

**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 15, 2017

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, Dana Trimble, Jonathan Westfield, and Jim Voyles. 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. Knott and seconded by Mr. Ayers 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 Special Meeting on October 17, 2017, and minutes from the Regular meeting on October 18, 2017.
- Approved the voucher checks listing through October 31, 2017 (including Board travel), totaling \$2,092,498.08.
- Moved to approve the following awarding of funds from external sources:

- Junior League of Champaign-Urbana: Community Assistance Fund (CAF) Grants.
- Moved to approve the 2019-202 Academic Calendar.
- Moved to approve that Section 1.03.06, Item J of the Policy and Procedures Manual be changed to add "Communication from PCA" as a Board of Trustees meeting agenda item.
- Moved to approve the time and place of meetings for 2018.

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Thanked Christina Taylor, Tim Wendt, Marsh Jones and Kenneth Nimmons (Student) for planning the Veterans Day event held on Monday, November 13 in Parkland's Student Union. Retired Air Force Colonel John O'Donnell was the guest speaker.
2. Reported that Parkland received a perfect score on the recent Assurance Argument submitted to HLC. Thanked Dr. Reilly, Kevin Knott and all those who helped with the submission.
3. Gave a brief update on the BSN situation.
4. Announced that Parkland had an Early Transfer Academy Open house on Monday evening with a total of 35 students with their parents attending. Thanks to Dr. Lau, Nancy Sutton and Lisa Lyne for coordinating this event.
5. Congratulated the Parkland Women's volleyball team for making it to the NJCAA Division II National Championships.
6. Reminded the Board that the College will be closed November 23-24, 2017 for the Thanksgiving holiday.
7. Reminded the Board about the Holiday Reception on Tuesday, December 5, 2017 from 4:00-7:00 pm in the Parkland Student Union.

8. Congratulated Officer Duane Fritchl who will be retiring after 25 years at Parkland College.
8. Reported that Union negotiations have started and the Board will be updated as the process continues.

PARKLAND FOUNDATION UPDATE

Ellen Schmidt, Executive Director of the Parkland Foundation, gave an update on the activities of the Foundation. Ellen also introduced Danielle Wilberg. Danielle was recently hired to replace Julie McGown who recently retired.

LEGISLATIVE UPDATE

Dr. Seamus Reilly, Vice President for Institutional Advancement, gave a legislative update.

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for October reflected the operations of the College for the first four months of fiscal year 2018. The revised budget estimates indicated that expenditures exceeded revenues by \$1,938,617.00 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 also received partial FY2017 payments for Equalization, CTE, 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.

PUBLIC HEARING – PROPOSED PROPERTY TAX LEVY INCREASE

Chairman Trimble asked if there was anyone wishing to comment to the Board regarding the proposed property tax levy increase. There were no comments.

CERTIFICATE OF TAX LEVY

The Board approved the Budget for the 2017-2018 fiscal year in September, 2017. The Certificate of Tax Levy Resolution was presented for adoption.

It was moved by Mr. Ayers and seconded by Mr. Voyles to adopt the Certificate of Tax Levy for 2017 in accordance with the Resolution that will be incorporated in the official minutes.

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

G.O. BONDS (ALTERNATE REVENUE SOURCE) TAX LEVY ABATEMENT

The College issued \$10,000,000.00 in G.O. (Alternate Revenue Source), Series 2010B 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.

It was moved by Mr. Ayers and seconded by Mr. Voyles to adopt the Abatement of Tax Levy for 2017 for \$10,000,000.00 G.O. Bonds (Alternate Revenue Source) Series 2010B in accordance with the Resolution that will be incorporated in the official minutes.

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

EXEMPT PURCHASE – EMERGENCY ELEVATOR REPAIR

The existing passenger elevator in the D-Wing on the main campus is currently out of service. The mechanical repair is being completed by Kone, Inc., of Urbana, IL. In the process of removing the existing elevator hydraulic cylinder, the protective cylinder sleeve was determined to be damaged and required replacement. Upon removing the sleeve, the existing cylinder hole collapsed. The collapse required that the hole be re-drilled, water-sealed and a new sleeve installed. This work was contracted to a specialized drilling service company on an emergency basis so that Kone, Inc., work to repair the elevator could continue.

This purchase relates to the following strategic goals:

Goal E: Responsibility – Parkland College will maximize the development and efficient use of its human, technological, and fiscal resources to maintain its financial vitality.

E2: Continue to give high priority to maintenance and replacement to instructional and institutional equipment, and to the completion of an infrastructure improvement plan.

Administration recommended approving the emergency repair work for the D-Wing elevator to Windy City Drilling, Inc., of Essex, IL, to provide repair parts and service at a cost of \$28,300.00. These items are exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1(m) where funds are expended in an emergency and such emergency expenditure is approved by $\frac{3}{4}$ of the members of the Board. Board authorization was requested since the cost exceeded \$20,000.00. Funds are available from the FY2018 operating budget.

It was moved by Mr. Ayers and seconded by Ms. Green to approve contracting with Windy City Drilling, Inc., of Essex, IL, to provide repair parts and service at a cost of \$28,300.00.

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

PHS CAMPUS PARKING LOT IMPROVEMENTS M2/M3 – EXTERIOR LIGHTING

At the September, 2017 Board meeting, Protection, Health and Safety funds in the amount of \$1,700,000.00 were approved for the design and reconstruction of the parking lot areas and drainage areas in and around the M2 and M3 parking lots. A portion of this work includes exterior lighting improvements. In an effort to reduce costs for the project, the College intends to purchase the lighting poles, fixtures and hardware separately from the general contractor contract that will be bid in May 2018.

This project relates to the following strategic goals:

Goal E: Responsibility – Parkland College will maximize the development and efficient use of its human, technological, and human resources to maintain its financial viability.

E2: Continue to give high priority to maintenance and replacement of instructional and institutional equipment, and to the completion of an infrastructure capital improvement plan.

Bids for this purchase have been received from one (1) supplier as follows:

Graybar Electric, Champaign, IL	\$163,059.94
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Administration recommended purchasing exterior lighting fixtures from Graybar Electric of Champaign, IL, in the amount of \$163,059.94. Board authorization was requested since the cost exceeded \$20,000.00. PHS funds are available.

It was moved by Mr. Knott and seconded by Ms. Green to approve the bid for purchasing exterior lighting fixtures from Graybar Electric of Champaign, IL, in the amount of \$163,059.94.

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

ELECTRIC UTILITY CONTRACT

The College currently purchases electricity under contract from Constellation Energy. This contract is set to expire in December of 2017. In an effort to reduce the College's expenditure for this utility, a request for proposals was sent out to electrical suppliers licensed in the State of Illinois. In the request for proposals, terms of supply were requested for periods of one-, two-, or three-year intervals. Fixed price terms as well as market based pricing was also requested.

The College retained the services of Engineering Concepts and Solutions of Champaign, IL to assist in evaluating contract options and electricity energy supply conditions and future predictions. Engineering Concepts and Solutions has worked with Parkland College over the previous nine years in evaluating electricity usage, billing, and market conditions, and they are currently working with Danville Area Community College as their energy consultants.

After evaluating the submitted proposals, Engineering Concepts and Solutions recommended using Constellation Energy, Inc. for electricity supply over a 36-month contract period. Administration agreed to this recommendation, as Constellation met all the requirements of the RFP and was the lowest cost provider of the proposals for supplying electricity. Constellation Energy is currently the largest private energy supplier in the Midwest. They are a division of Exelon Energy, Inc. and have a strong financial background. Also, they are the supplier of utilities to several local entities, including: Carle Hospital, Presence Covenant Hospital, Kraft Foods, Inc., the Champaign School District, and Vermillion County offices and operations.

This motion relates to the following strategic goal:

Goal E: Responsibility - Parkland College will maximize the development and efficient use of its human, technological, and fiscal resources to maintain its financial vitality.

E2: Continue to give high priority to maintenance and replacement of instructional and institutional equipment, and to the completion of an infrastructure capital improvement plan.

This item is 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. Knott and seconded by Mr. Westfield to approve Constellation Energy of Chicago, IL, to provide electricity utility service for a period of 36 months starting on December 20, 2017.

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

There were no FOIA requests for this month.

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

Grant proposals were presented for consideration prior to submission to the specific agencies as follows:

1. Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study Grant (ICWS)
2. National Science Foundation (NSF): Advanced Technological Education (ATE) – *UAS Curriculum for Industry Demand* (U-CID)

It was moved by Ms. Green and seconded by Mr. Westfield to approve the filing of the above grant applications.

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

CLOSED SESSION

Chairman Trimble 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 7:50 pm.

The Open Meeting resumed at 8:34 pm.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Mr. Knott to approve the audio recording made of the Executive Session of November 15, 2017, 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. Knott and seconded by Mr. Johnson to approve the Personnel Report for November, 2017, 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 Ayers reported briefly on the recent ICCTA meeting held in Lisle, Illinois.

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 8:38 p.m.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees