

**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**

NOVEMBER 14, 2018

ROLL CALL

The Meeting was called to order by James Ayers, Secretary, at 7:00 p.m. in Room U325, 2400 W. Bradley, Champaign, Illinois. At the direction of Trustee Ayers, 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, Bianca Green, Timothy Johnson, Nafissa Maiga (Student Trustee), Jonathan Westfield, and Jim Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Knott was absent.

It was moved by Ms. Green and seconded by Mr. Johnson to allow Trustee Trimble to attend the meeting via audio conference.

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

CONSENT AGENDA MOTION

Trustee Ayers asked if Trustees had any questions regarding items included on the Consent Agenda.

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

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on October 17, 2018.
- Approved the voucher checks listing thru October 31, 2018, totaling \$2,262,644.06.

- Moved to approve the awarding of funds from external sources as follows:
No funds were received in October.
- Moved to approve the 2020-2021 Academic Calendar as presented.
- Moved to approve the time and place of meetings for 2019 as presented.

PUBLIC COMMENTS

Trustee Ayers opened the floor for public comments.

There were no public comments.

PUBLIC SAFETY DEPARTMENT RESOLUTION AND OATH OF OFFICE

In accordance with the Illinois Compiled Statutes, the Board of Trustees is empowered to appoint sworn members to the College's Public Safety Department. Somphon "Sam" Penland was appointed as a full-time, 12-month public safety officer position, filling the vacancy created by Jason Metzelaars' departure.

It was moved by Ms. Green and seconded by Mr. Westfield to approve the Resolution to appoint Somphon "Sam" Penland as a Peace Officer to the Parkland Public Safety Department.

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

Trustee Ayers administered the Oath of Office to Officer Penland.

REPORT FROM THE PRESIDENT OF PCA

Kelly Barbour-Conerty, President of PCA, gave a brief update on PCA activities. She reported that elections were held and Kevin Hastings will be the new President in January, with Josh Birky being elected as Vice-President. She also reported that the end-of-the-year report on PCA will be given at the December board meeting.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Thanked Christina Taylor, Tim Wendt and all involved for organizing the recent Veterans Day event held on November 12 in the Parkland Student Union. He also thanked Trustee Ayers for attending the event.

2. Reported on the recent ACCT conference held October 23-26, 2018, in New York City. Parkland gave two presentations and both were well attended and received.
3. Reported that Parkland is receiving Emergency Deferred Maintenance funds of around \$323,000.00 that will be used to renovate the S-Building.
4. Congratulated the Parkland volleyball girls team for returning to the National tournament for the 4th time. They will play in Charleston, West Virginia. Also congratulations to Coach Hasting on being inducted into the NJCAA Volleyball Hall of Fame.
5. Congratulated Fine and Applied Arts faculty member Peggy Shaw for being awarded the 2018 ACE Award for Community Arts Leadership. Peggy was recently honored at the ACE Awards event sponsored by 40 North. Peggy teaches digital photography, darkroom photography, video production and photography portfolio classes at Parkland.
6. Reported that Parkland recently hosted the Economic Development Corporation meeting. The event was a great avenue to talk about Parkland programs and what we can offer the community.
7. Announced there will be an Early Transfer Academy information session on Monday, December 3, from 6:30-8:30 pm in the Parkland Student Union.
8. Reminded the Board that the College will be closed November 22-23 for the Thanksgiving Holiday.
9. Reminded the Board about the Holiday Reception being held on Tuesday, December 4 from 4:00-7:00 pm in the Student Union.

SABBATICAL REPORT

Dr. Umeeta Sadarangani, Professor of English, gave a brief report on her sabbatical taken during the Spring 2018 semester. Her sabbatical objectives were to explore further and to write about her family's and the Sindhi community's experience of the 1947 Partition of India at the end of British rule and to reflect on her own quest to understand those stories; the broader goal was to inform and enhance her writing and teaching.

PARKLAND FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, gave an update on the activities of the Foundation.

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for October reflect the results of operations of the College for the first Four months of fiscal year 2019. The revised budget estimates indicated that revenues exceeded expenditures by \$294,488.00 in the general operating funds.

- The key factors for the College's operating results in FY2019 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.
- The College has received its first three FY2019 ICCB Base Operating and first Equalization payment.
- Enrollment is down in summer and fall, but the contingency is sufficient to cover the shortfall in revenue to date.
- Health claims paid are tracking slightly under budget to date.
- The original FY2019 budget projected a \$333,191.00 surplus.
- The FY2019 unaudited beginning operating fund balance is \$17.55M. This amount is 34% of operating expenditures.
- The FY2019 College tentative budget was lodged in July.
- The FY2019 College final budget was presented in September.
- The FY2018 College preliminary audit was presented at the October meeting.
- The FY2018 College final audit was presented at the November meeting.
- The TY2018 tax levy was presented in November.

FY2018 AUDIT

The FY2018 preliminary audit was presented to the Board in October with members from Martin Hood, LLC present. Martin Hood, LLC, finished their formal review and the audit has been finalized.

The FY2018 Comprehensive Annual Financial Report (CAFR), Audit, including the reports: Schedule of Federal Awards, Internal Control, and Compliance for the fiscal year ended June 30, 2018, was reviewed and completed. The final unqualified "clean" report is being presented for acceptance.

It was moved by Mr. Johnson and seconded by Mr. Westfield to receive the FY2018 Comprehensive Annual Financial Report (CAFR), Audit, including the reports on: Schedule for Federal Awards, Internal Control, and Compliance.

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

PUBLIC HEARING – PROPOSED PROPERTY TAX LEVY INCREASE

Trustee Ayers opened the floor for a Public Hearing regarding the proposed Property Tax Levy increase.

There were no comments made in the Public Hearing.

CERTIFICATE OF TAX LEVY

The Board approved the budget for the 2018-2019 fiscal year in September, 2018. The Certificate of Tax Levy Resolution was presented for adoption.

It was moved by Ms. Green and seconded by Mr. Voyles to adopt the Certificate of Tax Levy for 2018 in accordance with the resolution.

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

RESOLUTION ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2018 TO PAY DEBT SERVICE ON GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2018C, OF THE DISTRICT

The College issued \$5,860,000.00 in G.O. (Alternate Revenue Source), Series 2018C bonds to help fund the College Master Plan. These bonds are intended to be retired with revenues raised from a student facility fee. As such, the tax levy needs to be abated in its entirety with the County Clerks in our District.

It was moved by Mr. Johnson and seconded by Ms. Green to adopt the Abatement of Tax Levy for 2018 for \$5,860,000.00 G.O. Bonds (Alternate Revenue Source) Series 2018C in accordance with the Resolution.

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

**EXEMPT PURCHASE – UNIVERSITY OF ILLINOIS COLLEGE OF VETERINARY
MEDICINE CONTRACT**

Parkland College was seeking renewal of the contract with the University of Illinois College of Veterinary Medicine to provide up to 2,688 supervisory hours for 32-36 Parkland veterinary technology students.

Parkland veterinary technology students must gain clinical experience in the areas of necropsy, equine medicine, food animal medicine, anesthesia, surgery, large/small animal radiology, and small animal medicine. Parkland does not have the facility resources to provide such experiences on site. The University of Illinois College of Veterinary medicine has provided access to their facilities, animals, and expertise for many years.

This purchase meets the following strategic goals:

Goal D: Engagement – 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 contracting with the University of Illinois College of Veterinary Medicine in the amount of \$84,812.00 from August 21, 2018, to August 20, 2019, to provide these services. (Students have been attending this semester under the previous contract but this contract is for the current academic year). This item is exempt from formal bid requirements per the Illinois Public Community College Act, Section 805/3-27(a) contracts for 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 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. Contract costs are captured from the FY2019 operating budget for this purchase through student fees for Veterinary Technology clinical practicum courses.

It was moved by Ms. Green and seconded by Mr. Voyles to approve the contract with the University of Illinois College of Veterinary Medicine in the amount of \$84,812.00 from August 21, 2018 to August 20, 2019 to provide the services as listed above.

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

EXEMPT PURCHASE – OKTA SOFTWARE

The purchase of the Okta software is in support of our educational and institutional infrastructure and protecting students, faculty and staff's identity and access data. This software provides an advanced security features for user authentication/login (e.g. Multi Factor and Adaptive Authentication), digital identity creation and management, as well as digital service provisioning. The implementation of the software will also address key issues reported in the Parkland Security Assessment, which was completed in July 2018.

The software will be purchased from Okta, Inc. through CDW, which is a technology reseller. Okta is a Delaware corporation with its offices at 301 Brannan Street, San Francisco, CA 94107

This purchase relates 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 E1. Communicate and implement Parkland's established core values to guide conduct and practices of Parkland College students, faculty, staff, and administration.

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

Goal E3. Maintain and create sustainable resources to maximize efficiency of all operations and create learning opportunities for faculty, staff, and students.

Administration recommended the purchase of Okta software at a cost of \$38,966. This item is 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 exceeded \$20,000.00. Funds are available in the FY 2019 operating budget for this purchase.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the purchase of Okta software from CDW of Vernon Hills, IL, at a cost of \$38,966.00.

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

ROBOTIC TRAINER BID

A legal bid notice was placed in The News-Gazette. Bid invitations were sent to five vendors requesting bids on the UR3 Robotic Trainer. One vendor returned a bid and is summarized below.

The Agriculture/Engineering Science and Technologies (Ag-EST) Department is upgrading its industrial robot to a Universal Robots model UR3 which is a 6-axis robot arm with working reach of 500mm (19.7 inches) and 3kg (6.6lbs) Payload Capacity. Additional advantages of using the Universal UR3 robot is the built in safety features allowing the robot to be used in a collaborative mode alongside human operators. The new safety features along with the graphical programming will better prepare our students for the robotics systems they will encounter on the job. The existing robot owned by Ag-EST, a FANUC LR Mate 110i Robot was purchased used twenty years ago and FANUC cooperation no longer supports training for the LR Mate 100i. Repair of the older robot is accomplished through used inventory dealers.

This purchase relates to the following strategic goal:

Goal A: Quality - Parkland College will maintain the highest educational standards providing ongoing continuous learning for all citizens of District 505

A2: Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

Bids have been received from one vendor as listed below:

<u>Company Name</u>	<u>Bid Price</u>
FPE Automation	\$ 37,627.75

Administration recommended that the UR3 Robotic Trainer be awarded to FPE Automation in the amount of \$37,627.75. Board authorization was requested since the cost exceeded \$20,000.00. Funds for this purchase are available from operating and Perkins funds.

It was moved by Ms. Green and seconded by Mr. Westfield to approve the bid from FPE Automation, Elk Grove Village, IL, for UR3 Robotic Trainer at a total cost of \$37,627.75.

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

EXEMPT PURCHASE – BRIGHTSPACE LEARNING

The Brightspace Learning Environment by Desire2Learn (branded as “Cobra Learning”) is the Learning Management System that students and instructors use as our online learning environment in online, hybrid, and face to face courses. Our current pricing agreement expires June 30, 2019.

The renewal pricing agreement not only includes additional services and technical support services not included in our current agreement, but also results in savings relative to the terms of the existing contract. Compared to our current agreement, Parkland College will save more each year up to a savings of 2.4% by FY2024. This results in a total savings of about 2% over the five-year period.

This purchase relates to the following strategic goals:

Goal A: Parkland College will maintain the highest educational standards providing ongoing continuous learning for all citizens of District 505.

A2: Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

Administration recommended approving the renewal pricing agreement with Desire2Learn through June 30, 2024 at a cost of \$148,230.00 for FY 2020 with annual increases of 2.75% to \$165,220.30 for FY2024. This is 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, and services. Board authorization was requested since the cost exceeded \$20,000.00.

It was moved by Mr. Westfield and seconded by Mr. Voyles to approve the renewal pricing agreement for the Brightspace Learning Environment with Desire2Learn (D2L, Ltd.) through June 30, 2024.

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

FREEDOM OF INFORMATION ACT (FOIA)

Stephani Stuart reported on the following FOIA requests:

1. Jonathan Gunn – Employee Information
2. Bev Maddock – Nursing Admissions Rubric
3. Jared Rutecki – Athletic Salary Information

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

It was moved by Mr. Johnson and seconded by Mr. Westfield to approve the grant proposals listed below as presented for consideration prior to submission to the specific agencies:

1. Junior League of Champaign-Urbana: Community Assistance Fund (College for Kids)
2. Junior League of Champaign-Urbana: Community Assistance Fund (Homework Club)
3. National Science Foundation (NSF): Advanced Technological Education (ATE) – Curriculum for Advanced Applicator Technicians (CAAT)
4. Illinois Community College Board (ICCB): Scaling Apprenticeship through Sector-Based Strategies (DOL-ETA funding)
5. Illinois Board of Higher Education (IBHE): 2019 Nursing School Grant Program

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

CLOSED SESSION

Trustee Ayers stated the Board would not be going into Closed Session.

PERSONNEL REPORT

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

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

TRUSTEE REPORTS

Trustee Ayers reported briefly on the ICCTA meeting held in Lisle, Illinois. There was a roundtable on the college boards getting more involved with Unions and how trustees can have more interaction with the students.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Johnson and seconded by Ms. Green for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:40 p.m.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees