

**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**

OCTOBER 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, Bianca Green, Timothy Johnson, Greg Knott, Nafissa Maiga (Student Trustee), and Jim Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Trimble was absent.

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

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

Trustee Westfield joined the meeting at 7:05 pm.

CONSENT AGENDA MOTION

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

It was moved by Mr. Johnson 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, Westfield, Voyles, Maiga (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 Regular and Closed Meeting held on September 19, 2018.

- Approved the voucher checks listing thru September 30, 2018, totaling \$5,284,805.17.
- Moved to declare as surplus property the following items:

1.	2001 Chevrolet Malibu	1G1NE52J116126112	
2.	2004 Pontiac Grand Am	1G2NF52E94M671728	1
3.	1999 Dodge Ram	1B7HC16Z4XS141433	1
4.	1998 Chevrolet Blazer	1GBNT13W3W2167954	1
5.	1999 BMW 328i	WBAAM5332XFR06456	1
6.	1998 Lincoln Town Car	1LNFM81W2WY695037	1
7.	2001 Ford Explorer	1FMZU73E22ZA36553	1
8.	1999 Toyota Camry	4T1BG22K5XU600848	1
9.	2006 Chevrolet Impala	2G1WB58K669216823	1
10.	1995 Chevrolet Suburban	3GNEC16K0SG112699	1
11.	2000 Volvo V40	YV1VW2559YF560896	1
12.	1997 Saturn SL1	1G8ZF5280VZ146675	1
13.	2002 Saturn SL2	1G8ZK52782Z205471	1
14.	1997 Nissan Truck	1N6SD16SXVC351433	1
15.	2002 Ford Escort	3FAFP11392R100689	1
16.	2000 Pontiac Grand Am	1G2NW52E2YM790968	1
17.	Dent-X Film Processor	810PLUS-2271	1
18.	Dent-X Film Processor	810PLUS-2227	1
- Moved to approve the awarding of funds from external sources as follows:
 - Ameren Illinois – Energy Efficiency Programs: Staffing Grant Renewal

PUBLIC COMMENTS

The Vice-Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

Kelly Barbour-Conerty, President of PCA, reported that PCA election ballots will be going out next week. Kelly will not be running for a PCA leadership position, but stated that it has been an honor to represent PCA for the past four years. In December Kelly will give a report on all the great things happening with PCA.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Introduced Erin Shannon, the new Director of Marketing, and Brendan McHale, the new Director of Athletics.

2. Reported that on October 8 Parkland celebrated the Student Union Building for being certified as a green structure by the Leadership in Energy and Environmental Design program (LEED). This event highlighted Parkland's sustainability efforts, the features that contributed to LEED certification, and the ways the Student Union has transformed the student experience since opening its doors in 2014.
3. Reported that Parkland recently held a Degree Completion Day event with 125 people in attendance. Parkland's staff helped individuals with petitions to graduate, program code changes, degree audits, commencement packets, FASFA applications and student planners. He thanked all involved in making this event a success.
4. Announced that the former Parkland Business Training Community Education department will now go by Parkland Community Education.
5. Reminded the Board members that the November Board of Trustees meeting will be held on November 14, 2018, due to the Thanksgiving holiday falling on the 3rd week of the month.

ENROLLMENT REPORT/STRATEGIC ENROLLMENT MANAGEMENT

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

1. Summer 2018 end-of-semester enrollment data and related enrollment trends.
2. Fall 2018 census date enrollment data and related enrollment trends.
3. Strategic Enrollment Management updates.

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for September reflect the results of operations of the College for the first three months of fiscal year 2019. The revised budget estimates indicated that revenues exceeded expenditures by \$298,167.00 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 FY2019 ICCB Base Operating and Equalization payment.
- The original FY2019 budget projected a \$333,191.00 surplus.

- The FY2019 unaudited beginning operating fund balance is approximately \$17.6M. 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 audit was presented at the October meeting.
- The FY2018 tax levy will be presented in November.

FY2018 AUDIT

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, were completed. Jeff Livesay, Wade Hoey and Garrett Kerr were present representing Martin Hood LLC who conducted the audit. The unqualified “clean” report was presented for approval.

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

EXEMPT PURCHASE – REPROGRAPHICS VERITIV WHITEPAPER

Cost-efficient paper purchasing is critical in order to run an efficient reprographics operation to serve the College’s printing and marketing needs. White paper is the most commonly used material of the department is delivered sometimes weekly to the print shop to meet the demand of the College’s departments. Securing stable pricing for this commodity will help the department to anticipate its expenses across the fiscal year.

This purchase relates to the following strategic goal:

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.

Administration recommended the approval of the contract for white paper with Veritiv Operating Company for \$24,480.00 of Morton, IL. 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 were available from Master Plan bond issuance.

It was moved by Mr. Johnson and seconded by Ms. Green to approve the purchase of white paper from Veritiv Operating Company of Morton, IL, for a total of \$24,480.00.

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

EXEMPT PURCHASE – EMERGENCY ELEVATOR REPAIR

The D-Wing elevator was out of service during the Summer and early Fall of 2018 due to a failure of the hydraulic shaft and pump system. The Board of Trustees approved an emergency repair at the June 2018 meeting for Kone, Inc., for the initial repair. During the repair, it was determined that the hydraulic shaft hole had collapsed and had to be re-drilled. The Board of Trustees approved an emergency repair for the shaft to be re-drilled in August of 2018. During the process of re-drilling of the shaft, Kone, Inc., incurred costs associated with that work that was not part of their original cost estimate and contract. The College has worked with Kone, Inc., to negotiate the costs in hourly labor and hours for the emergency repair work.

The purchase related 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 the emergency repair work for the D-Wing elevator to Kone, Inc., of Peoria, IL, to provide repair parts and service at a cost of \$54,138.00. 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 FY2019 operating budget and bond proceeds.

It was moved by Mr. Johnson and seconded by Mr. Westfield to approve the emergency expense for the D-Wing elevator for Kone, Inc., of Peoria, IL, in the amount of \$54,138.00.

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

EXEMPT PURCHASE – EMERGENCY BOILER REPLACEMENT

The hot water heating boiler system in the Child Development Center has failed and needs to be replaced. Due to the time of the year and the need to maintain heat in the facility, the College needs to make the replacement on an emergency basis. The existing boiler system will be replaced with a new high efficiency gas-fired boiler system with improved efficiency and reliability.

The 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 contracting with Reliable Mechanical Company of Champaign, IL, to provide a replacement boiler system for the Child Development Center at a cost of \$45,340.00. 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 FY2019 operating budgets.

It was moved by Mr. Johnson and seconded by Ms. Green to approve contracting with Reliable Mechanical Company of Champaign, IL, to provide a new boiler system at the Child Development Center at a cost of \$45,340.00.

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

EXEMPT PURCHASE – KAPLAN OUTCOMES TESTING AND LICENSURE REVIEW FOR PRACTICAL NURSING STUDENTS

The Parkland College Practical Nursing Program has selected Kaplan Test Prep, a division of Kaplan, Inc., to provide the Integrated Testing (IT) Program together with

an NCLEX-RN Review Course for students pursuing a Practical Nursing Certificate. The IT Program assesses student attainment of key learning outcomes and problem-solving ability. It provides instructional modules, online practice tests, and structured remediation as needed to enhance scores. In addition, the program prepares students to take the NCLEX-PN examination.

Kaplan Test Prep charges \$225 for each student per semester. With an average of 53 students per Fall and Spring semesters in the program each academic year, it is estimated that the annual fees to Kaplan Test Prep will be approximately \$23,850. The student cost for participation will be covered in student course fees for LPN classes.

Contracting with Kaplan Test Prep to provide outcomes testing and a review for licensure relates to the following strategic goals:

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.

Administration recommended purchasing the Kaplan Test Prep at a cost not to exceed \$21,600. This item is exempt from formal bid requirements per the Illinois Community College Act, Section 805/3-27.1 (l) 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. Funds are available from the FY2019 operating budget.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the purchase of Kaplan Test Prep at a cost not to exceed \$23,850.00 from Kaplan, Inc., of Alpharetta, GA.

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

FREEDOM OF INFORMATION ACT (FOIA)

Stephani Stuart reported on the following FOIA requests:

1. Kristi Upton – Payee information for college expenses over \$10,000.00.
2. Bethany Simpson, SmartProcure – Purchase Order/Vendor Information

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

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

1. Ameren Illinois – Energy Efficiency Programs: Building Automation (Custom)

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

2020-2021 ACADEMIC CALENDAR (LODGED)

The proposed 2020-2021 Academic Calendar was reviewed and approved by the Parkland College Association Senate and College Council. This item was lodged and will be presented at the November 2018 Board of Trustees meeting for approval.

CLOSED SESSION

Vice-Chairman Knott stated the Board would not be going into Closed Session.

PARKLAND ACADEMIC EMPLOYEES REDUCTION-IN-FORCE

In accordance with Article III, R, 2, b, of the Professional Academic Employees (PAE) Collective Bargaining Agreement, and following last month's Board of Trustees consideration of the President's recommendation for a Reduction-in-Force and the College-Wide Committee's report regarding same, Administration recommended approval of a Reduction-in-Force of Mr. Ryan Robb, full-time faculty in Agriculture, effective starting Academic Year 2019-2020.

It was moved by Mr. Ayers and seconded by Mr. Johnson to approve the Reduction-in-Force of Mr. Ryan Robb, full-time faculty in Agriculture, effective starting Academic Year 2019-2020.

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

PERSONNEL REPORT

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

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

TRUSTEE REPORTS

President Ramage congratulated Krystal Garrett on her approval for the position of Assistant to the President/Board of Trustees. Krystal will be replacing Nancy Willamon who will be retiring the end of January.

It was reported that Brad Durham will be replacing Karen Hunter Anderson as the head of ICCB effective December 1.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Ms. Green for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:53 p.m.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees