

MISSION AND PURPOSES

The mission of Parkland College is to engage the community in learning.

The following purposes are of equal importance in fulfilling the mission of Parkland College:

- Serve students by providing:
 - high-quality and responsive developmental, technical/vocational, transfer, and lifelong educational programs;
 - high-quality and responsive support services;
 - a climate throughout the college that values and promotes integrity, inquiry, diversity, inclusion, active citizenship, global awareness, and academic freedom;
- Serve employees by providing a supportive and responsive work environment;
- Serve the larger community by providing services and resources that promote the intellectual, cultural, and economic development of Illinois Community College District 505.

PARKLAND COLLEGE
 (Community College District #505)
 2400 West Bradley Avenue
 Champaign, Illinois

<https://parkland.zoom.us/j/7807379253>
Meeting ID: 780 737 9253
Dial by phone: 1 (312) 626-6799

Board of Trustees' Meeting, Wednesday, July 15, 2020
Virtual Meeting via Zoom
7:00 p.m.

*Agenda items considered to be of a routine nature are marked with an asterisk, and will be included in the Consent Agenda Motion. Items not requested to be removed by any Trustee shall, upon a single motion of any Trustee, seconded by any other Trustee and unanimously approved, be deemed to have been duly approved with the same validity as if each action were separately moved, seconded and approved.

AGENDA

<u>Order of Business</u>	<u>Item</u>	<u>Page</u>	<u>Action</u>	<u>Information</u>
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II.	Pledge of Allegiance	2		X
III.	Consent Agenda Motion	3	X	
IV.	Public Comments	4		X
V.	Communication from PCA	A. Report from the President of PCA	5	X
VI.	Minutes	* A. Regular and Closed Session Minutes from June 17, 2020	6	
VII.	Institutional	A. President's Report	19	X
VIII.	Program Reports	A. NISOD/Teaching and Outstanding Staff Awards	20	X
		B. Enrollment Report	21	X
		C. Legislative Update	22	
IX.	Business & Finance	A. Freedom of Information Act (FOIA)	23	X
		B. Financial Statements	24	X
		* C. Invoices (including Board Travel)	40	
		D. Tentative Budget	48	X
		E. Exempt Purchase – FY2021 - Aviation Repair Services	49	X
		F. Service Drive Reconstruction	50	X

<u>Order of Business</u>	<u>Item</u>	<u>Page</u>	<u>Action</u>	<u>Information</u>
IX. Business & Finance	G. Printing & Bulk Mailing Services – Community Education	51	X	
X. Academic & Student Services	* A. Application of Funds from External Sources	52		
	* B. Acceptance of Funds from External Sources	56		
	* C. 2020-2021 Academic Calendar (Amendment)	59		
	D. Policy Manual Updates (Lodged)	61		X
XI. Closed Session		68	X	
XII. Open Meeting				
XIII. Closed Session Audio Approval		68	X	
XIV. Administrative Services	A. Personnel Report	69	X	
XV. Trustee Reports		85		X
XVI. Adjournment		86	X	

August

3-6

ACCT Governance Leadership Institute, Virtual Event

September

30-October 3

ACCT Leadership Congress, Chicago, IL

**NOT FOR RELEASE UNTIL AFTER THE MEETING OF THE PARKLAND
COLLEGE BOARD OF TRUSTEES ON July 15, 2020**

PARKLAND COLLEGE

July 8, 2020

TO: Members of the Board of Trustees

FROM: Dr. Thomas Ramage, President

SUBJECT: Board of Trustees' Meeting on July 15, 2020

I. ROLL CALL

INFORMATION

II. PLEDGE OF ALLEGIANCE

Trustees will lead the attendees in saying the Pledge of Allegiance.

INFORMATION

III. CONSENT AGENDA MOTION

Agenda items designated by an asterisk (*) are considered by administration to be routine items. Trustees are asked to review the agenda, and any Trustee can remove an item from the consent agenda motion for discussion prior to action being taken.

MOTION—Move to approve the consent agenda that includes all items included on the agenda that are preceded by an asterisk (*) as follows:

- Minutes from Regular and Closed Session Meetings held on June 17, 2020
- Invoices (including Board Travel)
- Application of Funds from External Sources
- Acceptance of Funds from External Sources
- 2020-2021 Academic Calendar (Amendment)

IV. PUBLIC COMMENTS

The Chairman will open the floor for public comments.

INFORMATION

V. COMMUNICATION FROM PCA—Item A

REPORT FROM THE PRESIDENT OF PCA

Joshua Birky, President of PCA, will give a brief update on PCA activities.

INFORMATION

VI. MINUTES—Item A*

MINUTES

Minutes of the Regular and Closed Session Meetings held on June 17, 2020, are presented for approval.

CONSENT MOTION—Move to approve minutes of the Board of Trustees' Regular and Closed Session Meetings held on June 17, 2020.

**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**

June 17, 2020

ROLL CALL

The meeting was called to order by Bianca Green, Chairman, at 7:01 p.m. The meeting was held electronically, via Zoom. At the direction of Chairman Green, Krystal Garrett, Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Mark Dixon, Timothy Johnson, Dana Trimble, James Voyles, Jonathan Westfield, and Victoire Mukumayi (Student Trustee). 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. Trimble and seconded by Mr. Dixon 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, Dixon, Johnson, Trimble, Voyles, Westfield, Mukumayi (Advisory Vote) and Green; NAYS—None; ABSENT—None.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on May 13, 2020, Special and Closed Session Minutes held on March 11, 2020.
- Approved the voucher checks listing through May 31, 2020 (including Board travel), totaling \$2,647,377.49.
- Reappoint Meyer Capel as legal counsel for the Board for FY 2021 at a monthly retainer fee of \$250.00.
- Approved the filing of the following grant applications:
 - U.S. Department of Justice—Office of Justice Programs: Bulletproof Vest Partnership
- Approved the following awarding of funds from external sources:
 - U.S. Department of Education: CARES Act—Higher Education Emergency Relief Fund: Financial Aid Grants to Students

- U.S. Department of Education: CARES Act—Higher Education Emergency Relief Fund: Institutional Portion
- Illinois Clean Energy Community Foundation: Pollinator Meadows Pilot Program
- Local Workforce Development Board 17—LWIA 17 Youth Committee: WIOA Youth Programming
- Illinois State Library/Secretary of State: Penny Severns Family Literacy Program
- Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ)
- Approved the recommendation by legal counsel that a portion of the January 22, 2020 Closed Session minutes be released.

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

There were no updates from PCA.

PRESIDENT’S REPORT

Dr. Ramage reported on the following:

1. Provided a general enrollment update for Summer and Fall
 - a. Fall semester is down about 30%, but we are hopeful that this number will improve.
 - b. Summer is up over 4%,
2. Pathway Update
 - a. We may see some latecomers for 2020, and U of I is allowing acceptances until August 1.

Total # of applications

2020 – 266 APPLICANTS (121 ACCEPTED ADMISSIONS OFFER)
 2019 - 257
 2018 - 202

Total # of those accepting their admissions offer

2020 - 121
 2019 - 144
 2018 - 115

3. Early College Enrollment Update – As of last Friday, 71 students were enrolled and ready to start classes. That is a 51% increase from 19SU.
4. The theatre venues will remain closed through the coming academic year. No community-wide theatrical performances or rentals in the space between now and probably mid-May 2021. We will relook at the situation if things change.
5. Both the Planetarium and the ART Gallery will remain closed through December 2020.
6. Parkland’s virtual Commencement had over 800 viewers. Cobra Commencement Kits are being mailed to the graduates, and will include the following:
 - Diploma
 - Padded Diploma Covers
 - Cap
 - Tassel with new Parkland Signet
 - 3 Copies of the Printed Commencement Program
 - Parkland Window Cling
 - Parkland Alumni Magnet and Pen from Foundation
 - Dean’s List certificates (if applicable)
 - Honor’s Cords (if applicable)
 - SALUTE Veterans Honors Cords (if Applicable)
 - Parkland Honor’s Pin (If Applicable)

Dr. Ramage thanked everyone for their efforts in making this a great event. Much credit to Student Services, Vice President Trame, Dean Turner, Chris Foster and his team.

7. Provided an update on the Cares Act Funds:
 - a. Student component of \$1.6MM - \$714k distributed as of Monday
 - i. Spring Awards - 857 = A little over \$417,000 distributed
 - ii. Summer Awards - 590 = A little over \$287,000 distributed
 - b. Institutional component of \$1.6MM Cares Act funds – We are rapidly collecting expenditure and have spent around \$145,345.50. We are very confident that we will reach the \$1.6 million dollars, which will help tremendously.
8. Reported that the Child Development Center reopened this morning.
9. Reviewed the general return-to-work plans, which include the following: installed Plexiglas at front desk areas, markers on the floor, a mask distribution process, and training for faculty and staff - which requires a signature to indicate that training materials were read and they will do their best to comply.

Trustee Trimble stated that the Cares Act seems to be a nightmare for folks to apply for funds. Mr. Trame agreed that the Cares Act has presented some challenges because every time a plan is in place, the rules change. The most current change is the Title IV rules, which really limits who is eligible for funds. Parkland continues to follow the guidance and adjust distribution methods as needed to meet requirements.

Trustee Trimble mentioned that the Governor's partnership with Coursera seems to come as a slap in the face to the community college system. Dr. Ramage and Ms. Stuart discussed the implications of a student investing time with Coursera, where no credit is earned, versus enrolling through Parkland, where students earn credit that can be used for employment. Trustee Ayers asked who was paying for the funds of the Coursera course. Ms. Stuart noted that the program is offered for a very limited time through Coursera.

Trustee Johnson thanked Dean Kristin Smigielski and everyone for their hard work in getting enrollment numbers up for summer. He realizes that is not an easy task.

FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, provided an update on the 3rd quarter FY20 achievements of the Foundation. Handouts were provided to the Board.

Chairman Green asked about the possibility of changing the Creating Impact Celebration to a virtual event, if needed. Ms. Wahlfeldt stated that was definitely a consideration.

MARKETING PLAN REPORT

Erin Shannon, Director of Marketing and Public Relations, presented an overview of marketing initiatives and outline some strategic direction for the future. Handouts were provided to the Board.

Ms. Stuart praised Erin and her team for working hard through a plan that adapts to the new environment that we now find ourselves in, and which continues to evolve to meet the needs of our students and community.

Ms. Green noted that she really likes these themes. She thanked Erin and her team for continuing to pivot as needed.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, provided a legislative update that included a handout for the Board.

Ms. Green asked about nursing degrees, the issue of national and worldwide shortages, and the plan moving forward to tackle those. Dr. Ramage, Dr. Lau, and Ms. Stuart discussed the issues at hand, the challenges that community colleges in Illinois face, and potential opportunities.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Stephanie Stuart, Vice President for Communications and External Affairs, reviewed the requests made under the FOIA during the month and the disposition of the requests, which include:

Requestor

Toni Pitts
Alex Stapleton

Information Requested

Student Information
Public Safety Information

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for May reflect the results of operations of the College for the first eleven months of fiscal year 2020. The revised budget estimates indicate that revenues will exceed expenditures by \$161,042 in the general operating funds.

- As discussed at February's budget workshop, the projected surplus currently exceeds \$1M. It may even approach \$2M if the CPPRT payments continue at the current level. The Carle Foundation property tax settlement is also factored in that projection.
- Administration is tracking and reporting to ICCB weekly the mitigation costs of dealing with the COVID-19 pandemic. This includes additional expenditures as well as lost revenues. The greatest financial impact will be on FY2021.
- The key factors for the College's operating results in FY2020 will be health claims, CPPRT receipts, and discretionary spending the remainder of the fiscal year.
- The College has received its first ten (of twelve) FY2020 ICCB Base Operating and nine (of twelve) Equalization payments.
- The original FY2020 budget projected a \$282,504 surplus.
- The FY2020 audited beginning operating fund balance is \$19.25M. This amount is 35.8% of operating expenditures.
- The FY2020 College tentative budget was lodged in July.
- The FY2020 College final budget was approved in September.
- The FY2019 College "clean" audit was approved at the October meeting.
- The TY2019 tax levy was approved at the November meeting.
- The FY2020 budget workshop was presented at the February meeting.

Mr. Randles updated the Board on the following:

- One area that we have spent more money on is hardware to get laptops for employees and students, and a variety of infrastructure to help with remote working and cybersecurity safety. These items are being purchased from the institutional portion of the Cares Act money.
- This fiscal year will end better than projected. Unfortunately, we will see movement in the opposite direction next fiscal year. A voluntary separation program is on the agenda and will be reviewed in closed session tonight.
- A tentative budget will be presented in July and be put on public display through August. The final budget will come in September, and typically mirrors the tentative budget unless something changes.
- The operating budget shows a \$5 million dollar deficit. Mr. Randles shared the following information:
 - Revenue side – an estimated 2% decline in EAV, flat State funding, decline in enrollment, and non-payments.
 - Expense side – Union contracts are set for this fiscal year, projected increase in healthcare claims, budgeted a decline in utilities based on the solar plant going live in the next couple months and decline in use. Some capital funds are built in for the VP areas and Campus Tech, and we intend to subsidize those funds with Cares Act money.
 - Other funds look good – audit, bonds, and Fund 12. No increase to those funds.

STATE OF ILLINOIS CMS (ICN - DOIT) – LEASE AGREEMENT (EXTENSION)

Illinois Century Network (ICN) is the Internet provider for Parkland College. The State is divided into nine regions and Parkland College hosts the Regional Technology Center for region VII. In addition to providing Internet access to Parkland, the ICN office has been a valuable resource to the College. By housing the regional office of ICN, we have quick access to assistance when issues arise, which helps to maintain a strong, reliable network for Parkland College.

Goal D: Engagement - Parkland College will engage the district’s institutions and communities to develop citizens who build and sustain economic, social, and cultural assets through work, service, and engagement.

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.

The contract has been reviewed by Harold Adams at Meyer Capel, LLC.

Administration recommends approval of the Intergovernmental Agreement to Utilize Space No. 6032 to extend the term of the State of Illinois CMS lease through June 30, 2025.

It was moved by Mr. Voyles and seconded by Mr. Westfield to approve the Intergovernmental Agreement to Utilize Space No. 6032 to extend the term of State of Illinois CMS lease through June 30, 2025.

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

RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP)

The Illinois Community College Board compiles a list of capital improvement projects for community colleges that request State of Illinois funding under a program entitled Resource Allocation Management Program (RAMP). Projects submitted to ICCB under RAMP require the local community college Board of Trustees approve the project and the College must also fund a minimum of 25% of the total cost of the project. Projects submitted under RAMP are funded by the State of Illinois in the order they were submitted and by funds allocated by the State.

Parkland College will be submitting a project under RAMP for a new Physical Sciences Training Center, a new construction addition to the campus. This addition would be approximately 27,000 Square Feet of new classroom, laboratory, study, and office space potentially located adjacent to the L Wing of the main campus. The majority of the spaces would be new Chemistry and Biology laboratories and classrooms with the latest technology available. With the growth locally in health professions and in Science, Technology, Engineering, and Math (STEM), this new addition will allow for expanding enrollment in these curriculums and for the newest technology.

The initial (FY19) estimate for this new construction addition was \$22,228,800.00. This cost estimate was calculated using formulas provided by the ICCB documents in the RAMP submission procedures. The future cost may be increased by annual inflation factors issued by the Capital Development Board and ICCB. The College has also retained IGW Architects of Urbana, IL to assist in the preparation of the RAMP submission and to work with the Administration and Health Professions faculty to detail the needs of this new project. The College's portion of the construction would currently be estimated at \$5,557,200.00, which is 25% of the total estimated cost.

Mr. Randles thanked Dean Kevin Knott and the Institutional Accountability & Research office for compiling all this data.

, Trustee Voyles questioned where the funds would come from for this project. Mr. Randles and Dr. Ramage explained that the project list is generally slow moving and the idea is just to get on the list so you are not left out. Should this get funded anytime soon, we could look into many options, including fund balances, issuing debt, or downsizing the project based on current funding.

It was moved by Mr. Westfield and seconded by Mr. Johnson to approve the submittal of the Illinois Community College Board project under the Resource Allocation Management Program for a new Physical Sciences Training Center as per the attached documents.

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

EXEMPT PURCHASE – INSTRUCTIONAL/OFFICE COMPUTER HARDWARE & SOFTWARE

In support of the rotational plan for computer replacement, classroom instruction, updating servers/data storage and security requirements, the following recommendations are made:

- Purchasing Dell computers for instructional and office use from Dell Computer Corporation of Round Rock, Texas for a total cost of \$1,300,000.
- Purchasing Apple computers for instructional and office use from Apple Computer of Cupertino, California for a total cost of \$200,000.
- Purchasing projectors for instructional and office use for a total cost of \$30,000 from Troxell Communications, 847 S. Randall Rd., Elgin, IL 60123 or B & H Photo & Electronics Corp. 420 Ninth Ave, New York, NY 10001.
- Purchasing Dell infrastructure systems such as servers and SSD storage for instructional and office use from Dell Computer Corporation of Round Rock, Texas for a total cost of \$200,000.
- Purchasing Cisco Switches from CDW Government of Vernon Hills, IL for a total cost of \$60,000.
- Purchasing Aruba Controllers to replace our existing Wi-Fi network equipment that is approaching End of Support, from Entre Solutions II of Bloomington, Illinois for a total cost of \$175,000.

This 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.

Goal E2: Utilize our strategic technology plan to support all areas of the college.

Goal E3: Maintain and create sustainable resources to maximize efficiency of all operations and create learning opportunities for faculty, staff, and students. Administration recommends the purchase of Instructional/Office Computer Hardware & Software not to exceed a total cost of \$1,965,000. These items are 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 services and telecommunications and inter-connect equipment, software, and services; (g) contracts for duplicating machines and supplies. Board authorization is requested since the cost exceeds \$20,000. Funds for these purchases are available in the FY 2020 and FY 2021 operating budgets.

Mr. Randles noted that this purchase is budget dependent, and we will not be purchasing all items if the budget does not allow. Some items are Cares Act funded.

It was moved by Mr. Voyles and seconded by Mr. Johnson to approve the purchase of Instructional/Office Computer Hardware & Software not to exceed a total cost of \$1,965,000.

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

EXEMPT PURCHASE – INSTRUCTIONAL/ OFFICE COMPUTER HARDWARE & SOFTWARE

In support of the ongoing support of administrative and academic needs of the college, the following recommendations are made to renew the annual license/maintenance of the following software/hardware:

- Renewing the license for Cisco SmartNet contract from, Acuitive Corporation, 1139 Momentum Place, Chicago, Illinois, 60689 for approximately \$24,100.
- Renewing LinkedIn Learning from LinkedIn., 1000 W. Maude Ave., Sunnyvale, CA 94085 for approximately \$35,000.
- Renewing license for EverFi from EverFi, Inc., 2300 N. Street NW, Suite 500, Washington, DC 20037 for approximately \$ 36,000. This is a three-year contract (July 2020 through June 2023)
- Renewing Dell Compellent support from Dell Marketing, P.O. Box 149257, Austin, TX 78714 for approximately \$25,000.
- Renewing the Microsoft Premier Support from Microsoft Corporation, One Microsoft Way, Redmond WA 98052 for approximately \$84,000.
- Renewing IT Research and Advisory services from Info-Tech Research Group, 602 Queens Ave., London ON, CAN N6B1Y8 for approximately \$29,500.
- Renewing Microsoft Site license from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$120,000
- Renewing Adobe licenses from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$85,000.
- Renewing Lumen’s software licensing from Augusoft, Inc., 8441 Wayzata Blvd., Ste 200, Minneapolis, MN 55426 for approximately \$84,600.
- Renewing OKTA from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$49,000
- Renewing Veeam support from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately. \$40,000. This is an updated resolution since the April 2020 board approval. Additional system features were added to improve the mentoring of backups and response to ransomware attacks.
- Purchasing of professional services hours from Ellucian Co., 4375 Fair Lakes Court, Fairfax, VA 22033 for approximately \$185,000. These hours will be used as funds available between July 1, 2020 and June 30, 2022

- Renewing Amazon Web Services (AWS) fees from CDW- Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$30,000.

These purchases relate to the following strategic goals:

Goal E: 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.

Goal E2: Utilize our strategic technology plan to support all areas of the college.

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

These items are 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; (g) contracts for duplicating machines and supplies. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available in the FY 2020 and FY 2021 operating budgets for these purchases.

It was moved by Mr. Trimble and seconded by Mr. Westfield to approve the annual maintenance renewal of items as listed above from the vendors and at the cost described, for a total purchase price of approximately \$827,200

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

CLOSED SESSION

It was moved by Mr. Trimble and seconded by Ms. Green to go into Closed Session at 8:15 p.m. for the purpose of discussing the following topics:

1. Appointment, employment, compensation, resignation, or performance 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.

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

The open meeting resumed at 8:35 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the audio recording made of the Executive Session of June 17, 2020 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, Dixon, Johnson, Trimble, Voyles, Westfield, Mukumayi (Advisory Vote) and Green; NAYS—None; ABSENT—None.

PERSONNEL REPORT

It was moved by Mr. Voyles and seconded by Mr. Mukumayi to approve the Personnel Report for June 2020, in accordance with the document provided to the Board.

Chairman Green noted that Mr. James Pierce is a title change only.

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

VOLUNTARY SEPARATION PROGRAM

It was moved by Mr. Westfield and seconded by Mr. Johnson to approve the Voluntary Separation Program in accordance with the documents that will be incorporated in the official file.

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

TRUSTEE REPORTS

Trustee Johnson expressed regrets to the Knott family for their recent loss.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Johnson and seconded by Mr. Westfield for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:40 p.m.

Bianca Green, Chairman
Board of Trustees

James Ayers, Secretary
Board of Trustees

VII. INSTITUTIONAL—Item A

PRESIDENT'S REPORT

Dr. Thomas Ramage will give a brief report to the Board.

INFORMATION

VIII. PROGRAM REPORTS—Item A

NISOD/TEACHING AND OUTSTANDING STAFF AWARDS

Amy Penne, Director of Professional Development and Instructional Technology, will present plaques as follows:

- C. Britt Carlson: 2020 ICCTA Full-Time Faculty Award
- Amy Frasca: Staff Green Award
- Frank Gallo: 2020 ICCTA Part-Time Faculty Award
- Kendra McClure: 2020 Parkland Teaching Excellence Award
- Mark-Saint McDowell: Staff Gold Award

INFORMATION

VIII. PROGRAM REPORTS—Item B

ENROLLMENT REPORT

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

- End of Spring 2020 Enrollment Report
- Preliminary Summer 2020 Enrollment Report

INFORMATION

VIII. PROGRAM REPORTS—Item C

LEGISLATIVE UPDATE

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

INFORMATION

IX. BUSINESS & FINANCE—Item A

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Stephanie Stuart will review any requests made under the FOIA during the month and the disposition of the requests.

Requestor

Rebecca Spellmeyer
Michael Ayele
Chad Anderson

Information Requested

Documentation of Behavior Form
Personal Information
Commercial Builders Contracts

INFORMATION

IX. BUSINESS & FINANCE—Item B

FINANCIAL STATEMENTS

The financial statements for June reflect the unaudited/unadjusted results of operations of the College for fiscal year 2020.

- At February’s budget workshop, the projected operating surplus was about \$1M. The current pre-audit adjustments’ projection is in excess of \$2M.

This increase in the operating surplus is due to several factors including: the Carle Foundation property tax settlement, increased CPPPRT payments, and reduced self-funded health claims & other expenditures since the COVID-19 pandemic.

- The key factors for the College’s operating results in FY2020 will be audit adjustments and run-out health claims.
- The College has received eleven of twelve FY2020 ICCB Base Operating & Equalization payments.
- Enrollment was down in summer, fall, and spring. However, the budgeted contingency is expected to cover the majority of the revenue shortfall.
- The original FY2020 budget projected a \$282,504 surplus.
- The FY2020 audited beginning operating fund balance is \$19.25M. This amount is 35.8% of operating expenditures.
- The FY2020 College tentative budget was lodged in July.
- The FY2020 College final budget was approved in September.
- The FY2019 College “clean” audit was approved at the October meeting.
- The TY2019 tax levy was approved at the November meeting.
- The FY2020 budget workshop was presented at the February meeting
- The FY2021 Tentative Budget will be lodged in July.

INFORMATION

Parkland College
Board of Trustees Balance Sheet
For the 12 Months Ending June 30, 2020

	General Funds	Special Revenue	Oper/Maint Restricted	Auxiliary Funds	Fiduciary Funds	Total All Funds
Assets						
Cash	\$4,775,764	\$1,258,700	\$3,804,338	\$1,466,617	\$9,201,802	\$20,507,240
Investments	17,903,213	49,258	0	0	0	17,952,471
Receivables						
Taxes	15,444,466	2,543,096	1,638,851	0	0	19,626,412
Tuition and Fees	8,918,955	11,400	0	70,956	0	9,001,311
Other	99,630	33	0	60,474	0	160,136
Accrued Revenue	0	0	0	0	0	0
Inventory	0	0	0	0	0	0
Other Assets	11,098	23,873	0	804,909	0	839,879
Total Assets	\$47,153,145	\$3,886,359	\$5,443,188	\$2,402,956	\$9,201,802	\$68,087,450
Liabilities						
Accounts Payable	\$1,267	\$0	\$0	\$33	(\$280)	\$1,019
Salaries & Withholdings Payable	647,574	11,878	29,593	0	0	689,046
Vacation Payable	1,210,302	124,977	0	125,017	0	1,460,296
Retirement Payable	1,778,703	0	0	0	0	1,778,703
Deferred Revenue	18,331,276	1,555,216	1,196,918	520,699	0	21,604,109
Other	2,530,442	(4,165)	0	1,508	1,602,724	4,130,508
Total Liabilities	24,499,563	1,687,906	1,226,511	647,257	1,602,444	29,663,681
Fund Balance						
Fund Balance Beginning	19,251,887	1,481,646	3,826,318	2,499,402	7,599,358	34,658,610
Current Year						
Revenues over Expenses	3,401,696	716,807	390,359	(743,703)	0	3,765,159
Total Fund Balance	22,653,583	2,198,453	4,216,677	1,755,699	7,599,358	38,423,769
Total Liabilities and Fund Balance	\$47,153,145	\$3,886,359	\$5,443,188	\$2,402,956	\$9,201,802	\$68,087,450

BOT_BS
2020-07-01, 10:49 AM

Parkland College
Board of Trustees Income Statement
Filters: BOT Funds
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	33,007,847	33,007,847	0	33,585,514	0	(577,667)
State Government	4,999,627	10,916,808	419,472	9,618,912	0	1,297,897
Federal Government	100,000	21,937,141	1,003,905	16,757,188	0	5,179,953
Tuition and Fees	31,966,941	31,966,941	56,458	28,922,714	0	3,044,227
Sales and Services	4,534,000	4,604,000	150,948	3,340,917	0	1,263,083
Investments	612,000	612,000	3,630	508,242	0	103,758
Other	1,123,500	1,237,960	72,575	1,050,242	0	187,718
Total Revenues	76,343,915	104,282,697	1,706,987	93,783,729	0	10,498,969
Expenses						
Salaries	41,273,093	43,883,941	2,011,354	42,251,679	0	1,632,263
Benefits	8,216,127	8,610,869	615,432	7,979,344	0	631,525
Contractual Services	4,735,536	6,886,271	590,526	5,579,371	17,095	1,289,806
Commodities	6,241,682	6,837,429	465,486	5,007,260	15,347	1,814,823
Travel and Meeting	852,718	1,221,736	39,380	689,452	3	532,281
Fixed Charges	6,325,360	6,370,799	17,380	6,126,773	0	244,026
Utilities	1,984,507	1,998,024	40,982	1,460,290	(3,499)	541,233
Capital Outlay	4,707,717	9,266,894	562,953	3,013,970	31,824	6,221,101
Other	2,548,446	22,101,647	1,030,433	17,665,821	0	4,435,827
Contingency	1,600,000	1,600,000	0	0	0	1,600,000
Total Expenses	78,485,186	108,777,611	5,373,927	89,773,957	60,769	18,942,884
Transfers (Net)	0	0	0	(29,000)	0	29,000
Revenues over Expenses	(2,141,271)	(4,494,913)	(3,666,940)	3,980,771	(60,769)	(8,414,916)

BOT_IS - BOT Funds
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: General Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	22,957,491	22,957,491	0	23,309,470	0	(351,979)
State Government	4,999,627	4,999,627	191,273	4,644,483	0	355,144
Federal Government	100,000	100,000	(16,275)	118,366	0	(18,366)
Tuition and Fees	28,747,941	28,747,941	5,805	26,478,052	0	2,269,889
Sales and Services	261,000	261,000	2,502	168,615	0	92,385
Investments	540,000	540,000	3,081	469,209	0	70,791
Other	1,051,500	1,051,500	69,208	868,561	0	182,939
Total Revenues	58,657,559	58,657,559	255,594	56,056,755	0	2,600,804
Expenses						
Salaries	37,468,469	37,491,459	1,606,243	36,616,768	0	874,691
Benefits	6,680,938	6,680,938	476,804	6,177,013	0	503,925
Contractual Services	2,896,885	2,992,713	287,537	2,646,939	15,565	330,209
Commodities	3,528,931	3,531,714	296,594	2,695,656	10,650	825,408
Travel and Meeting	583,811	587,397	22,410	311,666	3	275,728
Fixed Charges	70,309	70,309	2,216	51,828	0	18,481
Utilities	1,982,657	1,987,657	41,331	1,450,751	(3,499)	540,406
Capital Outlay	450,000	759,343	152,074	440,499	26,995	291,850
Other	2,243,055	2,247,071	157,735	1,366,292	0	880,780
Contingency	1,600,000	1,600,000	0	0	0	1,600,000
Total Expenses	57,505,055	57,948,601	3,042,943	51,757,411	49,713	6,141,478
Transfers (Net)	(870,000)	(870,000)	539	(897,649)	0	27,649
Revenues over Expenses	282,504	(161,042)	(2,786,810)	3,401,696	(49,713)	(3,513,025)

BOT_IS - General Fund
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: 01 - Education Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	17,187,188	17,187,188	0	17,397,115	0	(209,927)
State Government	4,999,627	4,999,627	191,273	4,644,483	0	355,144
Federal Government	100,000	100,000	(16,275)	118,366	0	(18,366)
Tuition and Fees	28,747,941	28,747,941	5,805	26,478,052	0	2,269,889
Sales and Services	261,000	261,000	2,502	168,615	0	92,385
Investments	535,000	535,000	2,644	463,675	0	71,325
Other	151,500	151,500	4,481	206,791	0	(55,291)
Total Revenues	51,982,256	51,982,256	190,430	49,477,096	0	2,505,160
Expenses						
Salaries	35,532,672	35,600,978	1,461,211	34,805,321	0	795,658
Benefits	6,001,611	6,001,611	419,810	5,477,085	0	524,526
Contractual Services	2,450,108	2,428,186	267,016	2,133,327	15,565	279,294
Commodities	3,157,903	3,144,186	287,941	2,365,098	10,425	768,663
Travel and Meeting	564,711	568,297	22,410	307,070	3	261,224
Fixed Charges	40,060	40,060	(1,098)	22,309	0	17,751
Utilities	15,400	15,400	0	14,664	(0)	736
Capital Outlay	300,000	594,743	146,131	405,765	26,995	161,983
Other	2,243,055	2,247,071	157,735	1,366,292	0	880,780
Contingency	1,600,000	1,600,000	0	0	0	1,600,000
Total Expenses	51,905,520	52,240,532	2,761,155	46,896,931	52,987	5,290,614
Transfers (Net)	(870,000)	(870,000)	539	(897,649)	0	27,649
Revenues over Expenses	(793,264)	(1,128,276)	(2,570,187)	1,682,517	(52,987)	(2,757,806)

BOT_IS - 01 - Education Fund
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: 02 - Operation/Maintenance Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	5,770,303	5,770,303	0	5,912,356	0	(142,053)
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	5,000	5,000	437	5,534	0	(534)
Other	900,000	900,000	64,727	661,770	0	238,230
Total Revenues	6,675,303	6,675,303	65,164	6,579,659	0	95,644
Expenses						
Salaries	1,935,797	1,890,481	145,032	1,811,448	0	79,033
Benefits	679,327	679,327	56,994	699,928	0	(20,601)
Contractual Services	446,777	564,527	20,522	513,612	0	50,915
Commodities	371,028	387,528	8,653	330,558	225	56,745
Travel and Meeting	19,100	19,100	(0)	4,596	0	14,504
Fixed Charges	30,249	30,249	3,314	29,519	0	730
Utilities	1,967,257	1,972,257	41,331	1,436,086	(3,499)	539,670
Capital Outlay	150,000	164,600	5,943	34,733	0	129,867
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	5,599,535	5,708,069	281,787	4,860,480	(3,274)	850,863
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	1,075,768	967,234	(216,623)	1,719,179	3,274	(755,219)

BOT_IS - 02 - Operation/Maintenance Fund
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: 03 - Oper/Maint Restricted Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	2,154,629	2,154,629	0	2,197,516	0	(42,887)
State Government	0	0	0	71,458	0	(71,458)
Federal Government	0	0	0	0	0	0
Tuition and Fees	670,000	670,000	335	622,102	0	47,898
Sales and Services	0	0	0	0	0	0
Investments	60,000	60,000	5	31,229	0	28,771
Other	0	0	0	0	0	0
Total Revenues	2,884,629	2,884,629	340	2,922,305	0	(37,676)
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	835	5,555	0	(5,555)
Contractual Services	527,376	672,302	1,474	227,320	0	444,982
Commodities	(108,855)	(108,855)	0	0	0	(108,855)
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	4,256,217	5,861,090	5,865	1,677,544	0	4,183,546
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	4,674,738	6,424,537	8,174	1,910,419	0	4,514,119
Transfers (Net)	(670,000)	(670,000)	0	(621,527)	0	(48,473)
Revenues over Expenses	(2,460,109)	(4,209,908)	(7,834)	390,359	0	(4,600,268)

BOT_IS - 03 - Oper/Maint Restricted Fund
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: 04 - Bond & Interest Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	4,455,882	4,455,882	0	4,580,096	0	(124,214)
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Revenues	4,455,882	4,455,882	0	4,580,096	0	(124,214)
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Commodities	0	0	0	0	0	0
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	4,986,010	4,986,010	0	4,986,010	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	4,986,010	4,986,010	0	4,986,010	0	0
Transfers (Net)	670,000	670,000	0	621,527	0	48,473
Revenues over Expenses	139,872	139,872	0	215,613	0	(75,741)

BOT_IS - 04 - Bond & Interest Fund
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: 05 - Auxiliary Enterprises Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	2,549,000	2,549,000	50,319	1,822,560	0	726,440
Sales and Services	4,273,000	4,343,000	148,446	3,172,302	0	1,170,698
Investments	2,000	2,000	5	706	0	1,294
Other	72,000	72,000	3,367	57,058	0	14,942
Total Revenues	6,896,000	6,966,000	202,136	5,052,627	0	1,913,373
Expenses						
Salaries	2,618,559	2,617,356	141,971	2,651,337	0	(33,981)
Benefits	447,538	447,538	32,742	403,947	0	43,591
Contractual Services	1,092,150	1,160,765	50,818	867,671	1,530	291,564
Commodities	2,733,946	2,828,250	83,132	1,980,089	0	848,162
Travel and Meeting	245,173	266,442	6,718	159,293	0	107,148
Fixed Charges	669,041	669,041	11,362	474,565	0	194,476
Utilities	1,850	1,850	138	1,726	0	124
Capital Outlay	1,500	29,700	0	28,168	0	1,532
Other	299,691	293,991	4,319	105,280	0	188,711
Contingency	0	0	0	0	0	0
Total Expenses	8,109,448	8,314,933	331,199	6,672,076	1,530	1,641,327
Transfers (Net)	880,000	880,000	0	875,746	0	4,254
Revenues over Expenses	(333,448)	(468,933)	(129,063)	(743,703)	(1,530)	276,300

BOT_IS - 05 - Auxiliary Enterprises Fund
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: Special Revenue Funds
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	3,439,845	3,439,845	0	3,498,432	0	(58,587)
State Government	0	5,917,181	228,199	4,902,971	0	1,014,210
Federal Government	0	21,837,141	1,020,180	16,638,822	0	5,198,319
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	114,460	0	124,624	0	(10,164)
Total Revenues	3,439,845	31,308,627	1,248,378	25,164,849	0	6,143,779
Expenses						
Salaries	1,186,065	3,775,126	263,141	2,983,573	0	791,553
Benefits	1,087,651	1,482,393	105,052	1,392,829	0	89,564
Contractual Services	219,125	2,060,491	250,696	1,837,441	0	223,051
Commodities	87,660	586,321	85,761	331,515	4,697	250,108
Travel and Meeting	23,734	367,897	10,253	218,493	0	149,404
Fixed Charges	600,000	645,439	3,802	614,370	0	31,069
Utilities	0	8,517	(486)	7,813	0	704
Capital Outlay	0	2,616,761	405,015	867,759	4,829	1,744,173
Other	5,700	19,560,585	868,379	16,194,249	0	3,366,336
Contingency	0	0	0	0	0	0
Total Expenses	3,209,935	31,103,530	1,991,612	24,448,042	9,527	6,645,961
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	229,910	205,098	(743,233)	716,807	(9,527)	(502,183)

BOT_IS - Special Revenue Funds
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: 06 - Restricted Purposes Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	5,917,181	228,199	4,902,971	0	1,014,210
Federal Government	0	21,837,141	1,020,180	16,638,822	0	5,198,319
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	114,460	0	109,460	0	5,000
Total Revenues	0	27,868,782	1,248,378	21,651,253	0	6,217,529
Expenses						
Salaries	0	2,589,061	170,661	1,822,355	0	766,706
Benefits	0	394,742	27,389	277,847	0	116,895
Contractual Services	0	1,841,366	226,737	1,576,026	0	265,340
Commodities	0	498,661	69,581	259,588	4,697	234,376
Travel and Meeting	0	344,163	10,253	203,909	0	140,254
Fixed Charges	0	45,439	2,681	26,819	0	18,620
Utilities	0	8,517	(486)	7,813	0	704
Capital Outlay	0	2,594,261	397,739	838,079	4,829	1,751,353
Other	0	19,552,564	868,379	16,190,804	0	3,361,760
Contingency	0	0	0	0	0	0
Total Expenses	0	27,868,773	1,772,933	21,203,240	9,527	6,656,007
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	0	9	(524,555)	448,013	(9,527)	(438,478)

BOT_IS - 06 - Restricted Purposes Fund
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: 11 - Audit Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	86,215	86,215	0	89,222	0	(3,007)
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Revenues	86,215	86,215	0	89,222	0	(3,007)
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	67,000	67,000	2,450	60,700	0	6,300
Commodities	0	0	0	0	0	0
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	67,000	67,000	2,450	60,700	0	6,300
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	19,215	19,215	(2,450)	28,522	0	(9,307)

BOT_IS - 11 - Audit Fund
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: 12 - Liability, Prot, & Stmnt Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	3,353,630	3,353,630	0	3,409,210	0	(55,580)
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	0	0	15,164	0	(15,164)
Total Revenues	3,353,630	3,353,630	0	3,424,374	0	(70,744)
Expenses						
Salaries	1,186,065	1,186,065	92,481	1,161,218	0	24,847
Benefits	1,087,651	1,087,651	77,662	1,114,981	0	(27,330)
Contractual Services	152,125	152,125	21,509	200,714	0	(48,589)
Commodities	87,660	87,660	16,180	71,927	0	15,733
Travel and Meeting	23,734	23,734	0	14,584	0	9,150
Fixed Charges	600,000	600,000	1,121	587,551	0	12,449
Utilities	0	0	0	0	0	0
Capital Outlay	0	22,500	7,276	29,681	0	(7,181)
Other	5,700	8,021	0	3,446	0	4,575
Contingency	0	0	0	0	0	0
Total Expenses	3,142,935	3,167,756	216,229	3,184,102	0	(16,346)
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	210,695	185,874	(216,229)	240,272	0	(54,398)

BOT_IS - 12 - Liability, Prot, & Stmnt Fund
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: Fiduciary Funds
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	10,000	10,000	539	7,097	0	2,903
Other	0	0	0	0	0	0
Total Revenues	10,000	10,000	539	7,097	0	2,903
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Commodities	0	0	0	0	0	0
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	0	0	0	0	0	0
Transfers (Net)	(10,000)	(10,000)	(539)	(7,097)	0	(2,903)
Revenues over Expenses	0	0	0	0	0	0

BOT_IS - Fiduciary Funds
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: 07 - Working Cash Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	10,000	10,000	539	7,097	0	2,903
Other	0	0	0	0	0	0
Total Revenues	10,000	10,000	539	7,097	0	2,903
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Commodities	0	0	0	0	0	0
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	0	0	0	0	0	0
Transfers (Net)	(10,000)	(10,000)	(539)	(7,097)	0	(2,903)
Revenues over Expenses	0	0	0	0	0	0

BOT_IS - 07 - Working Cash Fund
2020-07-01, 10:51 AM

Parkland College
Board of Trustees Income Statement
Filters: 10 - Trust & Agency Fund
For the 12 Months Ending June 30, 2020

	Original Budget	Revised Budget	Actual		Encumber YTD	Balance Available
			June	YTD		
Revenues						
Local Government	0	0	0	0	0	0
State Government	0	0	0	0	0	0
Federal Government	0	0	0	0	0	0
Tuition and Fees	0	0	0	0	0	0
Sales and Services	0	0	0	0	0	0
Investments	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Revenues	0	0	0	0	0	0
Expenses						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Commodities	0	0	0	0	0	0
Travel and Meeting	0	0	0	0	0	0
Fixed Charges	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total Expenses	0	0	0	0	0	0
Transfers (Net)	0	0	0	0	0	0
Revenues over Expenses	0	0	0	0	0	0

BOT_IS - 10 - Trust & Agency Fund
2020-07-01, 10:51 AM

IX. BUSINESS & FINANCE—Item C*

INVOICES (INCLUDING BOARD TRAVEL)

Included herein are the voucher checks listing thru June 30, 2020.

CONSENT MOTION—Approve the voucher checks listing thru June 30, 2020, totaling \$2,548,638.76, in accordance with the document that will be incorporated in the official minutes.

PARKLAND COLLEGE
VOUCHER CHECKS LISTING THRU JUNE 30, 2020

CHECK NUMBER	PAY DATE	PAYEE NAME	AMOUNT	AMOUNT	GL ACCOUNT DESCRIPTION
0971894	06/04/2020	Rock Gate Capital	15,963.00		Truck Driving: Instr Service Contracts
0971895	06/04/2020	ACI Payments Inc	156.10		Fiscal Administration: Other Fixed Charges
0971896	06/04/2020	Advance Auto Parts	32.14		Public Safety: Vehicle Supplies
0971897	06/04/2020	Advocate BroMenn Medical Cente	250.00		Surgical Technology: Instr Service Contracts
0971898	06/04/2020	AHW LLC	17.92		Diesel Power: Instructional Supplies
0971899	06/04/2020	AHW LLC	146.76		Diesel Power: Instructional Supplies
0971900	06/04/2020	Aircraft Spruce & Specialty Co	999.91		Aviation Program: Instructional Supplies
0971901	06/04/2020	Alexander Lumber Company	1,581.10		Maintenance: Vehicle Supplies
0971902	06/04/2020	All Lines Leasing	407.85		Custodial: Maintenance Services
0971903	06/04/2020	Alternative Communication Serv	1,813.00		Accessibility Services: Other Contractual Services
0971904	06/04/2020	Amazon	1,949.62		Perkins-Post Secondary: Equipment-Instructional >2500
0971905	06/04/2020	Anne M. Anderson	90.00		Transitional Instruction Eng: Other Conf/Meeting Expenses
0971906	06/04/2020	PDC/AREA COMPANIES	820.00		Utilities: Refuse Disposal
0971907	06/04/2020	AT&T	789.27		Utilities: Telephone
0971908	06/04/2020	AT&T	1,226.74		Utilities: Telephone
0971909	06/04/2020	Aviall Services, Inc.		117.62	Aviation Program: Repair Materials/Supplies
0971910	06/04/2020	Bahrns Equipment	16,500.00		SWFT: WEI: Other Expenses
0971911	06/04/2020	CASAS	1,550.00		Federal EL Civics: Other Material and Supplies
0971912	06/04/2020	Castle Branch Inc	3,188.00		Health Professional Administration: Other Expenses
0971913	06/04/2020	CDW-Government	83.92		Computing Administration: Maintenance Services
0971914	06/04/2020	Cengage Learning	9,773.01		Bookstore: Resale Textbooks
0971916	06/04/2020	CI Sport	896.80		Bookstore: Resale Textbooks
0971917	06/04/2020	Clark Dietz Engineering	1,473.65		Campus Energy Saving Improve: Architectural Services
0971918	06/04/2020	Clarus Corporation	74,766.63		Marketing: Advertising
0971919	06/04/2020	The College Board	9,069.45		Assessment Center: Other Material and Supplies
0971920	06/04/2020	Commercial Builders Inc	5,942.60		Plant Administration: Building Remodeling
0971921	06/04/2020	Constellation NewEnergy	25,408.33		Utilities: Electricity
0971922	06/04/2020	D1 Networks, Llc	2,392.00		Computing Administration: Maintenance Services
0971923	06/04/2020	Danville Carle Surgicenter	125.00		Surgical Technology: Instr Service Contracts
0971924	06/04/2020	Davis-Houk Mechanical Inc	2,742.86		Maintenance: Maintenance Services
0971925	06/04/2020	Dell Marketing LP	136,928.91		Computing Administration: Other Material and Supplies
0971926	06/04/2020	Dentsply International	10,508.40		Dental Hygiene: Instructional Supplies
0971927	06/04/2020	DexYP	6,240.77		Aviation Program: Advertising
0971928	06/04/2020	Elaine L Craft Educational Cou	8,122.00		NSF: UAS Curriculum: Other Contractual Services
0971929	06/04/2020	Ellsworth Publishing Co	1,074.00		Bookstore: Resale Textbooks
0971930	06/04/2020	Elsevier Inc	1,088.44		Bookstore: Resale Textbooks
0971931	06/04/2020	eLumin Llc	4,500.00		Administrative Software Proj: Consultants
0971932	06/04/2020	End2End / ARMS	4,027.00		Public Safety: Other Contractual Services
0971933	06/04/2020	Entre Solutions II	82,000.00		Computing Administration: Other Capital Outlay >2500
0971934	06/04/2020	Fein-Bursoni, Inc.	8,250.00		Marketing: Advertising
0971935	06/04/2020	Ms. Angela R. Funk	90.00		Transitional Instruction Eng: Other Conf/Meeting Expenses
0971936	06/04/2020	GFI Digital Inc	5,539.40		Computing Administration: Other Contractual Services
0971937	06/04/2020	Gibson City Area Hospital	125.00		Surgical Technology: Instr Service Contracts
0971938	06/04/2020	Gibson City Area Hospital	125.00		Surgical Technology: Instr Service Contracts
0971939	06/04/2020	Helena Agri-Enterprises	2,000.00		NSF: Precision Ag Curr: Travel In State
0971940	06/04/2020	Henry Schein Inc	814.77		Dental Hygiene: Instructional Supplies
0971942	06/04/2020	Ms. Christy K. Hoel	90.00		Transitional Instruction Eng: Other Conf/Meeting Expenses
0971943	06/04/2020	Human Kinetics	338.40		Bookstore: Resale Textbooks
0971944	06/04/2020	Illini Contractors Supply	165.87		Maintenance: Maintenance/Custodial Supply
0971945	06/04/2020	Illini FS	395.25		Monsanto Land Lab: Deposits for Others
0971946	06/04/2020	Illinois American Water	656.35		Utilities: Water, Sewage
0971947	06/04/2020	Ingram Book Company	249.35		Bookstore: Resale Textbooks
0971948	06/04/2020	Isaksen Glerum Wachter LLC	510.00		Precision Ag: New Buildings and Additions
0971949	06/04/2020	John Wiley & Sons Inc	287.60		Bookstore: Resale Textbooks
0971950	06/04/2020	Jones and Bartlett Publishers	6,991.59		Bookstore: Resale Textbooks
0971951	06/04/2020	Kendall Hunt Publishing Compan	3,749.37		Bookstore: Resale Textbooks
0971952	06/04/2020	L2 Brands LLC	353.38		Bookstore: Resale Textbooks
0971953	06/04/2020	Mrs. Laurie A. Lobdell	100.10		Vet Tech Club: Deposits for Others
0971954	06/04/2020	Mrs. Stephanie Manuel	1,800.00		Academic Institutional: Staff Development-Faculty
0971955	06/04/2020	Martin One Source	134.61		Central Receiving: Office-Supplies
0971956	06/04/2020	Ms. Kendra M. McClure	2,800.00		Academic Institutional: Other Conf/Meeting Expenses
0971957	06/04/2020	McGraw-Hill Global Education H	2,365.74		Bookstore: Resale Textbooks
0971958	06/04/2020	McKenzie Wagner, Inc.	16,778.51		Marketing: Advertising
0971959	06/04/2020	Medline Industries Inc	1,205.46		Occupational Hlth: Other Supplies
0971960	06/04/2020	MPS	418.00		Bookstore: Resale Textbooks
0971961	06/04/2020	Ms. Amy B. Myers		194.96	General: Accounts Payable
0971962	06/04/2020	NACCOP	390.00		Public Safety: Other Contractual Services
0971963	06/04/2020	NISOD	1,125.00		General Institutional: Publications and Dues
0971964	06/04/2020	National Registry of Food Safe	341.00		Professional Development: Instructional Supplies
0971965	06/04/2020	Niemann Foods	76.79		Grounds: Maintenance/Custodial Supply
0971966	06/04/2020	Niemann Foods	66.97		Grounds: Maintenance/Custodial Supply
0971967	06/04/2020	Niemann Foods	47.98		Grounds: Maintenance/Custodial Supply
0971968	06/04/2020	Northern Illinois University	2,850.00		Title 1 Summer Migrant FY20: Travel In State
0971969	06/04/2020	OSF SJMC Foundation	125.00		Surgical Technology: Instr Service Contracts
0971970	06/04/2020	OSF SJMC Foundation	250.00		Surgical Technology: Instr Service Contracts

0971972	06/04/2020	Penguin Random House LLC	233.28	Bookstore: Resale Textbooks
0971973	06/04/2020	Puritan Springs Bottled Water	7.00	Dental Hygiene: Instructional Supplies
0971974	06/04/2020	RegisterBlast	125.00	Assessment Center: Other Contractual Services
0971975	06/04/2020	Breanne Reinhard	90.00	Transitional Instruction Eng: Other Conf/Meeting Expenses
0971976	06/04/2020	Ms. Michelle D. Roberts	450.00	Academic Institutional: Staff Development-Faculty
0971977	06/04/2020	Rogards Office PLUS	117.94	Central Receiving: Office-Supplies
0971978	06/04/2020	Ms. Peggy B. Shaw	1,498.87	Fine Arts Administration: College Conf/Meeting Expense
0971979	06/04/2020	Music Box FILMS	82.41	Bookstore: Resale Textbooks
0971980	06/04/2020	Starcrest Cleaners	45.20	Public Safety: Other Contractual Services
0971982	06/04/2020	Andrew J. Stewart	15.00	General: Misc Revenue
0971983	06/04/2020	T-Mobile USA, Inc.	55.85	Utilities: Telephone
0971985	06/04/2020	Triple T Car Wash Lube & Detail	73.05	Public Safety: Vehicle Supplies
0971986	06/04/2020	U.S. Department of Homeland Sec	460.00	Human Resource: Publications and Dues
0971987	06/04/2020	Uline	366.06	Biology: Instructional Supplies
0971988	06/04/2020	United Parcel Service	618.49	Central Receiving: Postage
0971990	06/04/2020	Valencia Moses	200.00	Custom Training: Instr Service Contracts
0971992	06/04/2020	Voices for All, LLC	58.80	Professional Development: Instr Service Contracts
0971993	06/04/2020	Wave Graphics, Inc.	404.00	Mens Basketball: Other Conf/Meeting Expenses
0971994	06/04/2020	Mr. Michael L. Weaver	266.50	Occupation Therapy: Instructional Supplies
0971995	06/04/2020	Xerox Corporation		5,067.49 Reprographics: Install Pay Lease/Pur Agree
0971996	06/04/2020	Hannah S. Yeam	90.00	Transitional Instruction Eng: Other Conf/Meeting Expenses
0972022	06/04/2020	Aviall Services, Inc.	117.62	Aviation Program: Repair Materials/Supplies
0972023	06/04/2020	Valencia Moses	1,600.00	SWFT: WEI: Instr Service Contracts
0972024	06/11/2020	5th Method Consulting LLC	18,055.00	Administrative Software Proj: Consultants
0972025	06/11/2020	Absopure Water Company	20.00	Human Resource: Office-Supplies
0972026	06/11/2020	Accurate Biometrics	70.00	Human Resource: Recruit Personnel/Athletes
0972027	06/11/2020	Admin Partners LLC	400.00	Human Resource: Other Contractual Services
0972028	06/11/2020	Aircraft Spruce & Specialty Co	253.33	Aviation Program: Repair Materials/Supplies
0972029	06/11/2020	AMATYC	510.00	Math Administration: Publications and Dues
0972030	06/11/2020	Amazon	1,827.19	Perkins-Post Secondary: Instructional Supplies
0972031	06/11/2020	Apple Computer	149.70	Academic Computing: Other Material and Supplies
0972032	06/11/2020	PDC/AREA COMPANIES	2,132.00	Utilities: Refuse Disposal
0972033	06/11/2020	AT&T	99.12	Utilities: Telephone
0972034	06/11/2020	Benefit Planning Consultants I	366.35	General: Unreimb med/child
0972035	06/11/2020	Bentley Systems Inc	3,600.00	Construction Tech: Computer Software
0972036	06/11/2020	Birkey's Farm Store, Inc	21.42	Grounds: Maintenance/Custodial Supply
0972037	06/11/2020	Birkey's Farm Store, Inc	174.26	Grounds: Maintenance/Custodial Supply
0972038	06/11/2020	Casey Bolin	82.43	FCAE: Telephone
0972039	06/11/2020	Brandt Consolidated Inc	300.00	FCAE: Rental-Facilities
0972040	06/11/2020	Carle Regional EMS	16,600.00	Emergency Medical: Instr Service Contracts
0972041	06/11/2020	Carolina Biological Supply Co	112.94	Biology: Instructional Supplies
0972042	06/11/2020	CDW-Government	3,689.73	Academic Computing: Repair Materials/Supplies
0972043	06/11/2020	Champaign Country Club	450.00	Unrestricted/Creating Impact: College Conf/Meeting Expense
0972044	06/11/2020	Champaign County Collector	131.68	General Institutional: K's Property Taxes
0972045	06/11/2020	Champaign County Collector	35,239.30	General Institutional: K's Property Taxes
0972046	06/11/2020	Champaign Multimedia Group		157.60 Board of Trustees: Publications and Dues
0972047	06/11/2020	Champaign Rotary Club	260.00	Unrestricted/Creating Impact: College Conf/Meeting Expense
0972048	06/11/2020	Champaign Urbana Theater Compa	1,000.00	College Theatre: Other Material and Supplies
0972049	06/11/2020	Ms. Kena J. Chapman	49.44	Chemistry: Instructional Supplies
0972050	06/11/2020	Chemical Maintenance Inc	194.50	Aviation Program: Maintenance/Custodial Supply
0972051	06/11/2020	Great Lakes Region Cap Magazin	495.00	Aviation Program: Advertising
0972052	06/11/2020	CoAEMSP	1,700.00	Emergency Medical: Other Contractual Services
0972053	06/11/2020	CollegeNET Inc	4,881.50	Computing Administration: Maintenance Services
0972054	06/11/2020	Comcast	581.92	Utilities: Telephone
0972055	06/11/2020	CAAHEP	600.00	Surgical Technology: Consultants
0972056	06/11/2020	Consolidated Communications	2,072.16	Utilities: Telephone
0972057	06/11/2020	Country Arbors Nursery	634.85	Grounds: Maintenance/Custodial Supply
0972058	06/11/2020	Megan N. Coy	139.01	FCAE: Telephone
0972059	06/11/2020	Dell Marketing LP	33,504.90	Computing Administration: Other Material and Supplies
0972060	06/11/2020	Depke Gases & Welding Supplies	32,036.40	Perkins-Post Secondary: Equipment-Instructional >2500
0972061	06/11/2020	Desser Tire & Rubber Co.LLC	494.20	Aviation Program: Repair Materials/Supplies
0972062	06/11/2020	Dean Dittmar	72.53	FCAE: Telephone
0972063	06/11/2020	Echo Healthcare Inc	3,473.00	Simulation: Other Contractual Services
0972064	06/11/2020	Educause	1,470.00	Computing Administration: Maintenance Services
0972065	06/11/2020	Enterprise Rent-A-Car Midwest	828.50	Transportation: Rental-Equipment
0972066	06/11/2020	Famic Technologies Inc	4,148.50	Perkins-Post Secondary: Computer Software
0972067	06/11/2020	Fastenal Company	195.62	Maintenance: Maintenance/Custodial Supply
0972068	06/11/2020	Flightstar	16,853.30	Aviation Program: Maintenance Services
0972069	06/11/2020	Gartner Inc	27,600.00	Computing Administration: Maintenance Services
0972070	06/11/2020	Grainger Industrial Supplies	4,365.44	Chemistry: Other Supplies
0972071	06/11/2020	CIVC	20.00	Project Read: Travel In State
0972072	06/11/2020	CIVC	20.00	Project Read: Travel In State
0972073	06/11/2020	CIVC	20.00	Project Read: Travel In State
0972074	06/11/2020	CIVC	20.00	Project Read: Travel In State
0972075	06/11/2020	CIVC	20.00	Project Read: Travel In State
0972076	06/11/2020	Health Alliance Medical Plans,	38,059.74	General: Group Health Insurance
0972077	06/11/2020	Health First	396.57	Dental Hygiene: Instructional Supplies
0972078	06/11/2020	Honorlock Inc	250.00	Natural Sciences Administration: Office-Supplies
0972079	06/11/2020	Hummert International	888.95	Perkins-Post Secondary: Instructional Supplies
0972080	06/11/2020	IAVAT Administrative Council		60,150.00 FCAE: Instr Service Contracts
0972081	06/11/2020	Illinois American Water	3,775.84	Community Ed Admin: Water, Sewage

0972082	06/11/2020	Illinois Tollway	113.45	Student Organization: Maintenance Services
0972083	06/11/2020	IMACC	350.00	Math Administration: Publications and Dues
0972084	06/11/2020	Instructional Technology Council	495.00	Center for Excellence: Publications and Dues
0972085	06/11/2020	Interstate Battery System	313.20	Maintenance: Maintenance/Custodial Supply
0972086	06/11/2020	Austin R. Johnson	85.00	Traffic Safety: Pub Serv/Comm Ed/Cust Trng
0972087	06/11/2020	Mr. Adam R. Karch	149.00	Agriculture-Engineering Scienc: Travel-Out of State
0972088	06/11/2020	Kirby Risk Electrical Supply	566.52	Maintenance: Maintenance/Custodial Supply
0972089	06/11/2020	Patricia L. Knott	90.00	Transitional Instruction Eng: Other Conf/Meeting Expenses
0972090	06/11/2020	Leapfrog Technology Group, Inc	19,750.00	Administrative Software Proj: Consultants
0972091	06/11/2020	Bradley Leeb	200.00	Youth Programs: Advertising
0972092	06/11/2020	Lorenz Supply Co	997.09	Custodial: Maintenance/Custodial Supply
0972093	06/11/2020	Mr. Patrick S. McGinness	11.50	Community Ed Admin: Travel In State
0972094	06/11/2020	Midwest Fiber Inc.	100.00	Maintenance: Maintenance Services
0972095	06/11/2020	Miner Charitable Foundation In	1,796.33	Theater Funds: Instit Support Contract
0972096	06/11/2020	MSC Industrial Supply	5,404.53	Computer Aided Drafting: Instructional Supplies
0972097	06/11/2020	Muncie Aviation Company	430.40	Aviation Program: Repair Materials/Supplies
0972098	06/11/2020	MWI Animal Health	464.10	Vet Tech: Instructional Supplies
0972099	06/11/2020	Ms. Amy B. Myers	329.83	Social Science Administration: College Conf/Meeting Expense
0972100	06/11/2020	Napa Auto Parts	143.18	Grounds: Maintenance/Custodial Supply
0972101	06/11/2020	NCIA	200.00	Academic Institutional: College Conf/Meeting Expense
0972102	06/11/2020	Nepris, Inc	69,085.00	FCAE FY19: Instr Service Contracts
0972103	06/11/2020	Next Generation School	500.00	College Theatre: Other Material and Supplies
0972104	06/11/2020	Niemann Foods	65.67	Grounds: Maintenance/Custodial Supply
0972105	06/11/2020	Niemann Foods	8.58	Grounds: Maintenance/Custodial Supply
0972106	06/11/2020	Other World Computing	3,537.00	Academic Computing: Other Material and Supplies
0972107	06/11/2020	Dr. Amy F. Penne	141.96	Center for Excellence: Other Supplies
0972108	06/11/2020	Pitney Bowes	2,889.96	General Institutional: Maintenance Services
0972109	06/11/2020	Pre-Pack Machinery Inc	465.50	Maintenance: Maintenance Services
0972111	06/11/2020	Rogers Supply Co Inc	103.85	Electronics: Instructional Supplies
0972112	06/11/2020	Sapsis Rigging Inc	908.76	Perkins-Post Secondary: Equipment-Instructional >2500
0972113	06/11/2020	School Outfitters	1,618.52	Perkins-Post Secondary: Instructional Supplies
0972114	06/11/2020	Jay Solomonson	65.00	FCAE: Telephone
0972116	06/11/2020	Troxell Communications	1,605.00	Adult Ed Federal Basic 4800: Instructional Supplies
0972117	06/11/2020	United Parcel Service	7.94	Central Receiving: Postage
0972118	06/11/2020	University of Illinois Urbana/	340.00	Womens Softball: Deposits for Others
0972119	06/11/2020	USI Insurance Services Nationa	3,460.00	Aviation Program: General Insurance
0972120	06/11/2020	Veritiv Operating Company	2,506.68	Reprographics: Other Material and Supplies
0972121	06/11/2020	Verizon Wireless	1,489.92	Utilities: Telephone
0972122	06/11/2020	Village of Patoka	900.00	FCAE: Rental-Facilities
0972123	06/11/2020	Village of Rantoul	337.15	Adult Education: Rental-Facilities
0972124	06/11/2020	Chicago Balfour	6,368.00	Volleyball: College Conf/Meeting Expense
0972125	06/11/2020	VWR International LLC	2,173.64	Biology: Instructional Supplies
0972126	06/11/2020	Mr. Chris M. Warren	1,536.97	Kinesiology: Publications and Dues
0972127	06/11/2020	Jennifer Waters	8.00	FCAE: Other Material and Supplies
0972128	06/11/2020	YBP Library Services	1,007.47	Library: Books/Binding Costs
0972161	06/11/2020	IAVAT Administrative Council	150.00	Agriculture: Other Contractual Services
0972162	06/11/2020	IAVAT Administrative Council	60,000.00	FCAE: Instr Service Contracts
0972163	06/11/2020	iGrad Inc	11,500.00	Trio Student Support Services: Other Expenses
0972350	06/18/2020	Rock Gate Capital	7,981.50	Truck Driving: Instr Service Contracts
0972351	06/18/2020	ACI Payments Inc	574.00	Fiscal Administration: Other Fixed Charges
0972352	06/18/2020	Advance Auto Parts	631.14	Automotive: Instructional Supplies
0972354	06/18/2020	AHW LLC	491.45	Diesel Power: Instructional Supplies
0972355	06/18/2020	Aircraft Spruce & Specialty Co	1,471.68	Aviation Program: Repair Materials/Supplies
0972356	06/18/2020	Lucas D. Allen	83.82	FCAE: Telephone
0972357	06/18/2020	Allsteel Inc	882.81	Radiologic Technology: Instructional Supplies
0972358	06/18/2020	Amazon	1,856.50	Dental Hygiene: Instructional Supplies
0972359	06/18/2020	Ameren Illinois	218.69	Utilities: Electricity
0972360	06/18/2020	American Heart Association	3,125.00	Emergency Medical: Instructional Supplies
0972361	06/18/2020	Apple Computer	3,778.00	Academic Computing: Other Material and Supplies
0972362	06/18/2020	Arduino LLC	2,039.07	Perkins-Post Secondary: Instructional Supplies
0972363	06/18/2020	Arrow Ambulance, LLC	284.40	Emergency Medical: Equipment-Instructional >2500
0972364	06/18/2020	Automotive Equipment Sales & S	1,096.17	Ford Asset: Instructional Supplies
0972365	06/18/2020	B & H Photo & Electronics Corp	2,050.49	Center for Excellence: Equipment-Instructional >2500
0972366	06/18/2020	Benco Dental	259.75	Dental Hygiene: Instructional Supplies
0972367	06/18/2020	Birkey's Farm Store, Inc	179.55	Grounds: Maintenance/Custodial Supply
0972368	06/18/2020	Black Rocket Productions	1,700.00	Youth Programs: Instr Service Contracts
0972369	06/18/2020	Boeing Distribution Inc	4.70	Aviation Program: Repair Materials/Supplies
0972370	06/18/2020	CDW-Government	15,466.24	Computing Administration: Maintenance Services
0972371	06/18/2020	Cengage Learning	744.00	Bookstore: Resale Textbooks
0972372	06/18/2020	Champaign West Rotary Charitie	220.00	Community Ed Admin: Publications and Dues
0972373	06/18/2020	Mr. Bryson D. Chancellor	33.07	Aviation Program: Vehicle Supplies
0972374	06/18/2020	Chemical Maintenance Inc	15.00	Custodial: Maintenance/Custodial Supply
0972375	06/18/2020	Connor Company	2,375.50	COVID19 - Institutional LPS: Equipment-Office >2500
0972376	06/18/2020	Dell Marketing LP	69,280.58	Community Ed Admin: Office Eq<\$2500
0972377	06/18/2020	Depke Gases & Welding Supplies	56.90	Manufacturing Operations: Instructional Supplies
0972378	06/18/2020	DNN Corp	11,097.65	General: Other Prepaid / Deferred Exp
0972379	06/18/2020	Duncan Supply Co Inc	365.04	Maintenance: Maintenance/Custodial Supply
0972380	06/18/2020	Emergency Medical Products Inc	2,750.84	Respiratory Care Technology: Instructional Supplies
0972381	06/18/2020	Enterprise Rent-A-Car Midwest	1,657.00	Transportation: Rental-Equipment
0972382	06/18/2020	Faronics	19,995.00	Computing Administration: Maintenance Services
0972383	06/18/2020	FE Moran Inc	822.00	Maintenance: Maintenance Services

0972384	06/18/2020	Fertilizer Dealer Supply Inc	797.18	Monsanto Land Lab: Deposits for Others
0972385	06/18/2020	GFI Digital Inc	8,368.00	Computing Administration: Other Contractual Services
0972386	06/18/2020	Henry Schein Inc	175.46	Dental Hygiene: Instructional Supplies
0972387	06/18/2020	Herff Jones	75.34	Student Services Events: Other Expenses
0972388	06/18/2020	Hettinger Farms	735.10	Monsanto Land Lab: Deposits for Others
0972389	06/18/2020	Holt Supply Company	2,504.38	COVID19 - Institutional LPS: Equipment-Office >2500
0972390	06/18/2020	ICC Business Products	149.96	Reprographics: Office-Supplies
0972391	06/18/2020	IL Dept. of Employment Securit	3,846.00	Institutional: Unemployment Ins
0972392	06/18/2020	InfiniTech Consulting LLC	4,440.00	Administrative Software Proj: Consultants
0972393	06/18/2020	Isaksen Glerum Wachter LLC	5,355.00	Precision Ag: New Buildings and Additions
0972394	06/18/2020	John Wiley & Sons Inc	272.00	Student Services Administration: Other Material and Supplies
0972395	06/18/2020	Johnson Controls Fire Protecti	4,145.82	Maintenance: Maintenance Services
0972396	06/18/2020	Kendall Hunt Publishing Compan	271.16	Bookstore: Resale Textbooks
0972398	06/18/2020	Lincoln Electric Company	652.56	Bookstore: Resale Textbooks
0972399	06/18/2020	Lorenz Supply Co	885.49	COVID19 - Institutional LPS: Maintenance/Custodial Supply
0972400	06/18/2020	Martin Hood Friese & Associate	2,450.00	Audit: Audit Services
0972401	06/18/2020	McGraw-Hill Global Education H	3,895.61	Bookstore: Resale Textbooks
0972402	06/18/2020	McKenzie Wagner, Inc.	31,540.66	Marketing: Advertising
0972403	06/18/2020	MedAssure of Indiana, LLC	24.95	Occupational Hlth: Other Supplies
0972404	06/18/2020	Medline Industries Inc	1,612.63	Dental Hygiene: Instructional Supplies
0972405	06/18/2020	Meyer Capel	16,809.83	Institutional: Legal Services
0972406	06/18/2020	Midstate Collection Solutions	4,685.18	General Institutional: Collection Agency Fees
0972407	06/18/2020	Napa Auto Parts	1,655.93	Diesel Power: Instructional Supplies
0972408	06/18/2020	Nebraska Book Company Inc	926.44	Bookstore: Resale Textbooks
0972409	06/18/2020	Network Test Labs Inc	6,216.00	Computing Administration: Maintenance Services
0972410	06/18/2020	New Readers Press	10,742.05	Project Read: Instructional Supplies
0972411	06/18/2020	Niemann Foods	80.97	Grounds: Maintenance/Custodial Supply
0972412	06/18/2020	Ms. Lauren E. O'Connor	1,000.00	Academic Institutional: Other Conf/Meeting Expenses
0972413	06/18/2020	Parkland College	1,765.00	General Institutional: Staff/Family Tuition Waiver
0972414	06/18/2020	Performance Health Supply, Inc		2,512.98 Occupation Therapy: Instructional Supplies
0972415	06/18/2020	OSF Pro Ambulance Service	350.08	Emergency Medical: Equipment-Instructional >2500
0972416	06/18/2020	Prompter People	4,809.00	Perkins-Post Secondary: Equipment-Instructional >2500
0972417	06/18/2020	Quill Corporation	48.57	FCAE: Office-Supplies
0972418	06/18/2020	Scantron Corp	1,125.00	Administrative Software Proj: Consultants
0972419	06/18/2020	Carolyn S. Scott	29.63	FCAE: Office-Supplies
0972420	06/18/2020	Sherwin-Williams	238.30	Maintenance: Maintenance/Custodial Supply
0972421	06/18/2020	Sigma Aldrich Inc	514.38	Biology: Instructional Supplies
0972422	06/18/2020	Snap-On Tools	2,933.66	Perkins Program Improvement Grant: Equipment-Instructional >2500
0972423	06/18/2020	Staples	2,400.00	COVID19 - Institutional LPS: Equipment-Office >2500
0972424	06/18/2020	Stipes Publishing LLC	875.12	Bookstore: Resale Textbooks
0972425	06/18/2020	Terminix Services Inc	258.00	Maintenance: Maintenance Services
0972426	06/18/2020	Troxell Communications	535.00	Perkins Program Improvement Grant: Equipment-Instructional >2500
0972427	06/18/2020	United Parcel Service	812.30	Central Receiving: Postage
0972428	06/18/2020	Xerox Corporation	5,067.49	Reprographics: Install Pay Lease/Pur Agree
0972429	06/18/2020	Y-Yard Auto & Truck, Inc.	1,300.00	Perkins-Post Secondary: Equipment-Instructional >2500
0972450	06/25/2020	51 Fire & Safety Corp	6,609.50	Maintenance: Maintenance Services
0972451	06/25/2020	AACRAO	1,048.00	Dean of Enrollment Management: Publications and Dues
0972452	06/25/2020	AbleNet, Inc.	285.00	Occupation Therapy: Instructional Supplies
0972453	06/25/2020	Absopure Water Company	10.00	Center for Excellence: Other Contractual Services
0972454	06/25/2020	Absopure Water Company	10.00	Center for Excellence: Other Contractual Services
0972455	06/25/2020	Aircraft Spruce & Specialty Co	11.88	Aviation Program: Repair Materials/Supplies
0972456	06/25/2020	All Lines Leasing	265.00	Custodial: Maintenance/Custodial Supply
0972457	06/25/2020	Allsteel Inc	255.17	Radiologic Technology: Instructional Supplies
0972458	06/25/2020	Amazon	128.97	Adult Ed Federal Basic 4800: Instructional Supplies
0972459	06/25/2020	Ameren Illinois	2,304.94	Utilities: Electricity
0972460	06/25/2020	Apple Computer	34,707.00	Academic Computing: Other Material and Supplies
0972461	06/25/2020	PDC/AREA COMPANIES	369.00	Utilities: Refuse Disposal
0972462	06/25/2020	Avfuel Corporation	7,770.85	Aviation Program: Vehicle Supplies
0972463	06/25/2020	Benco Dental	227.16	Occupational Hlth: Other Supplies
0972464	06/25/2020	Birkey's Farm Store, Inc	2,817.86	Perkins-Post Secondary: Equipment-Instructional >2500
0972465	06/25/2020	Black Rocket Productions	1,500.00	Youth Programs: Instr Service Contracts
0972466	06/25/2020	Boeing Distribution Inc	334.93	Aviation Program: Repair Materials/Supplies
0972467	06/25/2020	BSN Sports	1,832.00	Baseball: Deposits for Others
0972468	06/25/2020	Burlington English	9,600.00	Adult Ed Federal Basic 4800: Instructional Supplies
0972469	06/25/2020	Capitol Group	279.77	Construction Tech: Instructional Supplies
0972470	06/25/2020	Cappex	1,500.00	Admissions and Records: Other Contractual Services
0972471	06/25/2020	Carle	60.00	CNA: Instructional Supplies
0972472	06/25/2020	CDW-Government	6,795.45	Perkins Program Improvement Grant: Equipment-Instructional >2500
0972473	06/25/2020	Cengage Learning	5,990.00	Bookstore: Resale Textbooks
0972474	06/25/2020	CenturyLink	164.90	Utilities: Telephone
0972475	06/25/2020	Champaign Country Club	650.00	Unrestricted/Creating Impact: College Conf/Meeting Expense
0972476	06/25/2020	Champaign Motors Inc	615.65	Central Receiving: Other Material and Supplies
0972477	06/25/2020	Champaign Co Regional Planning	491.60	Dean of Career & Technical Ed: Other Material and Supplies
0972478	06/25/2020	Mr. David N. Charney	578.00	Center for Excellence: Prof Development - PT Faculty
0972479	06/25/2020	Chemical Maintenance Inc	1,980.20	Automotive: Instructional Supplies
0972480	06/25/2020	Roderick N. Clark	85.00	Traffic Safety: Pub Serv/Comm Ed/Cust Trng
0972481	06/25/2020	Clarus Corporation	10,000.00	Agriculture-Engineering Scienc: Advertising
0972482	06/25/2020	Clean Harbors Env Services	2,906.75	Dental Hygiene: Instructional Supplies
0972483	06/25/2020	Constellation NewEnergy	13,439.60	Utilities: Gas
0972484	06/25/2020	Corky's Service Center	124.00	Student Organization: Maintenance Services
0972485	06/25/2020	Ms. Angela D. Corray	177.00	Center for Excellence: Public Safety/Confidential

0972486	06/25/2020	Creaform U.S.A Inc	10,290.00	Perkins Program Improvement Grant: Equipment-Instructional >2500
0972487	06/25/2020	Davis-Houk Mechanical Inc	1,472.95	Maintenance: Maintenance Services
0972488	06/25/2020	Dell Marketing LP	169,996.73	Academic Computing: Other Material and Supplies
0972489	06/25/2020	Duncan Supply Co Inc	462.40	Maintenance: Maintenance/Custodial Supply
0972490	06/25/2020	Educational Innovations Inc	259.00	Bookstore: Resale Textbooks
0972491	06/25/2020	Eichenauer Services Inc	446.35	Maintenance: Maintenance Services
0972492	06/25/2020	Environmental Control Solution	966.00	Computing Administration: Maintenance Services
0972493	06/25/2020	Eric Mayo Consulting LLC	300.00	Administrative Software Proj: Consultants
0972494	06/25/2020	Fastenal Company	653.92	Automotive: Instructional Supplies
0972495	06/25/2020	Formlabs Inc	10,097.80	Perkins-Post Secondary: Equipment-Instructional >2500
0972496	06/25/2020	Gallo-Miller Paint & Collision	1,000.00	Institutional: General Insurance
0972497	06/25/2020	Goodheart-Willcox Publisher	262.14	Bookstore: Resale Textbooks
0972498	06/25/2020	Herff Jones	5,410.62	Student Services Events: Other Expenses
0972499	06/25/2020	Holt Supply Company	135.00	COVID19 - Institutional LPS: Maintenance/Custodial Supply
0972500	06/25/2020	Honorlock Inc	5,000.00	Bookstore: Resale Textbooks
0972501	06/25/2020	Hu-Friedy Mfg Co LLC	8,730.45	Dental Hygiene: Instructional Supplies
0972502	06/25/2020	Illinois American Water	215.30	Utilities: Water, Sewage
0972503	06/25/2020	ICEP	1,222.79	Emergency Medical: Equipment-Instructional >2500
0972504	06/25/2020	Ingram Book Company	443.07	Bookstore: Resale Textbooks
0972505	06/25/2020	International Assoc Chiefs of	190.00	Public Safety: Office-Supplies
0972506	06/25/2020	John Wiley & Sons Inc	611.15	Bookstore: Resale Textbooks
0972507	06/25/2020	Jones and Bartlett Publishers	1,046.85	Bookstore: Resale Textbooks
0972508	06/25/2020	K K Stevens Publishing Co	8,124.58	Marketing: Printing
0972509	06/25/2020	Kirby Risk Electrical Supply	627.30	Custodial: Maintenance/Custodial Supply
0972510	06/25/2020	Lorenz Supply Co	697.24	COVID19 - Institutional LPS: Maintenance/Custodial Supply
0972511	06/25/2020	Martin One Source	237.80	Trio Student Support Svcs FY20: Instructional Supplies
0972512	06/25/2020	McCallister Audio	3,040.50	Planetarium: Audio/Visual Materials
0972513	06/25/2020	Julie McCleary	195.57	FCAE: Office-Supplies
0972514	06/25/2020	Ms. Jessie C. McClusky-Gilbert	4.03	Community Ed Admin: College Conf/Meeting Expense
0972515	06/25/2020	McGraw-Hill Global Education H	7,663.86	Bookstore: Resale Textbooks
0972516	06/25/2020	Medline Industries Inc	434.07	Nursing: Instructional Supplies
0972517	06/25/2020	Cory Mikida	219.00	College Theatre: Other Sales and Services
0972518	06/25/2020	MPS	528.00	Bookstore: Resale Textbooks
0972519	06/25/2020	MTI Distributing Inc	190.14	Grounds: Maintenance/Custodial Supply
0972520	06/25/2020	Multi Service Aviation	735.78	Aviation Program: Vehicle Supplies
0972521	06/25/2020	MWI Animal Health	58.40	Vet Tech: Instructional Supplies
0972522	06/25/2020	Ms. Amy B. Myers	194.96	General: Accounts Payable
0972523	06/25/2020	Napa Auto Parts	1,134.38	Ford Asset: Instructional Supplies
0972524	06/25/2020	National Safety Council	8,475.00	Traffic Safety: Instr Service Contracts
0972525	06/25/2020	Niemann Foods	249.86	Grounds: Maintenance/Custodial Supply
0972526	06/25/2020	Penguin Random House LLC	129.60	Bookstore: Resale Textbooks
0972527	06/25/2020	Performance Health Supply, Inc	2,512.98	Occupation Therapy: Instructional Supplies
0972528	06/25/2020	Performance Health Supply, Inc	226.75	Occupation Therapy: Instructional Supplies
0972529	06/25/2020	Peter B's Automotive	1,631.75	Agriculture-Engineering Scienc: Instructional Supplies
0972530	06/25/2020	Physics Curriculum & Instructi	2,448.00	Bookstore: Resale Textbooks
0972531	06/25/2020	Pitney Bowes	48.36	Central Receiving: Other Material and Supplies
0972532	06/25/2020	Power Supply of Illinois	1,655.26	Maintenance: Maintenance Services
0972533	06/25/2020	Lonna M. Pruitt	275.00	Unrestricted/Creating Impact: Other Contractual Services
0972534	06/25/2020	R D McMillen Enterprises	2,698.60	COVID19 - Institutional LPS: Maintenance/Custodial Supply
0972535	06/25/2020	Ray O'Herron Co Inc	1,208.64	Public Safety: Other Contractual Services
0972536	06/25/2020	Realityworks Inc	5,573.21	Emergency Medical: Equipment-Instructional >2500
0972537	06/25/2020	Regional Office of Education	26.24	FCAE: Telecommunications
0972538	06/25/2020	Rogers Supply Co Inc	1,499.90	Electronics: Instructional Supplies
0972539	06/25/2020	S & S Worldwide Inc	282.57	Occupation Therapy: Instructional Supplies
0972540	06/25/2020	Jenna R. San Diego	500.00	Diana McDonald Scholarship: Instit Support Contract
0972541	06/25/2020	SIRCHIE	1,600.13	Perkins-Post Secondary: Instructional Supplies
0972542	06/25/2020	Springfield Electric Supply Co	231.99	Electronics: Instructional Supplies
0972543	06/25/2020	Springfield Electric Supply Co	3,042.14	Perkins Program Improvement Grant: Equipment-Instructional >2500
0972544	06/25/2020	Staples	2,400.00	COVID19 - Institutional LPS: Other Material and Supplies
0972546	06/25/2020	Terminix Services Inc	50.00	Maintenance: Maintenance Services
0972547	06/25/2020	Thomson Reuters	592.88	Public Safety: Office-Supplies
0972548	06/25/2020	Triple T Car Wash Lube & Detai	58.60	Public Safety: Vehicle Supplies
0972549	06/25/2020	Unify Inc	3,900.00	Academic Computing: Repair Materials/Supplies
0972550	06/25/2020	United Parcel Service	4,223.19	Central Receiving: Postage
0972551	06/25/2020	UpKeep Maintenance Service Inc	2,740.00	Custodial: Other Contractual Services
0972552	06/25/2020	USI Insurance Services Nationa	30.00	Institutional: General Insurance
0972553	06/25/2020	USI Insurance Services Nationa	91.00	Institutional: General Insurance
0972554	06/25/2020	Village of Rantoul	3,100.00	Public Safety: Other Contractual Services
0972555	06/25/2020	VWR International LLC	890.23	Biology: Instructional Supplies
0972556	06/25/2020	W W Norton & Company Inc	754.98	Bookstore: Resale Textbooks
0972557	06/25/2020	WideOrbit Inc	1,000.00	Mass Communications: Other Contractual Services
0972558	06/25/2020	Taylor M. Wilkinson	3,750.00	FCAE: Instr Service Contracts
0972559	06/25/2020	Xerox Corporation	3,529.93	Reprographics: Install Pay Lease/Pur Agree
0972560	06/25/2020	Y-Yard Auto & Truck, Inc.	1,575.00	Perkins-Post Secondary: Equipment-Instructional >2500
0972736	06/30/2020	Rock Gate Capital	11,972.25	Truck Driving: Instr Service Contracts
0972737	06/30/2020	51 Fire & Safety Corp	754.75	Maintenance: Maintenance Services
0972738	06/30/2020	Alexander Lumber Company	9,031.59	Construction Tech: Instructional Supplies
0972739	06/30/2020	All Lines Leasing	407.85	Custodial: Maintenance Services
0972740	06/30/2020	Amazon	178.83	Biology: Instructional Supplies
0972741	06/30/2020	Ameren Illinois	2,804.79	Utilities: Electricity
0972742	06/30/2020	Apple Computer	257.90	Perkins-Post Secondary: Instructional Supplies

0972743	06/30/2020	Arrjo Llc	937.50	FCAE: Rental-Facilities
0972744	06/30/2020	AT&T	1,225.48	Utilities: Telephone
0972745	06/30/2020	B & H Photo & Electronics Corp	5,124.67	Perkins Program Improvement Grant: Equipment-Instructional >2500
0972746	06/30/2020	Ms. Rebecca R. Bahnke	367.65	Occupation Therapy: Instructional Supplies
0972747	06/30/2020	Bahrns Equipment	162.07	SWFT: WEI: Equipment-Instructional >2500
0972748	06/30/2020	Baran Marketing	5,566.50	Marketing: Printing
0972749	06/30/2020	Benco Dental	224.88	Occupational Hlth: Other Supplies
0972750	06/30/2020	Birkey's Farm Store, Inc	57.60	Diesel Power: Instructional Supplies
0972751	06/30/2020	Black Rocket Productions	1,840.00	Youth Programs: Instr Service Contracts
0972752	06/30/2020	Sammy Boykins	300.00	SWFT: WEI: Other Expenses
0972753	06/30/2020	CDW-Government	15,044.04	Academic Computing: Maintenance Services
0972754	06/30/2020	Central Steel & Wire Company	2,748.03	Manufacturing Operations: Instructional Supplies
0972755	06/30/2020	Cintas Corp	219.63	Grounds: Maintenance/Custodial Supply
0972756	06/30/2020	Constellation NewEnergy	13.69	Utilities: Electricity
0972757	06/30/2020	Dell Marketing LP	19,232.57	CARES Institutional: Equipment-Instructional >2500
0972758	06/30/2020	Dentsply International	2,137.74	Dental Hygiene: Instructional Supplies
0972759	06/30/2020	Depke Gases & Welding Supplies	6,028.72	Biology: Instructional Supplies
0972760	06/30/2020	Dust and Sons	5,488.00	Perkins Program Improvement Grant: Equipment-Instructional >2500
0972761	06/30/2020	Enterprise Rent-A-Car Midwest	828.50	Transportation: Rental-Equipment
0972762	06/30/2020	Fasteners Etc Inc	5,194.20	Perkins-Post Secondary: Instructional Supplies
0972763	06/30/2020	Richard E. Frazier	880.00	SWFT: WEI: Other Expenses
0972764	06/30/2020	Grainger Industrial Supplies	604.00	Perkins-Post Secondary: Equipment-Instructional >2500
0972765	06/30/2020	Illinois American Water	137.91	Utilities: Water, Sewage
0972766	06/30/2020	iWorx Systems Inc	3,054.00	Kinesiology: Publications and Dues
0972767	06/30/2020	Martin One Source	1,535.37	Central Receiving: Office-Supplies
0972768	06/30/2020	Medline Industries Inc	590.13	Perkins Program Improvement Grant: Equipment-Instructional >2500
0972769	06/30/2020	Menards	437.28	SWFT: WEI: Equipment-Instructional >2500
0972770	06/30/2020	Miele, Inc	1,333.10	Chemistry: Instructional Supplies
0972771	06/30/2020	MSC Industrial Supply	490.66	SWFT: WEI: Equipment-Instructional >2500
0972772	06/30/2020	Napa Auto Parts	809.53	Perkins-Post Secondary: Equipment-Instructional >2500
0972773	06/30/2020	Niemann Foods	21.98	Grounds: Maintenance/Custodial Supply
0972774	06/30/2020	Della Perrone Photography	150.00	Community Ed Admin: Advertising
0972775	06/30/2020	Puritan Springs Bottled Water	7.00	Dental Hygiene: Instructional Supplies
0972776	06/30/2020	Ray O'Herron Co Inc	168.57	Public Safety: Other Contractual Services
0972777	06/30/2020	Regional Office of Education	1,803.31	FCAE: Office Services
0972778	06/30/2020	Rogards Office PLUS	3,686.94	Central Receiving: Office-Supplies
0972779	06/30/2020	Sam's Club	72.14	COVID19 - Institutional LPS: Maintenance/Custodial Supply
0972780	06/30/2020	Scram Speed Inc	2,599.79	Perkins Program Improvement Grant: Equipment-Instructional >2500
0972781	06/30/2020	SiteOne Landscape Supply LLC	434.68	Grounds: Maintenance/Custodial Supply
0972782	06/30/2020	Jay Solomonson	65.00	FCAE: Telephone
0972783	06/30/2020	Step Training Inc	37,875.00	FCAE FY19: Instr Service Contracts
0972784	06/30/2020	Stuard & Associates Inc	2,515.00	Maintenance: Maintenance Services
0972785	06/30/2020	T-Mobile USA, Inc.	55.85	Utilities: Telephone
0972786	06/30/2020	Technology Management Revolvln	2,677.08	Public Safety: Other Contractual Services
0972787	06/30/2020	Mr. Justin Thomas	1,946.12	Center for Excellence: Prof Development - PT Faculty
0972788	06/30/2020	United Parcel Service	70.30	Central Receiving: Postage
0972789	06/30/2020	University of Illinois Urbana/	13,260.00	Rabies Vaccinations: Deposits for Others
0972790	06/30/2020	Urbana & Champaign Sanitary Di	5,312.83	Utilities: Water, Sewage
0972791	06/30/2020	Valencia Moses	800.00	SWFT: WEI: Other Expenses
0972792	06/30/2020	Wieghat Graphics Inc	40,000.00	FCAE: Instr Service Contracts
0972793	06/30/2020	Xerox Corporation	1,564.03	Reprographics: Install Pay Lease/Pur Agree
E0026792	06/04/2020	Storm P. Booker	200.00	SWFT: WEI: Other Expenses
E0026793	06/04/2020	Tequilla A. Davis	100.00	SWFT: WEI: Other Expenses
E0026794	06/04/2020	Deavon D. Emerson	240.00	SWFT: WEI: Other Expenses
E0026795	06/04/2020	April A. Jones	200.00	SWFT: WEI: Other Expenses
E0026796	06/04/2020	Teva M. Lasley	240.00	SWFT: WEI: Other Expenses
E0026797	06/04/2020	Soohyun Lee	15.00	General: Misc Revenue
E0026798	06/04/2020	Graciela I. Manriquez	240.00	SWFT: WEI: Other Expenses
E0026799	06/04/2020	Tyson M. Moore	240.00	SWFT: WEI: Other Expenses
E0026800	06/04/2020	Dorothy T. Porter	230.00	SWFT: WEI: Other Expenses
E0026801	06/04/2020	Brandin W. Whiteside	220.00	SWFT: WEI: Other Expenses
E0026802	06/04/2020	Jeremiah A. Williams	160.00	SWFT: WEI: Other Expenses
E0026852	06/11/2020	Deavon D. Emerson	320.00	SWFT: WEI: Other Expenses
E0026853	06/11/2020	Teva M. Lasley	320.00	SWFT: WEI: Other Expenses
E0026854	06/11/2020	Graciela I. Manriquez	320.00	SWFT: WEI: Other Expenses
E0026855	06/11/2020	Tyson M. Moore	300.00	SWFT: WEI: Other Expenses
E0026856	06/11/2020	Dorothy T. Porter	300.00	SWFT: WEI: Other Expenses
E0026857	06/11/2020	Brandin W. Whiteside	320.00	SWFT: WEI: Other Expenses
E0026858	06/11/2020	Jeremiah A. Williams	130.00	SWFT: WEI: Other Expenses
E0027274	06/18/2020	Deavon D. Emerson	310.00	SWFT: WEI: Other Expenses
E0027275	06/18/2020	Teva M. Lasley	310.00	SWFT: WEI: Other Expenses
E0027276	06/18/2020	Graciela I. Manriquez	310.00	SWFT: WEI: Other Expenses
E0027277	06/18/2020	Tyson M. Moore	290.00	SWFT: WEI: Other Expenses
E0027278	06/18/2020	Dorothy T. Porter	310.00	SWFT: WEI: Other Expenses
E0027279	06/18/2020	Brandin W. Whiteside	310.00	SWFT: WEI: Other Expenses
E0027313	06/25/2020	Deavon D. Emerson	320.00	SWFT: WEI: Other Expenses
E0027314	06/25/2020	Teva M. Lasley	320.00	SWFT: WEI: Other Expenses
E0027315	06/25/2020	Graciela I. Manriquez	320.00	SWFT: WEI: Other Expenses
E0027316	06/25/2020	Tyson M. Moore	320.00	SWFT: WEI: Other Expenses
E0027317	06/25/2020	Dorothy T. Porter	310.00	SWFT: WEI: Other Expenses
E0027318	06/25/2020	Haley J. Thompson	163.80	Child Development: Other Sales and Services

E0027319	06/25/2020	Brandin W. Whiteside	320.00	SWFT: WEI: Other Expenses
E0027561	06/30/2020	John J. Calloway	400.00	SWFT: WEI: Other Expenses
E0027562	06/30/2020	Deavon D. Emerson	320.00	SWFT: WEI: Other Expenses
E0027563	06/30/2020	Dantay D. Hill	400.00	SWFT: WEI: Other Expenses
E0027564	06/30/2020	Tramond D. Ingram	720.00	SWFT: WEI: Other Expenses
E0027565	06/30/2020	Teva M. Lasley	240.00	SWFT: WEI: Other Expenses
E0027566	06/30/2020	Gabriel V. Manning	400.00	SWFT: WEI: Other Expenses
E0027567	06/30/2020	Graciela I. Manriquez	320.00	SWFT: WEI: Other Expenses
E0027568	06/30/2020	Tyson M. Moore	320.00	SWFT: WEI: Other Expenses
E0027569	06/30/2020	Dorothy T. Porter	320.00	SWFT: WEI: Other Expenses
E0027570	06/30/2020	Michael B. Shivers	400.00	SWFT: WEI: Other Expenses
E0027571	06/30/2020	Daniel K. Vuvu	400.00	SWFT: WEI: Other Expenses
E0027572	06/30/2020	Brandin W. Whiteside	320.00	SWFT: WEI: Other Expenses

Student Refunds	626,372.30	1,000.00
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Totals Voucher Checks	<u>\$ 2,548,638.76</u>	<u>\$ 69,200.65</u>
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Last Check Numbers Used: AP = 0972793 AP = E0027572 ST = 0972735 ST = E0027560

IX. BUSINESS & FINANCE—Item D

TENTATIVE BUDGET

The tentative budget for FY2021 will be presented for information. The tentative budget will be on display for public viewing prior to final budget approval. Notice of the tentative budget will be placed in the News-Gazette.

The final budget will be presented for approval at the September 2020 Board meeting. Any questions regarding the budget prior to the September meeting may be directed to Chris Randles or Dave Donsbach.

INFORMATION

IX. BUSINESS & FINANCE—Item E

EXEMPT PURCHASE – FY2021 - 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 request covers the cost of 3 near future overhauls for the Piper Seminole and Archer aircraft.

This purchase relates to the following Strategic Goals:

Goal D: Parkland College will engage the district’s institutions and communities to develop citizens who build and sustain economic, social, and cultural assets through work, service, and engagement.

D.1: 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.

Administration recommends purchasing the repair services from Poplar Grove Airmotive, Inc. of Poplar Grove, IL for a total cost of \$75,000.00. 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 (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. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from the FY21 Aviation budget.

MOTION—Move to approve the purchase of repair services from Poplar Grove Airmotive, Inc., Poplar Grove, Illinois at a total cost of \$75,000.00

IX. BUSINESS & FINANCE—Item F

SERVICE DRIVE RECONSTRUCTION

The State of Illinois has provided funding, through the Capital Development Board, in the amount of \$1,275,000 to the College for the purpose of reconstructing the north service drive road and adjacent walkways. At the September 2019 meeting, the Board approved 25% matching funding in the amount of \$425,000. College matching funds will be from Phase II of Construction Bonds. The Capital Development Board will manage the funds for the project with the College’s portion of funds in a trust agreement.

The Capital Development Board opened bids for this project on June 26th, 2020. The bid results are listed below:

1. Mid Illinois Concrete & Excavation, Urbana, IL	\$1,087,540.00
2. Duce Construction, Champaign, IL	1,237,500.00
3. Stark Excavating, Bloomington, IL	1,324,000.00
4. Grunloh Construction, Effingham, IL	1,439,000.00
5. CAD Construction, Tremont, IL	1,449,200.00
6. Cross Construction, Urbana, IL	1,471,772.00

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 recommends approving Mid Illinois Concrete & Excavation of Urbana, IL for the reconstruction of the North Service Drive. Board authorization is requested since the cost exceeds \$20,000.00

MOTION— Move to approve the bid for reconstructing the north service drive be awarded to Mid Illinois Concrete & Excavation of Urbana, Illinois in the amount of \$1,087,540.00.
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IX. BUSINESS & FINANCE—Item G

PRINTING & BULK MAILING SERVICES – COMMUNITY EDUCATION

A legal bid notice was placed in The News-Gazette. The bid also appeared on the RFP page of the Parkland College website. Bid invitations were sent to four companies requesting bids for printing and bulk mailing services for Community Education brochures for FY21-Q2, FY21-Q3, FY21-Q4, and FY22-Q1. Three vendors returned a bid. The bid tabulation sheet is attached.

This purchase relates to the following Strategic Goal:

Goal C: Collaboration: Parkland College will work collaboratively to develop a workforce with critical thinking, communication, and technical skills to ensure success in a diverse, technological, and global work environment.

C3. Engage with community and regional partners to foster partnerships focused on continuous learning.

Goal D: Engagement: Parkland College will engage the district’s institutions and communities to develop citizens who build and sustain economic, social, and cultural assets through work, service, and engagement.

D3. Provide credit and noncredit lifelong learning and other educational opportunities to members of the District 505 community. Develop programs that make various cultural programs accessible and build relationships with K-12 to develop future student population.

D4. Market the mission, programs, and services of Parkland College effectively to support the institution's enrollment goals and so that constituents fully understand the comprehensive programs offered that provide opportunities to students and support development of District 505 communities.

Administration recommends acceptance of the bid from K.K. Stevens Publishing Co., at a cost of \$36,914.90, for the printing and mail preparation of Community Education brochures. Funds are available from the FY2021 and FY2022 Marketing and Community Education budgets.

K.K. Stevens Publishing Co. Astoria, IL	\$36,914.90
Woodward Printing Services Platteville, WI	\$41,007.54
Premier Print Group Champaign, IL	\$47,432.00

MOTION— Move to approve the bid from K.K. Stevens Publishing Co. of Astoria, Illinois, for printing and mail preparation services for Community Education in the amount of \$36,914.90.

X. ACADEMIC & STUDENT SERVICES—Item A*

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

Grant proposals as described in the accompanying summaries are presented for consideration prior to submission to the specific agencies.

CONSENT MOTION—Move to approve the filing of the following grant applications in accordance with the accompanying summaries which will be incorporated in the official minutes:

1. Illinois Community College Board (ICCB): Career & Technical Education PerkinsPostsecondary Grant
2. Illinois Community College Board (ICCB): Adult Education and Family Literacy
3. Illinois Community College Board (ICCB): Early School Leaver TransitionProgram (ESLTP)

**Illinois Community College Board (ICCB): Career & Technical Education Perkins
Postsecondary Grant**

The Perkins grant ensures Career & Technical Education programs are of high quality, align with academic and labor market demands, and provide opportunities for all students, especially those who are undeserved. The Perkins grant supports CTE programs at Parkland by funding various instructional supplies, equipment, personnel wages, professional development, etc. Perkins helps equip classrooms and labs with current technology to ensure excellence in teaching and learning to our career/technical students.

Submitted to: Illinois Community College Board (ICCB)

Proposed by: Division of Career & Technical Education: Bobbi Scholze

Target Population: CTE students and faculty.

Benefits to Population: This grant improves CTE programs, ensuring students receive high-quality and current education to prepare them for the workforce.

Supports Mission: To provide technical-vocational and career education that meets the needs of students, business, and industry.

Project Lead: Parkland College

Other Partners: N/A

Proposed Dates: 7/1/2020 to 6/30/2021

	First Year	All Years		First Year	All Years
All Partners Grant Request:	N/A	N/A	Parkland's Cash Match:	\$0	\$0
Parkland's Grant Request:	\$700,813	\$700,813	Parkland's In-kind Match:	\$0	\$0

Grant Funds will be used to:

Fund personnel salaries/benefits, travel, equipment, supplies, professional development, student events, recruitment/marketing, and software.

Illinois Community College Board (ICCB): FY2021 Adult Education Continuation

Funding from this grant provides general operating support for Adult Education at Parkland. These grant funds provide comprehensive support to adult students in Illinois by providing educational and literacy services that promote career pathways for adult learners.

Submitted to: Illinois Community College Board

Proposed by: CTE/Adult Education: Tawanna Nickens

Target Population: Adult learners in District 505.

Benefits to Population: This program provides adult basic education instruction and services to adult learners in District 505.

Supports Mission: To provide developmental programs, courses, and services which prepare students to pursue college-level work successfully

Project Lead: Parkland College

Other Partners: N/A

Proposed Dates: 7/1/2020 to 6/30/2021

	First Year	All Years		First Year	All Years
All Partners Grant Request:	N/A	N/A	Parkland's Cash Match:	\$0	\$0
Parkland's Grant Request:	\$460,000	\$460,000	Parkland's In-kind Match*:	\$125,000*	\$125,000*

**In-kind cost explanation is on the last page of this document.*

Grant funds will be used to:

Funding from this grant supports adult education personnel salaries/benefits, student transportation, and supplies/materials.

Illinois Community College Board (ICCB): FY2021 Early School Leaver Transition Program

The Early School Leaver Transition Program is designed to help at-risk high school dropouts between the ages of 16 and 24 become reoriented and motivated to complete their education by allowing students to participate in adult education instruction as well as career and work training activities. Parkland’s ESLTP will specifically target qualified young adults who do not have an HSE (high school equivalency), who have high-school diplomas but are basic skills deficient, who are English-language learners, or who require additional assistance to enter or complete an educational program.

Submitted to: Illinois Community College Board (ICCB)

Proposed by: CTE/Adult Education: Tawanna Nickens

Target Population: Out-of-school youth and young adults in District 505.

Benefits to Population: This program provides educational services to help at-risk high school dropouts complete their GED and enter into post-secondary education or training.

Supports Mission: To provide developmental programs, courses, and services which prepare students to pursue college-level work successfully.

Project Lead: Parkland College

Other Partners: N/A

Proposed Dates: 7/1/2020 to 6/30/2021

	First Year	All Years		First Year	All Years
All Partners Grant Request:	N/A	N/A	Parkland’s Cash Match:	\$0	\$0
Parkland’s Grant Request:	\$45,000	\$45,000	Parkland’s In-kind Match*:	\$11,250*	\$11,250 *

**In-kind cost explanation can be found on the last page of this document.*

Grant funds will be used to:

Provide GED preparation, college prep skills, and career awareness classes and activities.

X. ACADEMIC & STUDENT SERVICES—Item B*

ACCEPTANCE OF FUNDS FROM EXTERNAL SOURCES

Attached is a summary of funds awarded to the College from external sources:

1. Illinois State Board of Education (ISBE): Migrant Education Program (MEP)
2. Child Care Resource Service (CCRS): Birth Through Two Classroom Furnishing and Materials Grant
3. U.S. Department of Education: CARES Act—Higher Education Emergency Relief Fund: Strengthening Institutions (Title III) Portion
4. Illinois Green Economy Network (IGEN): Renewable Energy Trust Fund (IEPA funding)—General Award

CONSENT MOTION—Move to approve the awarding of funds from external sources as stated above and in the attached summary.

FUNDS RECEIVED

Title	Received From	Begin Date	End Date	Years	Total Amount	Parkland Amount
Migrant Education Program (MEP)	Illinois State Board of Education (ISBE)	7/1/19	6/30/20	1	\$355,282	\$355,282
Birth Through Two Classroom Furnishing and Materials Grant	Child Care Resource Service (CCRS)	7/1/19	6/30/20	1	\$2,822	\$2,822
CARES Act—Higher Education Emergency Relief Fund: Strengthening Institutions (Title III) Portion	U.S. Department of Education	5/3/20	5/2/21	1	\$162,694	\$162,694
Renewable Energy Trust Fund (IEPA funding)—General Award	Illinois Green Economy Network (IGEN)	7/1/19	6/30/20	1	\$5,000	\$5,000
					Total	\$525,798

In-Kind Cost Explanation

Grant: Illinois Community College Board (ICCB):
FY21 Adult Education & Literacy

In-Kind Amount: \$125,000

Explanation: This grant requires a minimum 25% cash or in-kind match. The in-kind match for this grant includes institutional funds for personnel costs and operations & maintenance.

Grant: Illinois Community College Board (ICCB):
Early School Leaver Transition Program (ESLTP)

In-Kind Amount: \$11,250

Explanation: This grant requires a minimum 25% cash or in-kind match. Parkland's institutional indirect cost rate was applied to the in-kind match to meet the grant's requirement. Indirect costs include salaries/wages, fringe benefits, materials, services, supplies, etc.

X. ACADEMIC & STUDENT SERVICES—Item C*

2020-2021 ACADEMIC CALENDAR (AMENDMENT)

The amended 2020-2021 Academic Calendar is presented to the Board of Trustees for approval.

The amendment is based on Public Act 101-0642 which declared November 3, 2020 General Election Day as a state holiday and mandated that community colleges be closed on that day. The addition to the academic calendar is highlighted in yellow.

CONSENT MOTION - Move to approve the 2020-2021 Academic Calendar (Amended) per attached document

TENTATIVE 2020 – 2021 ACADEMIC CALENDAR

SUMMER SEMESTER 2020	
Instruction begins	Monday, May 18
Memorial Day (Legal holiday – no classes)	Monday, May 25
Independence Day (Legal holiday)	Saturday, July 4 (College closed July 2-3)
Instruction ends	Thursday, August 6
FALL SEMESTER 2020	
Faculty Preparation Week begins	Monday, August 17
Instruction begins	Monday, August 24
Labor Day (Legal holiday – no classes)	Monday, September 7
Midterm (full semester classes)	Friday, October 16
Election Day (State holiday – no classes)	Tuesday, November 3
Thanksgiving recess (no classes)	Wednesday, November 25 (after 5 p.m.) – Sunday, November 29
Instruction resumes	Monday, November 30
Instruction ends	Friday, December 11
Final Examinations Week	Monday, December 14 – Friday, December 18
SPRING SEMESTER 2021	
Faculty Preparation Week begins	Tuesday, January 5
Instruction begins	Monday, January 11
Martin Luther King Day (Legal holiday – no classes)	Monday, January 18
Professional Development Day (no classes)	Thursday, February 25
Midterm (full semester classes)	Friday, March 5
Spring vacation (no classes)	Saturday, March 13 – Sunday, March 21
Spring holiday (campus closed)	Friday, March 19
Instruction resumes	Monday, March 22
Instruction ends	Thursday, May 6
Final Examinations Week	Friday, May 7 – Thursday, May 13
Commencement	Thursday, May 13

Registration and payment deadlines for instructional sessions within each semester will be published in the class schedule and online at www.parkland.edu and on the portal at <https://my.parkland.edu>.

X. ACADEMIC & STUDENT SERVICES—Item D

POLICY MANUAL UPDATES (LODGED)

The Parkland College Association (PCA) and Administration have completed the latest review of the Policy and Procedures Manual. The recommended changes are being lodged and will be presented as a consent motion for approval at the September meeting.

POLICY 3.25 DRUG FREE WORKPLACE—EMPLOYEES and POLICY 3.26 ALCOHOLIC BEVERAGES

CHANGES:

Strike out the two existing policies and create a one new policy with the name, Alcohol Free/Drug-Free Workplace.

EXPLANATION/RATIONALE:

Illinois legislature passed the Cannabis Regulation and Tax Act on May 31, 2019 with Governor Pritzker signing the Act into law on June 25, 2019 with an effective date of January 2, 2020. In preparation, I reviewed our current policies to ensure compliance with the new law. Upon my review, I noticed that the language used for the current policy was outdated and not consistent with current trends in policy amongst higher ed. The College attorney, Lorna Geiler, has reviewed the proposed changes and ensured it is in compliance with the new state law and existing federal law.

POLICY 7.02 LIBRARY SERVICES

CHANGES:

Complete revision of all library policies as last update was in 2004

EXPLANATION/RATIONALE:

Updated library policies to reflect current practice

INFORMATION

SPONSOR NAME:

Martha Jacobson

POLICY TITLE:

Alcohol-Free/Drug-Free Workplace

CHANGES:

Strike out the two existing policies and create a one new policy with the name, Alcohol Free/Drug-Free Workplace.

EXPLANATION/RATIONALE:

Illinois legislature passed the Cannabis Regulation and Tax Act on May 31, 2019 with Governor Pritzker signing the Act into law on June 25, 2019 with an effective date of January 2, 2020. In preparation, I reviewed our current policies to ensure compliance with the new law. Upon my review, I noticed that the language used for the current policy was outdated and not consistent with current trends in policy amongst higher ed. The College attorney, Lorna Geiler, has reviewed the proposed changes and ensured it is in compliance with the new state law and existing federal law.

POLICY 3.25 ALCOHOL-FREE/DRUG-FREE WORKPLACE

To help ensure the safety and well-being of employees, students, and the general public, Parkland College is committed to maintaining a campus environment that is free of illegal drugs and of drugs or alcohol that are used illegally.

The College prohibits the consuming of alcoholic beverages on College property in accordance with local ordinances. In compliance with the Drug-Free Workplace Act, the College also prohibits the unlawful possession, use, distribution, or manufacture of alcohol or controlled substances that are illegal under federal, state, or local law on College property or during College-sponsored events/activities. Violation of this policy will result in disciplinary action in accordance with applicable bargaining agreements, up to and including termination of employment.

Exceptions to the alcohol policy may be made with approval of the Board of Trustees or its designee, subject to applicable federal, state, or local law.

The College encourages employees to seek assistance with any substance abuse issues. The College will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

Employees must notify the College within five calendar days if they are convicted of a criminal drug violation in the workplace. Within 10 days of such notification or other actual notice, the College will advise appropriate contracting agencies of such conviction if needed.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the College.

Any employee who violates the alcohol-free/drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge. At the discretion of the College, any employee who violates the alcohol-free/drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the College's satisfaction in an approved drug assistance or rehabilitation program.

To maintain an alcohol-free/drug-free workplace, the College has established an alcohol-free/drug-free awareness program to educate employees on the dangers of drug abuse in the workplace; Parkland's drug-free workplace policy; the availability of any drug-free counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed for violations of Parkland's drug-free workplace policy.

Information and available services

The College recognizes that alcoholism and drug abuse are treatable illnesses, and encourages employees who may have alcohol or drug abuse problems to seek treatment for them. Any employee afflicted by alcoholism or drug dependency will have the same options as those with other illnesses to participate in prescribed treatment programs, including the use of paid leave, if available, and unpaid leave.

SPONSOR NAME:

Morgann Quilty

POLICY TITLE:

7.02 Library

CHANGES:

Complete revision of all library policies as last update was in 2004

EXPLANATION/RATIONALE:

Updated library policies to reflect current practice

POLICY 7.02 LIBRARY SERVICES

The Parkland College Library actively contributes to the educational mission of the College by developing and delivering relevant and responsive information resources, tools, spaces, and services. The Library seeks to cultivate academic success and encourage lifelong learning for College faculty, staff, students, and community members.

The following policies guide the development and provision of Library services and facilities.

Approved: September 19, 1984

7.02.01 Collection Development Policy

The Parkland College Library offers services and collections consistent with the Association of College and Research Libraries' *Standards for Libraries in Higher Education*.

The faculty and staff of the Parkland College Library ensure collections contain materials sufficient in quality, depth, diversity, and currency to support the educational mission of Parkland College. The Library seeks a collaborative approach to collection development, and welcomes recommendations for resources from all Library users.

Ultimate responsibility for selection of materials resides with the Parkland College Board of Trustees. The Board and the College President delegate this responsibility to the Library Director.

The following criteria are used to select materials:

- Availability of funds
- Relevance to the educational mission of the College
- Relevance to the curricular needs of the students
- Relevance to the instructional needs of the faculty

- Academic value of the material
- Balance of viewpoints for controversial topics
- Adequacy of the Library's current collection in a particular subject
- Anticipated need as determined by College programs
- Currency and long-term value of the material
- Accessibility

Textbooks and duplicate copies of materials are generally not purchased, but the Library Director may make exceptions in certain circumstances. These include:

- Lack of availability
- High volume of requests
- Relevance to the collection
- Anticipated long-term return on investment

7.02.02 Collection Maintenance

Library faculty regularly review the collection to identify materials for deselection, using the Collection Development Policy (7.02.01) to evaluate current holdings. Materials that no longer meet the criteria of the Collection Development Policy will be identified for deselection. Items will also be identified if they are:

- Outdated
- Damaged or highly worn
- Duplicates
- Superseded
- Missing
- No longer relevant for curricular or instructional needs
- Materials which have not circulated in more than two years

Damaged or missing items are replaced only when meeting the criteria set out in the Collection Development Policy.

Parkland College Library will retain unique items not readily available elsewhere.

Items identified for deselection but not withdrawn will be returned to the collection.

Items withdrawn from the Library collection will be disposed of in ways that conform to College policy and legal requirements for the disposition of state property.

Ultimate responsibility for withdrawal of materials resides with the Board of Trustees. The Board and the College President delegate this responsibility to the Library Director.

7.02.03 Gifts

Parkland College Library welcomes gifts and donations of materials or funding that contribute to the educational mission of the College. As donated materials generate costs for the Library, all donations will be evaluated according to the Collection Development Policy. Items donated to the Library must be given without restriction to be accepted. Donations with restrictions may be declined.

The Library will assess donated materials against the Collection Development Policy. Items will be included in the collection or dispersed at the Library's discretion.

- Materials accepted will be added to the general collection. No donated materials will be housed as a separate entity.
- The Library may dispose of gifts in ways that serve the best interest of the Library, including via book sales or by donation to charitable entities.

The Library will provide a letter of acknowledgement for receipt upon request. The Library does not provide appraisals or valuations for donated materials.

The Library Director will make final decisions as to the disposition of gifts. Vice Presidents and the President of the College will be consulted for unusual or large gift requests.

7.02.04 Lending of Materials

Parkland College Library makes available materials for in-house, limited, and extended borrowing for designated Library users. Library users who wish to borrow must be current and active with the College, possess a valid Parkland ID, and include:

- Full- and part-time faculty
- Full- and part-time students
- Full- and part-time staff
- Community borrowers

Borrower types, lending limits, renewals, and restrictions are described in detail on the Library website. All items are lent via the Library's automated circulation system, which serves as the system of record for Library users and borrowed materials.

Library users assume full responsibility for items borrowed from the Parkland College Library. Materials must be returned on time in the same condition borrowed, or overdue fines and/or replacement charges will be levied.

Library users may appeal fines or charges by submitting a claim in writing to the Library service desk. The Library Director makes the final decision regarding disputes.

The Library does not make exceptions for:

- Items subsequently lent or given to another person by the borrower
- Items returned by a person other than the borrower

- Items borrowed on behalf of another person

Library users with overdue materials will be sent two emails to their Parkland College email address, or, for community borrowers, their designated email address: a first notice of overdue, and a final invoice. The invoice will reflect current replacement cost(s) of the item(s) and a processing fee per item. Items returned after the final invoice has been emailed will retain the processing fee, but the replacement cost will be waived.

Student Library accounts that have been invoiced are also reported to the Business Office. The College will place a block against the student record, prohibiting access to grades, transcripts, and registration, until the invoice is resolved.

For all Library users, excessive fines or overdue items will result in borrowing privileges being revoked until the account is resolved. The Library may elect to seek collection agency intervention for failure to make restitution for outstanding accounts, subject to the College policy regarding unpaid debts (6.04).

7.02.05 Confidentiality of Library Records

Parkland College Library is committed to the protection of privacy for all Library users. Information regarding user accounts is disclosed only to the user. The Library keeps transaction records only for the minimum time required to collect administrative statistics. Records are then permanently erased.

Parkland College and the Parkland College Library, in accordance with the Illinois Local Library Act (75 ILCS 5/1-7) and the Library Records Confidentiality Act (75 ILCS 70), recognize that library circulation records and other records identifying library users are to be kept confidential. Records shall not be made available to any individual or to any agencies of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Upon receipt of such process, order, or subpoena, the Library Director will immediately inform the Vice President for Academic Services and the Dean of Learning Support. The College will then consult with legal counsel to determine the appropriate course of action.

XI. CLOSED SESSION

The Board may meet in Closed Session and then return to Open Meeting.

MOTION—Move to go into Closed Session for the purpose of discussing the following topics:

1. Appointment, employment, compensation, resignation, or performance 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.

XIII. CLOSED SESSION AUDIO APPROVAL

The Board may make a motion to approve the audio recording made of the Executive Session.

MOTION—Move to approve the audio recording made of the Executive Session of July 15, 2020 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.

XIV. ADMINISTRATIVE SERVICES—Item A

PERSONNEL REPORT

The Personnel Report for July 2020, is attached and presented for approval.

MOTION—Move to approve the Personnel Report for July 2020, in accordance with the documents that will be incorporated in the official minutes.

XV. TRUSTEE REPORTS

The Chairman will open the floor for Board comments.

INFORMATION

XVI. ADJOURNMENT

A motion and second will be made for adjournment of the July 15, 2020 Board of Trustees meeting.

PARKLAND COLLEGE

STATEMENT OF CORE VALUES

As an institution of learning, Parkland College cultivates inquiry, practical application of knowledge, and broad enrichment across our community. The following values are important to the fulfillment of Parkland College's mission to provide programs and services of high quality to our students and community.

Honesty and Integrity

In our daily operations, our classrooms, and all of our interactions, it is essential that we communicate openly, truthfully, and without hypocrisy.

Fairness and Just Treatment

We advocate and strive for respect, equity, and justice in all of our operations and proceedings.

Responsibility

We believe that employees and students are personally and mutually accountable for their actions as they carry out their duties. We understand the need to balance the pursuit of our own well being with concern for others. Likewise, we understand the importance of balancing personal accountability with graciousness in the acceptance of help from others.

Multiculturalism

We celebrate the diversity in both our community and our world. Our goal is to recognize, promote, utilize, and educate one another regarding the unique qualities and shared humanity of all people and cultures.

Education

We provide a forum for innovation, critical thinking, open inquiry, and lifelong learning opportunities.

Public Trust

In our efforts to serve the community, we honor the trust placed in us by our citizenry. We also rely on our community to guide and advise us as we continue to serve its needs.