

**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**

FEBRUARY 21, 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), Bianca Green, 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.

CONSENT AGENDA MOTION

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

It was moved by Mr. Johnson and seconded by Mr. Knott 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, 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 on January 17, 2018.
- Approved the voucher checks listing through January 31, 2018 (including Board travel), totaling \$1,174,334.19.
- Moved to adopt the Resolution identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of Series 2008 and Series 2009 Debt Certificates in accordance with the Resolution.
- Moved to approve the following awarding of funds from external sources:

- No awards were received in January.

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 she had nothing new to report.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Thanked Marietta Turner, Nick Sanders and faculty/staff presenters for all their work on Black History Month events.
2. Reported that Parkland held a Presidents Day Campus Visit event this past Monday and approximately 98 students visited our campus.
3. Reported on the recent ACCT Legislative Summit held in Washington DC.
4. Reported that Parkland's Entrepreneur of the Year event will be held on May 8 at the I-Hotel in Champaign. This year's honoree will be the Libman family from Arcola, IL.
5. Reported that the recent Foundation letter campaign was a huge success. The Foundation has received over \$600,000.00 in contributions
6. Reminded the Board that the Athletic Hall of Fame event will take place on February
7. Reminded the Board that the Parkland Ag Banquet will be held on Tuesday, February 27 in the Student Union.
8. Reported that the annual High School Counselors meeting will take place on February 27.

PARKLAND FOUNDATION UPDATE

Ellen Schmidt, Executive Director of the Parkland Foundation, gave an update on the Foundation. She also reported that the Foundation sponsored an alumni event at the ACCT Legislative Summit with over 100 Parkland alumni attending.

ENROLLMENT UPDATE

Julie Marlatt, Dean of Enrollment Management, provided the following enrollment reports:

- Fall 2017 end-of-semester enrollment data and related enrollment trends
- Spring 2018 census date enrollment data and related enrollment trends

Dr. Ramage reported to the Board that Julie's last day at Parkland would be February 23. Julie accepted a job in Nashville, Tennessee.

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 January reflected the operations of the College for the first seven months of fiscal year 2018. The revised budget estimates indicated that expenditures exceeded revenues by \$1,566,814.00 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 seven FY2018 ICCB Base Operating and Equalization payments. We have received approximately \$3.5M 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 at 5:30 pm prior to this Board meeting.

2018-2019 TUITION

After carefully reviewing the projected revenues and expenditures, Administration recommends no increase for base tuition next year. Tuition rates will remain the same for FY2019.

FY2019 (effective summer term 2018) per credit hour tuition rates as follows:

| | On Campus | On Line |
|--|-----------------------|-----------------------|
| | Base | Base |
| | <u>Tuition</u> | <u>Tuition</u> |
| In-District | \$ 143.50 | \$ 143.50 |
| In-District Tier 2 Career Programs | \$ 225.00 | \$ 225.00 |
| Out-Of-District | \$ 349.50 | \$ 225.00 |
| Out-Of-District Tier 2 Career Programs | \$ 349.50 | \$ 225.00 |
| Out-Of-State | \$ 508.50 | \$ 280.00 |
| Out-Of-State Tier 2 Career Programs | \$ 508.50 | \$ 280.00 |
| International | \$ 508.50 | \$ 280.00 |
| International Tier 2 Career Programs | \$ 508.50 | \$ 280.00 |
| CNH & Ford Asset In-District | \$ 225.00 | \$ 225.00 |
| CNH & Ford Asset NOT In-District | \$ 225.00 | \$ 225.00 |

It was moved by Mr. Knott and seconded by Ms. Green to approve tuition effective Summer term 2018 as stated above.

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

2018-2019 COURSE FEE SCHEDULE

A schedule of course fees for FY2018-2019 was developed by the Vice President for Academic Services in consultation with the academic division deans. These proposed fees were based on Policy 8.25 that states "Course fees are charged to help defray the costs of supplies, equipment, maintenance, and unusual expenses. Individual course fees will be presented annually to the Board of Trustees for their approval."

It was moved by Mr. Knott and seconded by Mr. Voyles to approve the recommended 2018-2019 Course Fee Schedule in accordance with the attached document.

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

ASSESSMENT CENTER FEES

The Assessment Center has increased and continues to increase certification offerings to the community and our students through Pearson, PSI, Castle, National Testing Network, Illinois State Police Merit Board, and College Board. Currently we are working with CATS in an effort to improve customer service in the area of FAA testing, specifically UAS or drone certification.

The assessment testing package for reading and English are still using the Accuplacer instruments until November 2018. At that time a transitioning will be made to the Next Generation Accuplacer reading and English assessments. Mathematics placement testing completed a successful transition from the Accuplacer product to the McGraw Hill ALEKS assessment. Nonnative speakers of the English language continue to use CaMLA test for placement into appropriate courses. The Assessment Center Staff has successfully implemented the process to provide international placement testing for Parkland College by providing student services in South Korea and Taiwan.

In the past year the Assessment Center has increased its proctoring services to include current students. The Assessment Center staff proctors all the quizzes required by not only the Natural Science Department, but also Health Professions. These two mergers have helped give students a larger space with increased testing times to allow a greater opportunity to complete coursework.

The re-assessment fee increase from \$8.00 to \$10.00 per section is a result of increased cost to provide free initial assessments to new/returning students. The increase in total cost for providing initial assessments rose from \$19.75 to \$27.85 last year. Due to the 40% increase in overall cost, a 25% increase in this fee is needed to help offset our loss.

The restructuring of the proctoring fees is an effort to communicate clearly to our customers what the price for services are. A flat proctoring fee prevents students from asking for refunds if they do not use the full three hours. Also, the flat fee would prevent the possibility of an overage charge being applied after a test was completed. The removal of the overage charge and the reduction of the 3-hour proctoring fee and placement fee for other schools basically negate the increase in the 2-hour proctoring fee. As a result of this restructuring, the charge would be documented as Proctoring Fee, \$25.00.

2017/2018 Academic Year Fees

| <u>Test/Service Proposed Fee</u> | <u>2017/2018 Fee</u> | <u>2018/2019</u> |
|--|-----------------------------|-------------------------|
| Reassessment Fee (per section) | \$8.00 | \$10.00 |
| Placement Testing for Other School (All sections) | \$30.00 | \$25.00 |
| All Test Proctoring (>2 hours) | \$30.00 | \$25.00 |
| All Test Proctoring (0-2 hours) | \$20.00 | \$25.00 |
| Proctoring Overage Charge | \$10.00 | Remove |
| Nurse Academic Skills Test (Kaplan) | \$15.00 | No change |
| CLEP Test | \$20.00 | No change |
| Illinois State Police Merit Board (ISPMB)* | \$15.00 | No change |

*The ILSPMB has set the fee paid to Parkland College by each candidate that takes their exam.

It was moved by Ms. Green and seconded by Mr. Johnson to approve the recommended 2017/2018 Assessment Center fees.

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

IN-DISTRICT TUITION FOR DENTAL HYGIENE STUDENTS FROM LEWIS UNIVERSITY

Lewis University and Parkland College have entered into an agreement whereby Lewis University will send five (5) students a year to Parkland's Dental Hygiene program. This is a unique 2+2 agreement whereby Lewis University students can earn a Bachelor of Science degree in Dental Hygiene as well as an Associate of Applied Science in Dental Hygiene within the four-year time frame of a bachelor's degree. The students will take the first two years of coursework at Lewis and then complete their dental hygiene clinical coursework at Parkland in their third and fourth year. This unique arrangement is approved by the Higher Learning Commission, the regional accreditation body for Lewis University and Parkland College.

The Lewis University students in this program will pay in-district tier 2 tuition rates.

It was moved by Mr. Johnson and seconded by Mr. Knott to approve Lewis University students in the Parkland College Dental Hygiene program paying in-district tier 2 tuition rates for DHG courses.

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

IN-DISTRICT THEIR TWO TUITION RATE: AVIATION COURSES

Administration recommended that aviation flight courses be brought under the current in-district tier 2 tuition rate of \$225.00 per credit hour. This includes all aviation courses with the AVI and ALV course prefix (except for AVI 111 and AVI 112).

It was moved by Mr. Knott and seconded by Mr. Ayers to approve applying in-district tier 2 tuition rates to all AVI and ALV courses (with the exception of AVI 111 and AVI 112).

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

EXEMPT PURCHASE – IT SECURITY ASSESSMENT

Administration recommended hiring CampusWorks Inc. to assess the current state of IT/data security at Parkland College to comply with new rules and regulations. This includes the new Financial Aid Cybersecurity and the Department of Education's recent announced data security requirements, which will now be part of the annual A-133. The assessment will examine the most common ways information can be compromised and a review of Parkland College's current IT security-related practices. The outcome will include a roadmap and remediation plan to address security issues and comply with the new regulations.

CampusWorks Inc., a Delaware corporation ("CampusWorks"), having its principal address at 1767 Lakewood Ranch Blvd, #305 Bradenton, FL was recommended. The total for this engagement is \$24,000.00.

The 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.

Goal E2: Utilize our strategic technology plan to support all areas of the college.

These items were 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 was requested since the cost exceeded \$20,000.00. Funds are available in the FY2018 operating budgets for this purchase.

It was moved by Ms. Green and seconded by Mr. Westfield to approve the recommendation above to hire CampusWorks, Inc., at a cost of \$24,000.00 for IT security assessment.

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

EXEMPT PURCHASE – TESTING UNITS FOR PLACEMENT TESTING

The Parkland College Assessment Center uses ALEKS PPL testing system to determine developmental and college-level placements, based on the placement scores. ALEKS results also determine high school students' eligibility for dual credit courses.

McGraw-Hill Global Education Holdings LLC of Blacklick, OH is the sole developer, distributor, and owner of the ALEKS PPL and units used by Parkland College for math placement testing must be purchased directly from them. The unit price is the same for all public Illinois community colleges. McGraw-Hill's ALEKS PPL testing system to place students in the proper levels of mathematics. The estimated usage for FY2019 is 4,000 units at \$15.00 per unit for a total cost of \$60,000.

This purchase relates to 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.

A.3: Implement evidence-based policies and practices that support student learning and success in and outside the classroom.

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

B2: 2 Improve student success by providing comprehensive support systems.

Administration recommended purchasing the ALEKS PPL testing units from McGraw-Hill for a total cost of \$60,000. These items are exempt from formal bid

requirement 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 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 exceeded \$20,000.00. Funds are available from the FY2019 operating budget and Title III grant.

It was moved by Mr. Ayers and seconded by Mr. Knott to approve the purchase of ALEKS PPL testing units proposed from McGraw-Hill Global Education Holdings LLC of Blacklick, OH, at a cost of \$60,000.00.

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

EXEMPT PURCHASE – PLANETARIUM UPGRADE TO DIGISTAR6/PROJECTOR MAINTENANCE

The William M. Staerkel Planetarium replaced its 60-slide projectors with the installation of the Digistar 4 digital projection system from Evans & Sutherland in the summer of 2010. Though the Zeiss star projector is still in operation, all content is displayed using the Digistar. Projection on the dome is accomplished utilizing two JVC DLA video projectors. After eight years of use, the optics blocks in the projectors are in need of replacement before the degradation in color and image quality is more apparent.

Also, these eight years have seen software improvements through Digistar 5 to Digistar 6. The D6 allows for domecasting, a cloud-source STEAM library, a new NOAA database, and a revised user interface in addition to new maintenance tools like auto-alignment and open-captioning.

In FY17, the planetarium served 24,526 patrons, 47% of which were school children on field trips.

Contracting with Evans & Sutherland to provide these maintenance items and upgrades 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.

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.

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 purchasing the optics blocks and the Digistar6 upgrade from Evans & Sutherland, both of which will be installed by the same team during one visit. The cost breakdown is as follows:

| | |
|---|------------|
| Projector maintenance (replacing optics blocks on both JVC projectors): | \$54,250 |
| Digistar 4 to Digistar 6 upgrade | 132,000 |
| Shipping | <u>800</u> |
| | \$187,050 |

These items were exempt from formal bid requirements per the Illinois 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 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 was requested since the cost exceeds \$20,000.00. Funding is from Parkland Foundation funds, Planetarium Revolving Fund and Master Plan.

It was moved by Mr. Knott and seconded by Ms. Green to approve the purchase of optics blocks and Digistar 6 upgrade from Evans & Sutherland of Salt Lake City, UT, at a cost of \$187,500.00.

The motion carried by the following vote: AYES—Ayers, Green, Johnson, 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.

- Valrie Corey, Straight Up Solar – Solar RFP proposal documents
- Christine Haro, College Evangelist – Student names and emails Spring 2018
- Dave Amerson, PB7PA Labor Committee – FOIA requests and responses for employee contact information
- Ryan Snow, Applicant – Results of his background check.

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

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

1. Ameren Illinois: Energy Efficiency Programs: Boiler Tune-Up Program
2. Illinois Arts Council Agency (IACA): Summer Youth Employment in the Arts Program (SYE)
3. Ameren Illinois: Energy Efficiency Programs: Chiller (Custom)
4. Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ)

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

CLOSED SESSION

Vice-Chairman Knott stated the Board would be going into Closed Session for the following reasons:

1. Appointment, employment, compensation, resignation, discipline, performance, 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.

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

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

The Board went into Closed Session at 7:43 pm.

The Open Meeting resumed at 8:17 pm.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Mr. Westfield to approve the audio recording made of the Executive Session of February 21, 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, Johnson, Knott, Voyles, Westfield, Alsayyad (Advisory Vote), Trimble; NAYS—None; ABSENT—None.

PERSONNEL REPORT

It was moved by Mr. Ayers and seconded by Mr. Johnson to approve the Personnel Report for February, 2018, in accordance with the document provided to the Board.

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

TRUSTEE REPORTS

Trustee Johnson thanked everyone for their support during his recent situation.

Trustee Westfield reported that he enjoyed the ACCT Legislative conference that he attended last week. He felt it was a good experience and eye-opening for him regarding the potential community college's have nation wide. Chairman Trimble agreed that it was a great conference.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Johnson and seconded by Mr. Ayers for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:23 pm.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees