

**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**

DECEMBER 20, 2017

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), Bianca Green, Gregory Knott, Dana Trimble, Jonathan Westfield, and Jim Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public.

It was moved by Mr. Knott and seconded by Mr. Ayers to allow Trustee Tim Johnson to attend the meeting via audio conference due to illness.

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

CONSENT AGENDA MOTION

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

It was moved by Ms. 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, Knott, Voyles, Westfield, Alsayyad (Advisory Vote), Trimble; NAYS—None; ABSENT—Johnson.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular and Closed Session on November 15, 2017.

- Approved the voucher checks listing through November 30, 2017 (including Board travel), totaling \$5,544,157.83.
- Moved to approve the following awarding of funds from external sources:
 - Illinois Community College Board (ICCB): FY18 Early School Leaver Transition Program (Continuation) (ESLTP)
 - Illinois Community College Board (ICCB): FY18 Adult Education & Literacy
- Moved that the notice published in The News-Gazette regarding the schedule of regular meetings of the Board of Trustees for 2018 be recognized as being published.

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

Kevin Hastings, President of PCA, gave a brief update on PCA activities, including explaining the functions of PCA and the various committees under the PCA umbrella. A copy of Kevin's presentation will be sent to the Board members.

Trustee Tim Johnson joined the meeting at 7:07 p.m. via audio conference.

PUBLIC SAFETY DEPARTMENT – RESOLUTION

It was moved by Mr. Ayers and seconded by Mr. Westfield to approve the Resolution to appoint Weston Gresham and Kyle Schlorff as Peace Officers to the Parkland Public Safety Department.

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

PUBLIC SAFETY DEPARTMENT – OATH OF OFFICE

The Oath of Office was administered to Officers Gresham and Schlorff by Chairman Trimble.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Congratulated the LPNs and RNs that graduated on December 15 and December 16, and thanked Trustee Voyles for attending on Friday night. Parkland is the first in the State for having a bridge program from paramedic to RN.
2. Reported that the Parkland Foundation's President's Circle campaign has currently generated over half a million dollars. This is ahead of the previous annual campaign in donors and dollars. The Foundation will continue follow-up after the first of the year with personal visits, as well as soliciting employees/retirees in March of 2018.
3. Reported that Parkland recently received funds to complete the "Art in Architecture" project for the Student Services Center. This project is for a flock of birds to be hung from the ceiling in the atrium lobby of the Student Services Center.
4. Thanked all involved in planning the Holiday Reception held on December 5 for all Parkland employees. Also thanked Board members and Foundation Board members for attending.
5. Reminded the Board that the College will be closed December 22, 2017 thru January 1, 2018 for the winter break.

STRATEGIC PLAN APPROVAL

Dr. Seamus Reilly presented the 2018-2024 Strategic Plan for approval by the Board.

It was moved by Mr. Ayers and seconded by Mr. Knott to approve the 2018-2024 Strategic Plan as presented.

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

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 November reflected the operations of the College for the first five months of fiscal year 2018. The revised budget estimates indicated that expenditures exceeded revenues by \$1,772,683.00 in the general operating funds.

- 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 three FY2018 ICCB Base Operating and Equalization payments. We have also received partial FY2017 payments for Equalization, CTE, 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 will be presented at the October meeting.
- The TY2017 tax levy will be presented in November.

AUDIT FIRM

Administration recommended that Parkland College's annual audit services with martin, Hood, Friese & Associates, LLC be extended an additional two years through FY2019. Martin, Hood Friese & Associates, LLC has provided audit services for the College and Foundation for FY2013-FY2017. The extension recommendation was based on the following factors:

- The firm's proven ability to perform 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 our current budget situation.
- The ability to continue to fully transition and comply with Accounting Standards Update (ASU) 2016-14 *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*.

The proposed fees for the annual services are as follows:

June 30, 2018 (FY18)	\$62,000.00
June 30, 2019 (FY19)	\$64,000.00

It was moved by Mr. Voyles and seconded by Mr. Ayers to award the audit services for FY2018 and FY2019 to martin, Hood, Friese & Associates, LLC of Champaign, IL.

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

**EXEMPT PURCHASE – KAPLAN OUTCOMES TESTING AND LICENSURE
REVIEW FOR NURSING STUDENTS**

The Parkland College Nursing Program has selected Kaplan Test Prep, a division of Kaplan, Inc., to provide the Integrated Testing (IT) Program together with an NCLEX-RN Review Course for students pursuing the Associate of Applied Science in Nursing. The program evaluates student attainment of key learning outcomes and problem-solving ability. It provides instructional modules, online practice tests, and structured remediation as needed to enhance scores. In addition, the IT program prepares students to take the NCLEX-RN examination.

Kaplan Test Prep charges \$150 for each student per semester. With an average of 200 students in the program each academic year, it is estimated that the annual fees to Kaplan Test Prep will range between \$58,000.00 and \$61,000.00. The student cost for participation is covered in student course fees for nursing classes.

Contracting with Kaplan Test Prep to provide outcomes testing and a review for licensure relates to the following strategic goals:

Goal A: Quality – Parkland College will maintain the highest educational standards for the delivery of quality instruction and services to meet the needs of its diverse population.

A1: Implement policies and practices that promote academic rigor, transparency, and accountability.

Goal B: Completion – Parkland College will fully implement enrollment development and management plans that maximize enrollment, student persistence, course retention and progression, and completion.

B1: Continue to measure Parkland's student persistence, course retention, and completion rates, and improve performance where needed to ensure students are successful in achieving their educational goals.

B4: Promote success and sustain students through key milestones in achieving completion or vertical transfer.

Administration recommended entering into a two-year contract with Kaplan Test Prep to provide students in the Associate Degree Nursing Program with services to evaluate attainment of key learning outcomes and prepare them for the NCLEX-RN examination for an amount not to exceed \$61,000.00. The cost of student participation is covered in course fees for nursing classes. This item is exempt from formal bid requirements per the Illinois Community College Act, Section 805/3-27.1(I) 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 was

requested since the cost exceeds \$20,000.00. Funds are available from the FY2018 operating budget.

It was moved by Ms. Green and seconded by Mr. Ayers to approve entering into a two-year contract with Kaplan Test Prep for an amount not to exceed \$61,000.00.

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

EXEMPT PURCHASE – MANAGED PRINT SERVICES CONTRACT

In support of campus printing and copying, including classrooms, labs and offices (excluding Reprographics services), it was recommended that Parkland College combine print-related service, maintenance and supplies under one centralized contract, utilizing one vendor for managed print services. Benefits of centralized management are better planning and budgeting, as well as more consistent services and improved capabilities, plus identification of efficiencies resulting in reduced costs. This initiative was proposed previously but the selected vendor rescinded their offer at the last stage citing that the selected vendor could not honor the details of the contract.

The remaining proposals were reviewed and the top two vendors were re-evaluated based upon relevant criteria, including pricing, local service support, and previous work with similar institutions.

Administration recommended Parkland College entering into an annual managed print service agreement with GFI Digital, St. Louis, MO. This agreement will automatically renew as outlined in the Print Services Agreement.

1. Service, maintenance and supplies (excluding paper and staples) for all Parkland-owned Sharp, Ricoh and Okidata copiers.
2. Service, maintenance and supplies (excluding paper) for all Parkland laser printers.
3. Automatic toner replenishment.
4. Delivery, installation, networking, and training on copiers.
5. Removal of old printers/copiers.
6. Single point of contact for service and supply needs.
7. Dedicated analyst to assist with statistics and recommendations for reducing our future printing costs.

The rate is \$6,995.10/month for the above services and is based upon actual usage with a quarterly review.

These purchases relate to the following strategic goals:

Goal E: Responsibility – Parkland College will maximize the development and efficient use of its human, technological, and fiscal resources to maintain its financial vitality.

E2: Continue to give high priority to maintenance and replacement of instructional and institutional equipment, and to the completion of an infrastructure capital improvement plan.

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 exceeds \$20,000.00. Funds are available in the FY2018 operating budget for this purchase.

It was moved by Mr. Voyles and seconded by Ms. Green to approve the recommendation above from the vendor and at the base cost described for a total of approximately \$6,995.10/month or \$83,941.20 annually.

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

EXEMPT PURCHASE – 2018 AVIATION REPAIR SERVICES

The Parkland College Institute of Aviation requires engine and engine component overhaul services from Poplar Grove Airmotive, Inc. Services relating 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 purchase relates to the following Strategic Goals:

Goal C: Parkland College will continue its regional leadership in developing and delivering career, technical, training, and workforce preparation programs in partnership with business and industry and District 505 schools.

C4: Market the mission, programs, and services of Parkland College effectively so that constituents fully understand the comprehensive programs offered, as well as the role of these programs in the support and development of District 505 communities.

Goal D: Parkland College will build capacity for accurately identifying unfilled labor market needs and for ensuring that career education and training programs are streamlined to address those high-need areas.

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.

D4: Further develop partnerships with the University of Illinois, Eastern Illinois University, and others to better serve students.

Administration recommended purchasing the repair services from Poplar Grove Airmotive, Inc., of Poplar Grove, IL, for a total cost of \$48,000.00. 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 was requested since the cost exceeds \$20,000.00. Funds are available from the FY2018 Aviation budget.

It was moved by Mr. Knott and seconded by Mr. Johnson to approve the purchase of repair services from Polar Grove Airmotive, Inc., Poplar Grove, IL, at a total cost of \$48,000.00.

The motion carried by the following vote: AYES—Ayers, Green, Johnson (via audio conference), Knott, Voyles, Westfield, Alsayyad (Advisory Vote), 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.

Lisa Ingram – Public Safety accident report.
Jonathan Gunn – Updated Chemistry I grade data
Straight Up Solar – RFP for Kevin Hastings relating to solar power. Denied.

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

There were no new grant proposals this month.

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Mr. Knott and seconded by Mr. Ayers to approve the Personnel Report for December, 2017, in accordance with the document provided to the Board.

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

TRUSTEE REPORTS

Trustee Johnson thanked everyone for allowing him to participate in the meeting via audio conference while he serves a short stint in the hospital. He also stated that throughout his medical appointments and hospital stays that many of the nurses were Parkland graduates or currently in the program. They deserve a big round of applause for all they are doing. Parkland has one of the best programs in the country. Trustee Voyles thanked Trustee Johnson for his communications.

The Board wished Trustee Johnson a speedy recovery and expressed that they hope he returns to his home soon.

Chairman Trimble wished everyone a happy holiday and a new year.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Knott and seconded by Mr. Ayers for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:50 p.m.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees