

**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**

SEPTEMBER 19, 2018

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, Bianca Green, Timothy Johnson, Nafissa Maiga (Student Trustee), Dana Trimble, Jonathan Westfield and Jim Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Knott was absent. Trustee Ayers joined the meeting at 7:05 p.m.

CONSENT AGENDA MOTION

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

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

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular, Special and Closed Meeting held on July 18, 2018.
- Approved the voucher checks listing thru August 31, 2018, totaling \$5,339,424.91.
- Moved to declare as surplus property the following items:
 - Glock Pistol, Model 22, Serial #UBV-769
 - Glock Pistol, Model 22, Serial #XHY-350
 - Glock Pistol, Model 22, Serial #TFD-626
 - Glock Pistol, Model 22, Serial #YVB-444

- Moved to approve the awarding of funds from external sources as follows:
 - Illinois Community College Board (ICCB): FY2019 Adult Education Continuation
 - Illinois Community College Board (ICCB): Career & Technical Education Perkins Postsecondary Grant
 - Illinois Community College Board (ICCB): Early School Leaver Transition Program (ESLTP)

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

There was no report from PCA.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Parkland Foundation held their Gala on Thursday, September 13 in the Student Union. Approximately \$17,000.00 was raised for student scholarships. Thank you to the Foundation office for their work on this event.
2. Announced that Karen Hunter-Anderson will be retiring as head of ICCB in mid-October.
3. Parkland's Precision Agriculture Program was recently named as one of the top 20 national programs by PrecisionAg.com. Parkland is the only community college in Illinois to offer this program. Congratulations to Engineering and Science, Jenni Fridgen, Clayton Smith and Amanda Briggs. This program has a bright future ahead.
4. Parkland participated in the recent C-U Pride Parade in downtown Champaign this past Saturday.
5. The most recent CCSSE survey findings report was at the Board's places.
6. Student Services recently held a "Constitution Day" event for Parkland students and staff. Betsy's Bistro, Parkland's new food service provider, offered constitution-themed food, there were trivia contests, and voter registration. Thank you to Marieta Turner, Student Life, and staff for helping with this event.

7. Parkland is to receive money from the State, approximately \$300,000.00, that will be used for upgrades of the S Building.
8. On Thursday, September 27 at 3:30 pm, there will be a dedication ceremony for Parkland's new art installation "Taking Flight." This dedication will be held in the Student Union atrium and the artist will be present.
9. Parkland's new food service provider, Betsy's Bistro, is now open and the response has been overwhelming positive. They are using many local vendors, and their food options have been great. Parkland welcomes them to our campus.

FOUNDATION UPDATE

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

TECHNOLOGY MASTER PLAN UPDATE

Amin Kassem, Chief Information Officer (CIO) gave an update on the Information Technology (IT) Department and an overview of next year's plans, technology opportunities and challenges.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, gave a legislative update.

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for August reflect the results of operations of the College for the first two months of fiscal year 2019. The revised budget estimates indicated that revenues exceeded expenditures by \$312,148.00 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 will be presented in September.
- The FY2018 College audit will be presented at the October meeting.
- The FY2018 tax levy will be presented in November or December.

PUBLIC HEARING

A public hearing was held on the proposed 2018-2019 (FY2019) budget. No comments were made.

2018-2019 BUDGET

The final 2018-2019 (FY2019) budget was presented for approval.

It was moved by Ms. Green and seconded by Mr. Ayers that the budget for the 2018-2019 year (FY2019) be adopted in accordance with the documents that will be incorporated in the official minutes.

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

RESOLUTION OF THE BOARD OF TRUSTEES OF THE DISTRICT, PROVIDING FOR THE USE OF CERTAIN UNEXPENDED PROCEEDS OF SAID DISTRICT'S GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX), SERIES 2009

Parkland College recently restructured its three outstanding bond issuances to recognize significant savings over the remaining life of the debt. As part of that process, the College worked with Bond Counsel, Chapman and Cutler, to ensure the remaining original bond proceeds would be properly expended in a timely manner. Chapman and Cutler recommended the College adopt the resolution to clarify the expand the acceptable uses for the remaining proceeds.

It was moved by Mr. Ayers and seconded by Mr. Westfield to approve the Resolution providing for the use of certain unexpended proceeds of said District's General Obligation Debt Certificates (Limited Tax), Series 2008, and General Obligation Debt Certificates (Limited Tax), Series 2009.

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

PROTECTION, HEALTH AND SAFETY PROJECTS

Protection, Health and Safety Project (PHS) plans are presented annually to the Board. PHS funds have been used to provide much needed structural and mechanical improvements to the campus. It is proposed that the PHS projects in the FY2019 capital plan be approved for funding purposes.

These projects relate 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 vitality.

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

Requested projects for approval:

Campus Walkway/Parking Lot Improvement-South B Wing	\$1,400,000.00
Exterior Repairs/Improvements	500,000.00
Campus Energy Savings Improvements	200,000.00

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve Protection, Health and Safety (PHS) projects listed above for FY2019 to be field in accordance with the documents that will be incorporated in the official minutes.

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

EXEMPT PURCHASE – BUILDING AUTOMATION CONTROL SYSTEM

Over the past few years the Sustainable Campus Committee and the Physical Plant have worked in collaboration with the Ameren Illinois Energy Efficiency Program to strategically invest in system improvements to reduce campus energy use, decrease water use, and improve overall campus sustainability. In continuing these efforts to reduce energy use, the College has identified the need to replace the existing Building Automation Control system in several of the larger campus wings and the chiller plant. The current systems are older technology and many of the components are nearing the end of their life spans and cannot be replaced. By moving to newer computer software and technology and the related operational equipment, the campus HVAC equipment will operate more efficiently and use less energy.

Ameren Illinois currently has an incentive/rebate program for upgrading and replacing HVAC computer automation and operation systems using registered and trained contractors approved by Ameren Illinois. In partnering with Ameren Illinois, the College has worked to identify the first phase of upgrading the Building Automation

System that will achieve the best reduction in energy usage along with the shortest payback time frame. The College, along with Ameren Illinois, has chosen Environmental Control Solutions, Inc., of Springfield, IL, as provider for a new Building Automation Control system. Environment Control Solutions has extensive experience in HVAC controls and has worked with several central Illinois public entities. They are also an approved and trained partner with Ameren Illinois in energy savings projects.

The project cost to replace and upgrade the Building Automation System is \$335,181.67. Ameren Illinois has approved an incentive for \$201,109.06 for this project. The actual cost to the College will be \$134,072.61. The estimated payback for the College's expense through energy savings is estimated at 18 months.

This project 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.

These items were 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. Funds are available from DECO grants received in previous years relating to energy improvement projects.

Administration recommended approving Environmental Control Solutions, Inc., of Springfield, IL, for the installation of a new Building Automation Control system in the amount of \$134,072.61. Board authorization was requested since the cost exceeded \$20,000.00.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve Environmental Control Solutions, Inc., of Springfield, IL, for the installation of a Building Automation Control System in the amount of \$134,072.67.

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

THEATRE SOUND SYSTEM IMPROVEMENT

The existing Minor Theatre sound system is original to the 1985 construction of the theatre and has served the space well. Over the past few years, the system has experienced problems with wiring failures and voice quality has deteriorated. As the

system has aged, finding and replacing failed parts has become very difficult. The Fine and Applied Arts department retained a Theatre sound consultant, Advanced Audio and Lighting of Peoria, IL, to evaluate the existing system. It was recommended that a complete new sound system and wiring be installed and the old system removed.

A request for proposals was created for replacing the existing system. Only one response was received from Conference Technologies, Inc., of East Peoria, IL. The FAA staff has evaluated the proposal and has recommended them to Administration.

This project 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 approving Conference Technologies, Inc., of East Peoria, IL, for the replacement of the sound system in the Minor Theatre in the amount of \$161,981.74. Board authorization WAS requested since the cost exceeded \$20,000.00. Funds are available for this purchase from the Parkland College Foundation.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve that the replacement of the sound system in the Minor Theatre be awarded to Conference Technologies, Inc., of East Peoria, IL, in the amount of \$161,981.74.

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

RECYCLING AND WASTE HAULING CONTRACT

In an effort to reduce the amount of College-generated refuse that is taken to the landfill, and to increase the amount of material that could be recycled, the College Sustainability Committee and the Physical Plant worked together to issue a Request for Proposals for refuse hauling and recycling services. The goal would be to reduce the amount of waste refuse going to the landfill that the College is paying to remove and to increase the amount of materials that are acceptable for recycling, and to decrease the amount of capital expenditure the College pays for both services.

The College received three proposals for contract services. After reviewing the proposals and discussing service options that would best suit the needs of the College, it was determined that a five-year contract for refuse hauling services would be recommended using Area Disposal Services of Peoria, IL. This contract would be a

reduction in cost to the College of approximately 54%, which would equate to over \$30,000.00 per year in savings.

This contact agreement 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 approving Area Disposal of Peoria, IL, for waste hauling services for a five-year contract starting January 1, 2019. Funds are available from the FY2019 operating budget for this purchase.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve a five-year contract for waste hauling services with Area Disposal Services of Peoria, IL, beginning January 1, 2019. Terms and conditions of the contract will be contained with the official Board materials.

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

CHILD DEVELOPMENT CENTER FEES

After careful review of the programmatic needs, Administration recommends increasing the daily fees of the Child Development Center (CDC). The change is intended to increase CDC revenues to ensure sustainability of the program and thus decreasing the operating funds transfer required to balance the CDC budget.

The proposed tiers are comparable to other childcare center rates in Champaign-Urbana.

The new rates, as recommended, take effect on October 1, 2018.

Parkland College Students, Employees and Community Family Rates
Two Years FY 18-19

	Tier 1	Tier 2	Tier 3
Income	\$0 – 34,999	\$35,000-59,999	\$60,000+
Full Day	\$43.00	\$48.00	\$51.00
Part-Day	\$33.00	\$38.00	\$41.00

Three-Five Years FY 18-19

	Tier 1	Tier 2	Tier 3
Income	\$0 – 34,999	\$35,000-59,999	\$60,000+
Full Day	\$42.00	\$45.00	\$47.00
Part-Day	\$32.00	\$35.00	\$37.00

Subsidized Families Child Care Rates

	Age 2	CCRS Pays	Age 3-5	CCRS Pays
Full Day	\$39.00	\$38.29	\$39.00	\$28.72
Part-Day	\$29.00	\$19.15	\$29.00	\$14.36

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the recommendation to increase the Fall fees of the Child Development Center (CDC) as described above to be effective October 1, 2018.

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

FREEDOM OF INFORMATION ACT (FOIA)

Stephani Stuart reported on the following FOIA requests:

1. Ben Zigterman, News-Gazette – College invoices paid to the Pygmalion Festival.
2. Seth Fein, Fein-Bursoni, Inc. – College invoices paid to The News-Gazette.
3. Peter Stevens, Cambridge Stratford – Information on usage of tutoring materials.
4. Dan Bauman, Chronicle of Higher Education – Request for salary data and employee information for salary study.

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: Staffing Grant Renewal
2. Illinois State Board of Education (ISBE): FY19 Facilitating Coordination in Agricultural Education (FCAE)
3. Kaboom: Build It Yourself – Let’s Play Community Construction Grant

GRANTS REPORT

Josh Birky, Program manager of Grants and Contracts, gave the annual grants report to the Board of Trustees.

CLOSED SESSION

It was moved by Mr. Voyles and seconded by Mr. Johnson to go into Closed Session at 8:00 p.m. for the purpose of discussing the following topics:

1. Appointment, employment, compensation, resignatoin, or performance of specific employees.

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

The Open Meeting resumed at 8:10 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Ms. Green to approve the audio recording made of the Closed Session of September 19, 2018, 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 Closed Session in question.

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

PARKLAND ACADEMIC EMPLOYEES REDUCTION-IN-FORCE – PRESIDENT'S RECOMMENDATION AND COLLEGE-WIDE COMMITTEE'S REPORT FOR TRUSTEES' CONSIDERATION

In accordance with Article III, R, 2, b, of the Professional Academic Employees (PAE) Collective Bargaining Agreement, the Board of Trustees will consider both the President's recommendation for a Reduction-in-Force and the College-Wide Committee's report. The President of the PAE or appointed designee shall have the right to address the Board at such a meeting with respect to the College-Wide Committee's report.

Dr. Ramage read a statement and the issue was lodged for review. The Board will take action on the recommendation at the October 17, 2018 Board of Trustees meeting.

PERSONNEL REPORT

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

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

TRUSTEE REPORTS

Chairman Trimble stated that the recent Foundation Gala was delightful and he appreciates all the hard work on the event.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Voyles and seconded by Mr. Westfield for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:14 p.m.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees