

**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**

**JANUARY 17, 2018**

**ROLL CALL**

The Meeting was called to order by Greg Knott, Vice-Chairman, at 7:00 p.m. in Room U325, 2400 W. Bradley, Champaign, Illinois. At the direction of Vice-Chairman Knott, 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, Jonathan and Westfield. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public.

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

**CONSENT AGENDA MOTION**

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

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

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular meeting on December 18, 2017.
- Approved the voucher checks listing through December 31, 2017 (including Board travel), totaling \$1,264,698.11.

- 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:
  - Illinois Arts Council Agency (IACA): FY18 Program Grant
- Approved the release of the closed session minutes from September 20, 2017 as recommended by legal counsel.

### **PUBLIC COMMENTS**

The Vice-Chairman opened the floor for public comments.

Jordan Humphrey from Urbana, Illinois stated that he was a Parkland student trustee in 2010, and thanked the Board for being such a big influence in his life. Jordan went on to graduate from the University of Illinois Springfield.

### **COMMUNICATION FROM PCA**

Kelly Barbour Conerty, President of PCA, stated that she is honored to once again be President of the organization and is preparing for a busy semester. She reminded everyone that PCA represented everyone at Parkland, and she looks forward to the upcoming year.

### **PRESIDENT'S REPORT**

Dr. Ramage reported on the following:

1. Thanked Marietta Turner and Kathleen McAndrew for once again helping organize the Martin Luther King, Jr. Day celebration. This year's event was held at Vineyard Church in Urbana. Thanks to Trustee Green for attending. Also thanked all the employees, staff and students who came out to help on Monday with the service event, a food repacking session for the Wesley Food Pantry.
2. Reminded the Board that the Budget Workshop will be held prior to the February 21 Board meeting. This session will begin at 5:30 pm, focusing on tuition and fees and budget projections.
3. Announced that the March 21 Board of Trustees meeting will be held at the College's Institute of Aviation with a tour/report beginning at 5:30 pm.

### **SEXUAL HARRASSMENT RESOLUTION**

Illinois Public Act 100-0554 requires all governmental entities to adopt a resolution establishing a policy to prohibit sexual harassment. A resolution was presented for adoption by the Parkland Board of Trustees. A policy will go before the PCA for review and acceptance and will be lodged for the Board's review in February.

It was moved by Ms. Green and seconded by Mr. Ayers to approve the Resolution establishing a policy to prohibit sexual harassment, as required by Illinois Public Act 100-0554.

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

### **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 December reflected the operations of the College for the first six months of fiscal year 2018. The revised budget estimates indicated that expenditures exceeded revenues by \$1,772,260.00 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 received approximately \$3M 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 will be presented at the October meeting.
- The TY2017 tax levy will be presented in November.
- A budget workshop is expected to be presented in February.

**EXEMPT PURCHASE – AVIATION FLEET UPGRADE SERVICES**

The Parkland College Institute of Aviation requires radio upgrade services from Flightstar Corporation. Services relate to radio upgrades required to comply with FAA rules (14 CFR Part 91.225) that go into effect January 1, 2020. Flightstar is the only provider in central Illinois of radio repairs and radio maintenance and is the preferred provider for the Parkland College aircraft fleet which is leased from the University of Illinois. Proximity of Flightstar to the Parkland College Aviation program significantly reduces the cost of maintenance in that aircraft need not be flown to and from an alternative location for these services.

This purchase relates to the following Strategic Goals:

**Goal A: Quality** – Parkland College will maintain the highest educational standards providing on-going continuous learning for all citizens of District 505.

**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 repair services from Flightstar Corporation of Savoy, IL, for a total cost of \$90,948.00. 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 exceeded \$20,000.00. Funds are available from the FY2018 Aviation budget.

It was moved by Ms. Green and seconded by Mr. Johnson to approve the purchase of repair services from Flightstar Corporation, Savoy, Illinois, at a total cost of \$90,948.00.

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

### **SOLAR ENERGY PURCHASE POWER AGREEMENT**

The College currently purchases electricity under contract with Constellation Energy approved by the Board of Trustees in December 2017. In an effort to reduce the College's expenditure for electricity and to reduce carbon emissions from the College, a request for proposals was sent out to solicit proposals for a solar energy purchase power agreement (PPA). In the request for proposals, responders were requested to provide for the design, installation and operation of a solar energy field on campus property that would provide for approximately 2 MW of electricity for a contracted period of time at a pre-determined price.

Twelve different proposals were received from companies proposing a wide range of pricing options, installation options and locations, and length of contract. The proposals were reviewed by the College's Sustainability Committee, the Physical Plant office, and by Meyer Capel, LLC, legal counsel to the College. Also during the evaluation, representatives from Ameren IL were consulted for input on connecting the solar field to the College's electrical system, along with the College's electrical engineering consultant, Engineering Concepts and Solutions, from Champaign, IL.

After evaluating the submitted proposals, SolSystems, LLC of Washington, DC was selected as having the best proposal for meeting the goals of the College and the requirements of the Request for Proposals. SolSystems has substantial experience in design, installation and operation of solar fields and in providing solar energy through Purchase Power Agreements. The electricity cost provided by SolSystems is the lowest of all proposals, and SolSystems will provide the College with Renewable Energy Certificates that substantiate the College's reduction in carbon emissions through the use of solar energy. The cost of the solar electricity is expected to reduce the College's electrical utility costs by approximately \$25,000 per year, with that figure increasing in future years. The length of the PPA contract is 25 years.

This motion relates to the following strategic goals:

**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.

This item was exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27 items (h) contracts for the purchase of electricity when the cost is less than that offered by a public utility 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.

It was moved by Mr. Westfield and seconded by Ms. Green to approve a Solar Energy Purchase Power Agreement with SolSystems, LLC, of Washington, DC to provide a solar energy system and electrical power as per contract documents.

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

### **FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

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

Jonathan Gunn – Dr. Boateng's course load and wages for three years  
Dave Costello – Titles and salary information on our Marketing Department

### **APPLICATION OF FUNDS FROM EXTERNAL SOURCES**

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

1. Ameren Illinois: Strategic Energy Management (SEM)
2. Champaign West Rotary Charities: 2017 Donation Program
3. Illinois Community College Board (ICCB): CTE Improvement Grant (Perkins Leadership Funds)
4. Ameren Illinois – Energy Efficiency Programs: Standard Lighting

### **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 Ms. Green and seconded by Mr. Ayers to go into Closed Session for the reasons stated above.

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

The Board went into Closed Session at 7:45 pm.

The Open Meeting resumed at 7:55 pm.

### **CLOSED SESSION AUDIO APPROVAL**

It was moved by Mr. Ayers and seconded by Ms. Green to approve the audio recording made of the Executive Session of January 17, 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, Westfield, Alsayyad (Advisory Vote); NAYS—None; ABSENT—Trimble, Voyles.

### **PERSONNEL REPORT**

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

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

### **TRUSTEE REPORTS**

Trustee Ayers stated that the reduction in students staying in Illinois is very disturbing. Parkland used to depend on a lot of Chicago-area students but that isn't the case currently.

President Ramage briefly discussed the Career Consortium and talks about how the colleges go about advertising and marketing programs that is in one college district but not another. There is a lot of pushback on this issue. Trustee Knott stated that for him, it's about our students and giving them opportunities, sometimes we get territorial and forget who we are trying to serve.

**ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Mr. Westfield for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:02 pm.

---

Dana Trimble, Chairman  
Board of Trustees

---

James L. Ayers, Secretary  
Board of Trustees