyles to go into Closed Session for the reasons stated above.

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

The Board went into Closed Session at 7:35 pm.

The Open Meeting resumed at 8:36 pm.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Mr. Johnson to approve the audio recording made of the Executive Session of April 18, 2018, and that the secretary of the Board make provisions for its safe keeping and that it be made available only upon the proper order of the court and a finding by a judge that such audio tape should be released, and that such audio recording will be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the Executive Session in question.

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

PERSONNEL REPORT

It was moved by Mr. Knott and seconded by Mr. Westfield to approve the Personnel Report for April, 2018, in accordance with the document provided to the Board.

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

TRUSTEE REPORTS

There were no Trustee reports.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Knott and seconded by Mr. Westfield for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:40 p.m.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees