

**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**

MARCH 21, 2018

ROLL CALL

The Meeting was called to order by Dana Trimble, Chairman, at 7:00 p.m. in the Bryan Room 112, Institute of Aviation, Savoy, 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 (at 7:25 pm) and Dana Trimble. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Bianca Green 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 Mr. Johnson 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, Johnson, Knott, Voyles, Alsayyad (Advisory Vote), Trimble; NAYS—None; ABSENT—Green, Westfield.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular and Closed Session meeting held on February 21, 2018.
- Approved the voucher checks listing through February 28, 2018 (including Board travel), totaling \$3,901,908.12.
- Moved to approve the following awarding of funds from external sources:
 - Ameren Illinois – Energy Efficiency Programs: Standard Lighting

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

No one from PCA was present.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Parkland will be hosting the Innovation Celebration on Thursday, March 29. The event will take place in the Student Union beginning at 5:00 pm. Adam Porter, a Parkland faculty member working with Perimeter Road Records, will be honored.
2. Parkland's new website is now live. Dr. Ramage thanked IT, Marketing and everyone involved in creating and working to get the new site up and running.
3. Reminded the Board that the Parkland Scholarship Reception will be held on Wednesday, April 18, before the Board meeting. This year the event will be held in the Dodds Athletic Center due to the large number of participants.
4. Reminded the Board that Parkland Commencement will be held on Thursday, May 17 at Krannert. This year's speakers will be Luke and Carter Boyce. The honorary degree will be given to Greg Cozad and the Distinguished Alumni award will be to Kelly Loschen.
5. Reminded the Board that Parkland's campus will be closed this Friday for Spring Break. Public Safety will be having training on campus that day as well.

INSTITUTE FOR AVIATION REPORT

Dr. Pam Lau presented the current status of the Institute of Aviation and also asked for approval from the Board of Trustees to move the Institute and its program from grants funded status to a regular institutional department.

It was moved by Mr. Johnson and seconded by Mr. Knott to approve moving the Institute of Aviation and its program from grants funded status to a regular institutional department.

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

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 February reflected the operations of the College for the first eight months of fiscal year 2018. The revised budget estimates indicated that expenditures exceeded revenues by \$1,565,127.00 in the general operating funds. This projection is virtually unchanged from last month.

- 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 eight 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 in February.

EXEMPT PURCHASE – ACADEMIC SERVICES CLASSROOM FURNITURE

The Divisions of Academic Services identified 13 classroom and student work areas that require new or upgraded furnishings. Six of the spaces are the result of repurposed areas following space reallocation through the Master Plan while the others are classrooms that have aging seating that no longer meets the needs of the students or faculty.

The furniture consists of tables and chairs that are moveable and can be configured to accommodate a variety of teaching/learning opportunities, and to increase accessibility to all students. The choices of furnishings are part of an ongoing plan to gain efficiency in the classrooms and maximum learning outcomes. The spaces identified represent seating for 364 students at any given time and support the disciplines of nursing, composition, mathematics, chemistry and communication. The spaces support students in developmental education, gateway courses and the general education core curriculum as well as health professions.

This purchase 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 purchasing furniture for the 13 areas at a cost of \$182,150.00 from Krueger International of Green Bay, WI. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27(k): contracts for goods or services procured from another governmental agency. Board authorization was requested since the cost exceeded \$20,000.00. Funds for this purchase are available from the FY18 operating budget and Title III funds.

It was moved by Mr. Johnson and seconded by Mr. Ayers to approve the purchase of furniture from Krueger International of Green Bay, WI, for a total of \$182,150.00.

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

WPCD TOWER LEASE RENEWAL

The Division of Arts and Sciences requested approval to renew the existing WPCD tower lease with Tarpon Towers II, LLC, successor-in-interest to Midwest Tower Leasing, Inc. The terms of renewal would be a ten-year term with an annual cost of \$12,197.65 for the first five years and then \$14,350.17 annually for the following five years. At that time, we will have the option to continue with five-year terms that increase 15% every term. The alternative to this lease agreement is to continue the agreement originally signed in 1998 for five-year terms that automatically increase 20% every five years with the option to end the contract after any five-year term. The ten-year option gives us a significant reduction in the increases. By industry standards, the terms of the lease are very favorable. Funds for tower leasing are maintained in the Division budget lines and funded, in part, through communication course fees.

There appears to be no other option for tower leasing, and moving the location of the WPCD signal has ramifications with the FCC. Authorization for relocation of the signal can take several years. The idea of Parkland College having their own tower was considered in the past but there were logistical concerns within the community. It is our intention to use the extended time of the new lease to explore options and new

technologies related to the broadcast of radio signals in order to develop a strategic plan for either relocation of the signal or budgeting for continued leasing.

WPCD serves as an academic lab for students interested in broadcasting, communication, sound recording, and entertainment industries. Our 10,500-watt station has a large listening audience and provides a strong connection to our community.

This purchase 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 renewing the WPCD tower lease with Tarpon Towers II, LLC, for a period of ten years. Funds for the annual cost of the lease are available from the operational budget.

It was moved by Mr. Knott and seconded by Mr. Westfield to approve a ten-year renewal of the WPCD tower lease with Tarpon Towers II, LLC, with an annual cost of \$12,197.65 for the first five years and \$14,350.17 annually for the following five years.

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

2018-2019 COURSE FEE SCHEDULE – ADDITIONAL ITEMS

The following course fees were proposed as additions to the schedule of course fees for FY2019 developed by the Vice President for Academic Services in consultation with the division deans and approved by the Board in February 2018. These proposed fees are 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.”

PREFIX	FY17	FY18	FY19
EMS	10.00	10.00	10.00
EMS 110	55.00	57.00	57.00
NAS 111	20.00	20.00	25.50

It was moved by Mr. Ayers and seconded by Mr. Voyles to approve the additions to the 2018-2019 Course Fee Schedule.

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

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

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

Wilmalyn Falcunaya, Sunpower Corp – Solar RFP proposal documents
Matthew Feurborn – Precision AGB course syllabi
Wilmalyn Falcunaya, Sunpower Corp – Solar RFP proposal document details
Card Course, Wheaton IL – Emails and names of all faculty members

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

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

1. Ameren Illinois: Energy Efficiency Programs: Metering & Monitoring

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

CLOSED SESSION

Chairman Trimble stated there was no reason to go into Closed Session.

PERSONNEL REPORT

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

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

TRUSTEE REPORTS

Student Trustee Shahad Alsayyad thanked the Board for this past year. She stated that it was such an honor and crucial part of her education. Chairman Trimble thanked her for her service.

Trustee Knott asked for a concensus of the Board on having a Board meeting in August of this year. It was the concensus of the Board members to cancel the August board meeting for 2018.

Chairman Trimble thanked the Institute of Aviation for hosting our Board meeting in their facility. The tour and report were outstanding, and the Board appreciates the avaiation faculty and staff for working hard and being so dedicated in making the program a success.

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 7:57 p.m.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees