

**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**

JULY 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: Bianca Green, Timothy Johnson, Gregory Knott, Nafissa Maiga (Student Trustee), Dana Trimble, Jonathan Westfield and Jim Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Ayers was absent.

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

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on June 20, 2018
- Approved the voucher checks listing thru June 30, 2018, totaling \$2,870,957.66.
- 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 awarding of funds from external sources as follows:

- Illinois Department of Transportation (IDOT): FY19 Highway Construction Careers Training Program (HCCTP)
 - Champaign West Rotary Charities: 2017 Donation
 - Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ)
 - Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study (ICWS)
- Moved to approve the changes to Policy 3.32 Professional Development.

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:

1. Introduced and welcomed Tracy Walhfeldt. Tracy is the new Executive Director of the Parkland Foundation.
2. Reported that Parkland has received the CPPRT payment related to May and Juen in the amount of \$334,434.40. CPPRT payment for FY18 ended up at \$1,962,901.11, which is lower than budgeted. Parkland also received \$619,631.00 from ICCB for the base-operating grant.
3. Reminded the Board that Welcome Back Week begins Monday, August 13, 2018 with the opening welcome in the Donald Dodds Athletic Center at 8:30 a.m. Fall semester classes begin on August 20, 2018.
4. Reminded the Board that there will not be a Board of Trustees meeting in August.

ILLINOIS BROADLANDS WIND FARM PRESENTATION – EDP RENEWABLES

Broadlands Wind Farm will be located in northeastern Douglas County, north of the town of Newman. The wind farm complements the area's sprawling corn and soybean fields, providing farmers with a stable, drought-resistant cash crop in the form of landowner lease payments.

Broadlands Wind Farm is under development by EDP Renewables. Representative Tatiana Stein from EDP Renewables gave a brief presentation about the project.

ENROLLMENT UPDATE AND STRATEGIC ENROLLMENT MANAGEMENT REPORT

Kristin Smigielski, Dean of Enrollment Management, provided the following enrollment reports:

1. Spring 2018 end-of-semester enrollment data and related enrollment trends.
2. Summer 2018 census date enrollment data and related enrollment trends.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, gave a legislative update.

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for June reflected the unaudited/unadjusted results of operations of the College for fiscal year 2018. The revised budget estimates indicated that expenditures exceeded revenues by \$1,460,992.00 in the general operating funds.

- The revised budget has only been adjusted as required for operational use. The budget is not constantly revised for predictive value.
- As discussed in the February budget workshop, projections indicate the surplus will likely 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 all of its FY2018 ICCB Base Operating and Equalization payments. We have also received all of the FY2017 payments for Base Operating, Equalization, CTE, and IVG grant appropriations.
- The original FY2018 budget projected a \$1,815,851.00 surplus.
- The FY2018 unaudited 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.
- The FY2018 tentative budget was presented.
- The FY2018 final budget will be presented to the Board in September for approval.

TENTATIVE BUDGET

The tentative budget for FY2019 was presented for information. Mr. Randles indicated that the tentative budget will be on display for public viewing prior to the final budget approval. Notice of the tentative budget was placed in The News-Gazette.

The final budget will be presented for approval at the September 2018 Board meeting. Any questions regarding the budget prior to the September meeting may be directed to Chris Randles or Dave Donsbach.

FOOD SERVICE CONTRACT

The College had a contract with Chartwell's Dining Services to provide food service on campus from 2013 thru May of 2018. Chartwell's decided not to renew their contract. A Request for Proposals (RFP) was released by the College to identify potential dining service providers. Only one company responded to the RFP, Hendrick Dorms, Inc. of Urbana, IL. Hendrick Dorms, Inc., operates the private residential dormitory Hendrick House on the University of Illinois campus, they provide food service for over 30 fraternities and sororities on the U of I campus along with food service for two other private residential dormitories, and they operate the food service for the new facility in Savoy, IL, Carle at the Fields, under the brand name "Betsy's Bistro". They also provide mobile food service in the Champaign-Urbana area with food trucks. Representatives of Hendrick Dorms have met with College Administration to discuss the vision and operation of the food service on campus. A committee of Administration and students also took a tour of Hendrick operations in Champaign and Savoy.

Parkland College and Hendrick Dorms, Inc. have agreed tentatively to a contract for Hendrick Dorms to provide dining services on campus for a period of five years starting in August 2018. The contract would provide for Hendrick Dorms to operate on campus with no revenue sharing for the first school year, and in subsequent years sharing of revenues will be negotiated. Parkland College will provide the food serving and preparation areas to Hendrick Dorms at no cost.

This contract agreement 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.

Administration recommended approving Hendrick Dorms, Inc. of Urbana, IL as the food service provider for Parkland College beginning August 1, 2018. Terms and conditions of the contract will be contained with the official Board materials.

It was moved by Mr. Johnson and seconded by Ms. Green to approve Hendrick Dorms, Inc., of Urbana, IL, as the food service provider for Parkland College beginning August 1, 2018. Terms and conditions of the contract will be contained with the official Board materials.

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

CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION – LEASE AMENDMENT (EXTENSION)

The Workforce Innovation and Opportunity Act (WIOA) authorizes alignment and integration of federal job training so that workers, job seekers, and businesses have access to needed services through a single network. The Illinois Worknet Center at Parkland on Mattis serves as the comprehensive WIOA one-stop for our local area. Workforce development programs delivered through the Champaign County Regional Planning Commission (CCRPC) are housed at this location. CCRPC's current five-year lease expired June 30, 2018.

The Department of Commerce and Economic Opportunity provides funding through CCRPC to help adults, dislocated workers, and youth within our region obtain career training in high-growth, in-demand industries. DCEO awards approximately \$548,000.00 in tuition assistance annually to eligible Parkland College students pursuing career programs. The close proximity of CCRPC programs and services to Parkland College has proved beneficial, as students can easily access all federal resources available through the one-stop center.

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.

Administration recommended approval of the Amendment to Lease Agreement to extend the term of the CCPRC lease through June 30, 2023.

It moved by Mr. Voyles and seconded by Mr. Johnson to approve the Amendment to Lease Agreement with CCRPC to extend the term of the lease through June 30, 2023.

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

EXEMPT PURCHASE – FY2019 AVIATION REPAIR SERVICES

The Parkland College Institute of Aviation requires engine and engine component overhaul services from Poplar Grove Airmotive, Inc. Services related to the overhaul of fleet aircraft engines that are required after every 2000 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 D: 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.

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 was 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 (1) 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 Aviation budget.

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

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

RESOLUTION PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$46,790,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2018, OF THE DISTRICT FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING BONDS OF SAID COMMUNITY COLLEGE DISTRICT, PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPLE AND INTEREST ON SAID BONDS, AND AUTHORIZING THE SALE OF SAID BONDS TO THE PURCHASER THEREOF

Parkland College has three (3) outstanding bonds: 2009 General Obligation Bonds (Funding/Refunding Bonds initially \$34.5M), 2010A General Obligation Bonds (Funding Bonds initially \$23.2M), and 2010B General Obligation Bonds (Alternate Revenue Bonds initially \$10M). Each of these three issuances become callable on, or around, December 1, 2018. The College may be able to save money based on market interest rates by restructuring some, or all, of its remaining bond balances over their remaining life.

It was moved by Mr. Knott and seconded by Mr. Johnson to approve the Resolution providing for the issue of not to exceed \$46,790,000.00 General Obligation Refunding Bonds, Series 2018, of the District for the purpose of refunding certain outstanding bonds of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

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

RESOLUTION PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$6,460,000 GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE) OF THE DISTRICT FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING BONDS OF THE DISTRICT, PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS, AND AUTHORIZING THE SALE OF SAID BONDS TO THE PURCHASER THEREOF

Parkland College has three (3) outstanding bonds: 2009 General Obligation Bonds (Funding/Refunding Bonds initially \$34.5M), 2010A General Obligation Bonds (Funding Bonds initially \$23.2M), and 2010B General Obligation

Bonds (Alternate Revenue Bonds initially \$10M). Each of these three issuances become callable on, or around, December 1, 2018. The College may be able to save money based on market interest rates by restructuring some, or all, of its remaining bond balances over their remaining life.

It was moved by Mr. Johnson and seconded by Mr. Knott to approve the Resolution providing for the issue of not to exceed \$6,460,000.00 General Obligation Refunding Bonds (Alternate Revenue Source) of the District for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

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

PMA RECOMMENDATION REGARDING THE METHOD OF SALE AND UNDERWRITING SYNDICATE

Parkland College has three (3) outstanding bonds: 2009 General Obligation Bonds (Funding/Refunding Bonds initially \$34.5M), 2010A General Obligation Bonds (Funding Bonds initially \$23.2M), and 2010B General Obligation Bonds (Alternate Revenue Bonds initially \$10M). Each of these three issuances become callable on, or around, December 1, 2018. The College may be able to save money based on market interest rates by restructuring some, or all, of its remaining bond balances over their remaining life.

The Board approved (May 2018) utilizing PMA Securities, Inc., as its financial advisor to evaluate the College's options for debt restructuring and assisting in the analysis of any competitive process.

PMA sent Request for Proposal (RFP) to 13 underwriters. They received ten (10) responses and interviewed five (5) underwriters.

Tammie Beckwith Schallmo from PMA presented the results of the RFP and made a recommendation regarding the method of sale and underwriting syndicate.

Tammie is a Senior Vice President/Managing Director who joined PMA's public finance practice in December 2007. Ms. Beckwith Schallmo has over 20 years of experience in the public finance industry and worked in school district administration for five years as well. From 1993 through 1997 she was the business manager at two school districts in Lake County; both of these experiences provide Ms. Beckwith Schallmo with a unique client perspective.

It was moved by Mr. Knott and seconded by Mr. Johnson to approve PMA's recommendation regarding method of sale and underwriting syndicate.

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

FREEDOM OF INFORMATION ACT (FOIA)

Stephani Stuart reported on the following FOIA requests:

1. Ryan Evans – Student directory information (two additional requests denied).
2. Kaza Rhan, LocalLabs – Collective Bargaining Agreements and Employee Directory Information.
3. Bethany Simpson, SmartProcure – Purchase Order/Vendor Information.
4. Belleville News Democrat – President Ramage's Resume.

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

There were no applications submitted.

CLOSED SESSION

The Board did not go into Closed Session.

PERSONNEL REPORT

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

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

FOUNDATION EXECUTIVE DIRECTOR CONTRACT

Administration recommended approval of employment contract for Tracy Wahlfeldt as Executive Director of the Parkland College Foundation, effective June 26, 2018, through June 30, 2021.

It was moved by Mr. Knott and seconded by Mr. Voyles to approve the employment contract for Tracy Wahlfeldt as Executive Director of the Parkland College Foundation, effective June 26, 2018, through June 30, 2021.

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

TRUSTEE REPORTS

Trustee Knott reported that he had recently attended the ACCT Board retreat in Seattle.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Voyles and seconded by Mr. Knott for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:13 p.m.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees