

**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, 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 Charles Larenas, faculty in Social Sciences and Human Services, and head of Parkland's Club Latino, for being honored at the 4th Annual Immigrant Welcome Award Ceremony, co-sponsored by the cities of Champaign and Urbana, the CU Immigration Forum, and the Urbana Free Library. Charles will receive the 2017 Distinguished Leadership Service Award for his work with the Migrant Education Project and for his work with the public schools.
2. Reported that Parkland was hosting over 85 college representatives for the Illinois Regional College Fair. This event brings in approximately 400 students from our district that are interested in institutions from around the state, some out of state and, of course, Parkland College.
3. Thanked Public Safety for all their work the last couple of days. Trustee Knott also thanked them for their professionalism.

TECHNOLOGY MASTER PLAN REPORT

Mr. Amin Kassem, Chief Information Officer (CIO), gave an update on the Information Technology (IT) Strategic Plan and its role in supporting the College mission and strategic goals. He also provided a high-level overview of IT initiatives and services that support teaching and learning, help with retention and persistence, increase enrollment and improve communication and collaboration. In addition, Mr. Kassem provided an overview of next year's plans, technology opportunities and challenges.

STRATEGIC ENROLLMENT MANAGEMENT REPORT

Ms. Julie Marlatt, Dean of Enrollment Management, provided a Strategic Enrollment Management update, specifically on Recruitment Council work on international and online enrollment.

LEGISLATIVE UPDATE

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

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for August reflected the operations of the College for the first two months of fiscal year 2018. The revised budget estimates indicated that expenditures exceeded revenues by \$1,801,478.00 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 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 unaudited beginning operating fund balance was \$13,563,495.00. This amount is 26% of operating expenditures.

PUBLIC HEARING

A public hearing was held on the proposed 2017-2018 budget. There were no public comments.

2017-2018 BUDGET

The final 2017-2018 (FY2018) budget was presented for approval.

It was moved by Mr. Ayers and seconded by Ms. Green that the budget for the 2017-2018 year (FY2018) be adopted in accordance with the document 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; ABSENT—Harden.

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 was proposed that the PHS projects in the FY2018 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.

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.

Requested projects for approval:

- Campus Parking Lot Improvement – Parking Lots M2 and M3 - \$1,700,000.00
- Theatre Ramp Improvement – Replace Existing Aisle Ramps - \$300,000.00

It moved by Mr. Knott and seconded by Mr. Ayers to approve Protection, Health and Safety (PHS) projects listed above for FY2018 to be filed 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, Alsayyad (Advisory Vote), Trimble; NAYS—None; ABSENT—Harden.

EXEMPT PURCHASE – MARKET RESEARCH/SURVEY SERVICES

Parkland College administration requested written proposals from professional firms to facilitate a market research survey in District 505 to form the College's strategic

marketing plans. The goals of this work are to 1) gather information on community perceptions of Parkland, 2) gather both qualitative and quantitative feedback from citizens on accessibility to Parkland programs and identify growth areas for the institution, and 3) gather feedback on current marketing campaigns and identify

opportunities to refine marketing messages to better engage with the community and inspire potential students to enroll.

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.

Following the review of eight proposals by the selection committee and four interviews, the following firm was selected due to its extensive experience with community colleges and quality of the proposed services.

Clarus Corporation, Alliance, NE	\$33,000.00
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The following firms also submitted proposals in response to the RFP:

Aeffect, Deerfield, IL	\$44,950.00
Campos, Pittsburgh, PA	\$67,300.00
EMC Research, Columbus, OH	\$25,700.00
Priority Metrics Group, Roebuck, SC	\$44,900.00
Ruffalo Noel Levitz, Cedar Rapids, IA	\$49,000.00
Stamats, Iowa City, IA	\$47,900.00
Unicom ARC, St. Louis, MO	\$23,750.00

Administration recommended the consulting firm of Clarus Corporation, whose fees will be \$33,000.00. These items are exempt from formal bid requirements per the Illinois Public 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. Funds are available from the FY2018 operating budget for this purchase.

It was moved by Mr. Johnson and seconded by Mr. Knott to approve the purchase of professional services from Clarus Corporation of Alliance, NE, for \$33,000.00.

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

FREEDOM OF INFORMATION ACT (FOIA)

Chris Randles reported on the following FOIA requests:

1. Jacklyn Gunn – Records related to Dr. Boateng's grading, grade curve, hiring documents and emails.
2. Tim Ditman, WDWS – Special meeting closed minutes.
3. Jonathan Gunn – DOE Federal award amounts; Dr. Boateng's grade distribution; Dr. Boateng's grade distribution by gender; Chemistry I final grade distribution by gender for five years; Chemistry I final grade distribution by gender for five years by class section; Chemistry I start headcount and withdrawals by gender for five years by class section; formal grade appeal stats.
4. Brian Dolinar – Correspondence between Administration and professors regarding arrest of Mr Mordi; Various Public Safety information.
5. ProPublic Chicago – Hate crime data.

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

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

1. Illinois State Board of Education (ISBE): FY18 Facilitating Coordination in Agricultural Education (FCAE)
2. Ameren Illinois – Energy Efficiency Programs: Large Retro-Commissioning Grant

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

CLOSED SESSION

Chairman Trimble stated the Board would be going into Closed Session for the purpose of discussing the following:

1. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under the law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

It was moved by Mr. Johnson and seconded by Mr. Knott to go into closed session.

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

The open meeting resumed at 8:20 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Mr. Johnson to approve the audio recording made of the Closed Session of September 20, 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 Closed Session in question.

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

PERSONNEL REPORT

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

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

TRUSTEE REPORTS

Trustee Johnson expressed that he would like to see a meeting in the 2018 schedule be located in one of our communities in District 505. He also stated that he would like to have the college attorney explore possible legislation on allowing preference on bids that are local. Trustee Johnson also stated that he is very impressed with Parkland's PCTV and would like to see us showcase a bit more on our sports teams.

Trustee Ayers reported that Dr. Robert Luther, past President and Board member at Lake Land Community College passed away. He also mentioned that he would be attending the ACCT Conference next week, along with Trustee Knott.

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 8:24 p.m.

Dana Trimble, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees