

**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 18, 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: Shahad Alsayyad (Student Trustee), Bianca Green, Timothy Johnson, Gregory Knott, Dana Trimble and Jim Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public.

**ORGANIZATIONAL – OATH OF OFFICE**

On October 17, 2017, the Parkland Board of Trustees held a special meeting to interview candidates for the vacancy on the Board. The unanimously selected Jonathan Westfield to serve on the Parkland Board of Trustees until the next official election in 2019. Chairman Trimble conducted the Oath of Office to Mr. Westfield and he was seated as a trustee.

**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, Voyles, Westfield, Alsayyad (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 and Closed Meeting held on September 20, 2017.
- Approved the voucher checks listing through September 30, 2017 (including Board travel), totaling \$5,167,811.66.
- Moved to declare as surplus property the following vehicles:
  - 1999 Dodge 1500, VIN: 1B7HF13Z6XJ35052 (1)
  - Ford 545 Tractor (1)
  - Jacobson HR-15 Wide Area Mower (2)
- Moved to approve the following awarding of funds from external sources:
  - University of Illinois at Urbana-Champaign (UIUC) – Center for Global Studies (CGS) (Dept. of Ed. Title VI funding): Anthropology and Sociology Curriculum Modification Project
  - Ameren Illinois – Energy Efficiency Programs: Staffing Grant
  - Illinois State Board of Education (ISBE): FY18 Facilitatnig Coordination in Agricultural Education (FCAE)

### **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. Congratulated Jonathan Westfield as the Board's new member.
2. Reported on the breakfast/lunch series being held for faculty and staff. The presentations so far have been:
  - Marketing Plan
  - Strategic Enrollment Management
  - Early Transfer Academy
3. Reported that the Office of Admissions recently hosted over 100 people on campus for a high school visit day.
4. The ECCA Open House for Manufacturing was held on Friday, October 5. Graduates of ECCA, Industrial Tech, current students enrolled in the program and

area manufacturers were available to educate students and community members about our programs.

5. Parkland also hosted the Illinois College Automotive Instructors Association Fall conference on October 12-13. Two hundred high school and college automotive and collision repair instructors from throughout the Midwest attended this semi-annual event.
6. AgEST expects 250 high school juniors and seniors this Friday for their annual half-day, hands-on career exploration event. Students will compete in pit crew contests, fly drones, and wire circuits. They will also view Parkland's high tech lab spaces and hear about career opportunities.
7. Congratulated Tawanna Nickens for recently being appointed to the ICCB Adult Education Strategic Plan Task Force as the IACEA representative.
8. Reported that Union negotiations have started and the Board will be updated as the process continues.
9. Introduced Kelly Barbour-Conerty, VP of PCA and let the Board know that PCA will have a presence on the Board agenda once it is approved in November.

### **SERVICE LEARNING UPDATE**

Since 2006, Parkland College has been engaged in an effort to institutionalize service learning on campus and service outreach to the community. Service learning courses have increased across the academic divisions. New opportunities to serve the District 505 community have been identified. As part of these efforts, Parkland College in the Fall of 2007 under the leadership of Dr. Brian Nudelman partnered with the Champaign Unit 4 School District to launch the Garden Hills Elementary-Parkland College Homework Club to support high-risk youth.

Dr. Nudelman together with Lauren Smith, Community Outreach Coordinator for Champaign Unit 4 School District, gave an update on service learning and the Homework Club.

### **ENROLLMENT AND COMPLETION UPDATE**

Ms. Julie Marlatt, Dean of Enrollment Management, provided the following enrollment reports:

1. Summer 2017 end-of-semester enrollment data and related enrollment trends.
2. Fall 2017 census date enrollment data and related enrollment trends.
3. Strategic Enrollment Management Update: Retention

Mr. Michael Trame, Vice President for Student Services, provided the following report:

1. Completion data for 2016-2017 and related trends.

### **LEGISLATIVE UPDATE**

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

### **FINANCIAL STATEMENTS**

Chris Randles reported that the financial statements for September reflected the operations of the College for the first three months of fiscal year 2018. The revised budget estimates indicated that expenditures exceeded revenues by \$1,974,422.00 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.

### **FY2017 AUDIT**

The FY2017 Comprehensive Annual Financial Report (CAFT), Audit, including the reports: Schedule of Federal Awards, Internal Control, and Compliance for the fiscal year ended June 30, 2017 is complete. The unqualified "clean" report was presented for acceptance.

It was moved by Mr. Knott and seconded by Mr. Johnson to receive the FY2017 Comprehensive Annual Financial Report (CAFR), Audit, including the reports on: Schedule for Federal Awards, Internal Control, and Compliance in accordance with the documents that will be incorporated in the official minutes.

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

**EXEMPT PURCHASE – REPROGRAPHICS – VERITIV WHITE PAPER**

White paper is the most commonly used material in Parkland's Reprographics and is delivered sometimes weekly to the 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 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.

Administration recommended the approval of the contract for white paper with Veritiv Operating Company for \$22,480.00 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 exceeds \$20,000.00. Funds for this purchase are available from the FY2018 operating budget.

It was moved by Mr. Johnson and seconded by Mr. Knott to approve the purchase of white paper from Veritiv Operating Company of Morton, IL, for a total of \$22,480.00.

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

**EXEMPT PURCHASE – AVIATION REPAIR SERVICES**

The Parkland College Institute of Aviation requires engine and engine component overhaul services from Poplar Grove Airmotive, Inc. Services relate 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 goals:

**Goal C:** Collaboration – Parkland College will continue its regional leadership in developing and delivering career, technical, training, and workforce preparation programs in partnership with business and industry and District 505 schools.

**C4:** Market the mission, programs, and services of Parkland College effectively so that constituents fully understand the comprehensive programs offered, as well as the role of these programs in the support and development of District 505 communities.

**Goal D:** 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 purchasing the repair services from Poplar Grove Airmotive, Inc., of Poplar Grove, IL for a total cost of \$24,000.00. This item is 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 exceeds \$20,000.00. Funds are available from the FY2018 Aviation budget.

It was moved by Mr. Knott and seconded by Mr. Johnson to approve the purchase of repair services from Poplar Grove Airmotive, Inc., Poplar Grove, IL, at a total cost of \$24,000.00.

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

**EXEMPT PURCHASE – KENWORTH TRAINING AID T660 SEMI-TRACTOR**

The CNH and DPE programs requested to purchase a used 2011 Kenworth T660. Diesel equipment technology has changed significantly in the last ten years and both the CNH and DPE programs need to update the equipment used in the classroom.

The T660 has been evaluated by the instructors and it has been maintained in excellent condition by the current owner.

This equipment provides the college with the latest technology used in Diesel Power to include:

- ABS Automatic Braking Systems
- Current Diesel Engine Emissions systems using SCR technology
- CAN BUS, Control Area Network electrical systems
- Air conditioning systems using the latest in refrigerant technology
- Semi-Tractor wheel alignment

This training aid will be effective in the following courses – DPE 230, DPE 234, DPE 238, DPE 239 DPE 253, CNH 214, CNH 216, CNH 218

Description of unit to be purchased for \$40,000.00 follows:  
2011 Kenworth T660 truck - VIN 1XKAD49X1BJ295689  
450 HP Cummins ISX engine  
10 speed Transmission  
244 inch Wheel Base  
678,802 miles

This purchase relates to the following strategic goals:

**Goal C:** Parkland College will continue its regional leadership in developing and delivery career, technical, training, and workforce preparation programs in partnership with business and industry and District 505 schools.

**C3:** Develop technology-based tools that will access available labor market data to identify and monitor skills gaps in our district.

**Goal E:** 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.

Administration recommended purchasing the 2011 Kenworth T660 Semi Tractor proposed by Shayne Baker Trucking, LLC for a total cost of \$ 40,000.00. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27 (i) purchases of equipment previously owned by some entity other than the district itself. Board authorization was requested since the cost exceeds \$20,000.00. Funds will be available from Parkland Collage Foundation.

It was moved by Mr. Knott and seconded by Ms. Green to approve the purchase of a 2011 Kenworth Semi Tractor from Shayne Baker Trucking, LLC, Weldon, IL, for a total cost of \$40,000.00.

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

### **EXEMPT PURCHASE – METIMAN PRE-HOSPITAL PATIENT SIMULATOR**

The Division of Health Professions request the purchase of a refurbished METIman Pre-Hospital Patient Simulator. CAE Healthcare, Inc. is the sole provider of the HP Simulator. The bid price on the HP Simulator includes; Mannequin, Software, Workstation, Computer Monitor, Configured Patients, Simulated Experiences, Licenses, one-year training and Software License. We are already familiar with the CAE product so it would reduce the amount of training that would be required.

The proposed purchase of a CAE Refurbished Pre-Hospital MetiMen aligns with Parkland's current CAE *I-Stan* high fidelity simulator which runs on the sole proprietor MUSE software which only operates the CAE high fidelity simulators. Purchase of a different vendor's sole proprietor high fidelity simulator would not be compatible with what we currently own and operate.

Simulation has been proven to enhance clinical expertise by allowing students to experience situations in which they might not otherwise have the opportunity. In addition, it allows faculty to supplement clinical practice when clinical sites are limited.

The purchase relates to the following strategic goals:

**Goal A:** Quality - Parkland College will maintain the highest educational standards for the delivery of quality instruction and services to meet the needs of its diverse population.

**A5:** Continue improving the design and delivery of developmental education, creating evidence-based pathways that accelerate students' progress toward successful college-level work.

**Goal B:** 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.

**B4:** Mobilize partnerships to accomplish a collaborative agenda that ensures that program planning targets skills gaps; promotes the associate degree as a desired employment credential; and establishes alternative models for completing skills-based credentials, including classroom instruction, online learning, credit for prior learning, and on-the-job learning.



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

**C2:** 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 purchasing the METIman Pre-Hospital Patient Simulator proposed by CAE Healthcare for a total cost of \$ 30,585.00. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27 (1) contracts for goods or services which are economically procurable from 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 exceeds \$20,000.00. Funds will be available from the FY2018 Perkins Grant for this purchase.

It was moved by Mr. Johnson and seconded by Mr. Knott to approve the purchase of a METIman Pre-hospital Patient Simulator from CAE Healthcare of Sarasota, Florida for a total cost of \$30,585.00.

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

### **FREEDOM OF INFORMATION ACT (FOIA)**

Chris Randles reported on the following FOIA requests:

1. Tom Kacich, News-Gazette – Rochelle Harden's resignation letter.
2. Michael Kiser, WDWS Radio – Rochelle Harden's resignation letter and correspondence between Harden and Administration.
3. John Conroy, Northwestern School of Law – Documents of arrests and traffic stops for Davion Allen from 1999.
4. Gabriella Lauricella, SmartProcure – PO and vendor data June 2017 to present.
5. Jerrel Floyd, ProPublica – Case file on hate crime.
6. Tom Kacich, News-Gazette – Documentation regarding the cost to the College district of the legal effort to determine whether former trustee Rochelle Harden was eligible to serve as a trustee, including not only the cost of the legal proceedings in Champaign County Circuit Court, but any costs beforehand, including research, consultations and any other costs associated with the legal case against Ms. Harden.

Application materials for the four candidates being interviewed for the Board vacancy.

7. Brian Dolinar, Urbana – Aggregate data on arrests, conduct, and discipline by gender and race 2007+.

### **APPLICATION OF FUNDS FROM EXTERNAL SOURCES**

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

1. Junior League of Champaign-Urbana: Community Assistance Fund (CAF) Grants

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

### **NEW CAREER PROGRAMS**

Approval was recommended for the following career certificates:

- Private Pilot – 6 credit hours
- Instrument Rating – 6 credit hours
- Commercial Pilot – 6 credit hours

**Private Pilot.** The Private Pilot certificate will prepare the student to be certificated under FAA rules as a Private Pilot. The student will become proficient at single-engine aircraft operations, cross-country flying, responding to air traffic control and a wide range of different airport operations. The Private Pilot certificate is the first of several steps required to earn eligibility as an Airline Transport Pilot (ATP).

**Instrument Rating.** The Instrument Rating certificate prepares the already certificated Private Pilot student to be certificated under FAA rules as a Private Pilot *with* Instrument Rating. The student will become proficient at flying a single-engine aircraft without reference to outside visual cues. This certificate allows the pilot to fly in conditions of low visibility and clouds that would otherwise keep a Private Pilot grounded. The most important benefits are the overall added level of safety as a result of additional pilot skills and the additional options for completing a flight safely if the weather deteriorates while en route. This certificate is the second of several steps toward earning eligibility as an ATP.

**Commercial Pilot.** The Commercial Pilot certificate prepares the already certificated Private Pilot student with Instrument Rating to be certified under FAA rules as a Commercial Pilot. The student will become proficient at operating a complex single-engine aircraft. The Commercial certificate allows a pilot to fly for compensation or hire in a variety of different flying jobs including aerial photography, skydiving, sightseeing, aerial advertising, pipeline patrol, and aerial survey. The Commercial Pilot can also be hired by some corporate flying companies for passenger or cargo carrying operations. The Commercial Pilot certificate is the third of several steps toward earning eligibility as an ATP.

**Rationale.** The courses that make up the proposed certificates are existing aviation courses offered through the Institute of Aviation. As an authorized Federal Aviation Administration (FAA) testing authority, the Institute is already issuing Private Pilot, Instrument Rating, and Commercial Pilot certificates on behalf of the FAA. The ability to award certificates adds to the college's total number of completions.

It was moved by Mr. Johnson and seconded by Mr. Knott to approve the new certificates – Private Pilot, Instrument Rating and Commercial Pilot – as described above.

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

### **2019-2020 ACADEMIC CALENDAR (LODGED)**

The proposed 2019-202 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 2017 Board of Trustees meeting for approval.

### **POLICY AND PROCEDURES (LODGED)**

It was recommended that Section 1.03.06, Item J of the Policy and Procedures Manual be changed to include "Communication from PCA" in the Order of Business for the Board agenda. The Board will take action on this item at the November Board of Trustees meeting.

### **CLOSED SESSION**

Chairman Trimble stated the Board would not be going into Closed Session.

**PERSONNEL REPORT**

It was moved by Mr. Knott and seconded by Ms. Green to approve the Personnel Report for October, 2017, in accordance with the document provided to the Board.

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

**TRUSTEE REPORTS**

Trustee Ayers stated that three of the current trustees weren't on the Board when the College took over the Aviation program. It would be nice to have a report on its history and future. Dr. Ramage indicated that there is a planned report to the Board in the Spring.

Fellow Board members welcomed Trustee Westfield to the Parkland Board.

**ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Voyles and seconded by Ms. Green for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:17 p.m.

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Dana Trimble, Chairman  
Board of Trustees

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James L. Ayers, Secretary  
Board of Trustees