

**MINUTES OF REGULAR MEETING OF THE
BOARD OF TRUSTEES
OF COMMUNITY COLLEGE DISTRICT #505
(Parkland College)**

**Counties of Champaign, Coles, Dewitt, Douglas, Edgar,
Ford, Iroquois, Livingston, McLean, Moultrie, Piatt, Vermilion, and State of Illinois**

SEPTEMBER 16, 2020

ROLL CALL

The Meeting was called to order by Bianca Green, Chairman, at 7:00 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, and Jonathan Westfield. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Student Trustee Mukumayi joined the meeting at 7:14 p.m.

CONSENT AGENDA MOTION

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

It was moved by Mr. Trimble and seconded by Mr. Ayers to approve the consent agenda that includes all items on the agenda that are preceded by an asterisk.

The motion carried by the following vote: AYES—Ayers, Dixon, Johnson, Trimble, Voyles, Westfield, Green; NAYS—None.

The consent agenda adopted includes approval of the following items:

- Policy Manual Updates
- Approved the minutes of the Board of Trustees Regular Meeting held on July 15, 2020
- Approved the voucher checks listing thru August 31, 2020, totaling \$3,535,315.00.
- Moved to declare the following items as surplus property:
 - Kodak M35 Film Processor- estimate 20 years old 1
 - Xray Cassette Holder – estimated 20-30 years old 1
 - DuPont Film Duplicator – estimate 20-30 years old 1
 - Wolf Film Bin for medical film – estimated 20-30 years old 1
 - Visa-Talk Pass Box – estimated 20-30 years old 1
 - Dentex Bite Wing Film Processor – estimated 20 years old 1

- Bar-Ray Bite Wing Film Bin- estimate 20 years old 1
- Hand Tank- estimated 20 years old 1

- Approved the filing of the following grant applications:
 - Illinois State Board of Education (ISBE): FY21 Facilitating Coordination in Agricultural Education (FCAE)
 - Illinois Community College Board (ICCB): Workforce Equity Initiative (WEI) (supplemental CURES Act funding)
 - Illinois Community College Board (ICCB): Adult Education and Family Literacy (supplemental CURES Act funding)

- Approved the awarding of funds from external sources as follows:
 - Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ)
 - Illinois Community College Board (ICCB): Early School Leaver Transition Program (ESLTP)
 - Illinois Department of Transportation (IDOT): FY21 Highway Construction Careers Training Program (HCCTP)
 - Illinois Community College Board (ICCB): Career & Technical Education Perkins Postsecondary Grant
 - U.S. Department of Education: TRIO—Student Support Services (SSS)
 - Illinois Community College Board (ICCB): Adult Education and Family Literacy

- Approved the recommended changes to the following policies in the Policy and Procedures Manual:
 - Policy 3.25 Drug Free Workplace-Employees and Policy 3.26 Alcoholic Beverages
 - Policy 7.02 Library Services

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

PUBLIC SAFETY DEPARTMENT RESOLUTION AND OATH OF OFFICE

In accordance with the Illinois Compiled Statutes, the Board of Trustees is empowered to appoint sworn members to the College's Public Safety Department. Benny Mingo was appointed as a full-time, 12-month public safety officer position, filling the vacancy created by Alex Ostebuhr's departure.

It was moved by Mr. Voyles and seconded by Mr. Westfield to approve the Resolution to appoint Benny Mingo as a Peace Officer to the Parkland Public Safety Department.

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

Chief Colbrook introduced Officer Mingo and administered the Oath of Office.

COMMUNICATION FROM PCA

There was no report from PCA.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

- Academic Services is leading an Illinois consortium of 13 community colleges to pursue a DOL grant called Strengthening Community College Training. Our target ask is \$5 million from Jan 2021 through Dec 2022. Proposal due date is October 8. Community college partners include: Parkland (lead), Blackhawk, Carl Sandburg, Heartland, John A. Logan, John Wood, Kankakee, Kaskaskia, Oakton, Rend Lake, Shawnee, Southeastern, and Southwest. Special thanks to Dr. Lau, Dr. Sutton, Bobbi Scholze, Derrick Baker, Josh Birky, and Lily Worby.
- CobraVenture is rebooting with the Class of 2020 student cohorts. Information and training sessions resume this week. New sponsors include: Murray Wise (1st), Ramshaw (2nd), It's a Wrap (3rd and 4th), Shaw Premier Painting (\$200 for all participants), Busey (technology), Lodgic (workplace). The CobraVenture Pitch Competition will be held on November 16.
- Dr. Lau announced that Academic Services recommends closure of the Collision Repair Program and the Hospitality Program. Both programs have endured a steady decline in enrollment. Community Education is preparing to offer hospitality courses, and students currently enrolled in the program are being sent to Richland Community College.
- Mike Trame reported that since August 10, 2020, there have been 54 COVID cases (two employees and fifty-two students). The COVID Response Team manages the positive cases on campus along with the follow-up procedures. They plan to place this data on the Parkland website. Mr. Trame thanked everyone involved for their efforts.
- The Solar Array is up and running as of Friday, September 11, 2020. The array spans 8 acres on the northwest corner of campus, and should generate between 10-15% electricity or 2 megawatts, depending on the load of the campus. Dr. Ramage reminded the Board that the College received RFP responses on October 13, 2017, and the Board approved Solsystems on February 21, 2018. Solsystems sold the contract to ConEd and

a new contract was signed October 12, 2018. Last month's bill from Constellation/Ameren included a \$57 credit for energy generated from the solar array, which was for a few hours the system was online for testing.

- Enrollment update was good news so far. The budget accounted for a 20% deficit but has since been mitigated down to about 13.1% and -14.7% in headcount. The 10th day enrollment report should be available soon. Kristin Smigielski will provide another enrollment update at the October Board meeting.
- For the first time, Parkland College will be an early voting site for students and the community; October 19-November 3 in room U142.
- Campus will be closed for services on November 3, 2020 in observance of the new Election Holiday.
- Thanked Trustees Ayers, Warfel, Kelley, and Bennett for participating in a pre-recorded presentation for the ACCT Leadership Conference. The presentation will be available to registered attendees on October 7, 2020.
- Congratulated all who participated in the TRiO Grant efforts. The grant was approved for \$1.6 million, and renewed for another 5 years.

SABBATICAL REPORT

Joan Stolz, Associate Professor in Art and Design, gave a brief report on her sabbatical taken during the Fall 2019 semester. Her sabbatical objective was to create a body of work for a one-person exhibit in the Doudna Gallery at Eastern Illinois University. She also had opportunity to present to graduate art students on her expertise in the use of pastel, silverpoint, and egg tempura. This sabbatical invigorated both her work as an artist and as a teacher at Parkland.

Ms. Stolz thanked Parkland College and the Board of Trustees for the opportunity, and Laura O'Donnell for taking her photos. She also expressed that it was great to have Ann Coddington as a contact throughout the process.

FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, provided an update on the 4th quarter activities of the Foundation. A handout was provided to the Board. The Creating Impact Celebration will be held the last week of October. Ms. Wahlfeldt encouraged everyone to share the event information. She thanked Marketing for their creativity and talents working on this project.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, gave a legislative update. A handout was provided to the Board.

FREEDOM OF INFORMATION ACT (FOIA)

Stephanie Stuart reported on the following FOIA requests:

<u>Requestor</u>	<u>Information Requested</u>
Rick Dial, Carpenters Union	Solar Contracts
Donna Giertz	Athletic Expenses
Donna Giertz	Student Athlete Information
Donna Giertz	Personnel Information
Jared Rutecki, Better Government Association	Athletic Personnel Expenses (annual request)
Ariel Paradis, Payouts Network (Commercial)	Proposals Submitted in Procurement Card RFP
Stacy Savage, Civitech (Commercial)	Student Directory Information
Pit Herber, Candidate Select (Commercial)	Grade Distribution

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for August reflect the results of operations of the College for the first two months of fiscal year 2020. The revised budget estimates indicate that expenses will exceed revenues by \$4,995,275 in the general operating funds.

- The financial statements have not yet been adjusted for significant changes that have transpired in the first quarter of the fiscal year. These include:
 - Expense reductions for impending retirements due to the VSP programs.
 - Expense reductions for fall student workers.
 - College-wide expense reductions for contractual services, materials & supplies, and travel & meetings.
 - One-time expense reduction in annual capital outlay.
- The key factors for the College's operating results in FY2021 will be tuition & fees revenue (enrollment), self-funded health claims, and continued impact of COVID-19.
- The College has received all of its FY2020 ICCB Base Operating and Equalization payments.
- The College has received its first FY2021 ICCB Base Operating payment.
- The tentative and original FY2021 budgets projected a \$4,964,925 deficit.
- The FY2021 unaudited beginning operating fund balance is approximately \$22.1M. This amount is 41% of operating expenditures.
- The FY2021 College tentative budget was lodged in July.

- The FY2021 College final budget will be presented in September.
- The FY2020 College audit will be presented at the October meeting if Federal DOE CAREs Act reporting rules are in place in time. The final audit is due to ICCB December 31, 2020.
- The TY2020 tax levy will be presented in November or December.

Chairman Green inquired about the status of health claims. Mr. Randles updated that health claims seem to be lower than where we were last year. If COVID continues, claims are likely to be down, simply because of the challenges COVID presents.

Trustee Dixon asked if Parkland was having similar issues as others in regards to receiving funds from taxing bodies. Mr. Randles noted that Parkland is behind in receiving tax remittances from the Treasurer. Given our substantial fund balance, the delays are not as problematic for us, yet. Our concern is that we receive full payment.

PUBLIC HEARING

A public hearing was held on the proposed 2020-2021 (FY2021) budget. No public comments were made.

2020-2021 BUDGET

The final 2020-2021 (FY2021) budget was presented for approval.

It was moved by Mr. Ayers and seconded by Mr. Johnson that the budget for the 2020-2021 year (FY2021) be adopted in accordance with the documents provided to the Board.

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 – SSI AGVANCE

In support of curriculum development in the Advanced Applicator Technician program and funded through National Science Foundation (NSF) grant #1902427, the following recommendation is to purchase Software Solutions Integrated, LLC (SSI) Agvance software. Agvance software is 100% exclusive to the agriculture sector, and is ubiquitous among agriculture retailers/employers. The software license agreement is for an annual purchase of Agvance Professional Edition for three years (duration of the grant) ending June 30, 2023. The annual purchase amount is \$28,000, which includes Agvance user licensing, maintenance, training, curriculum materials and support. The total purchase amount is \$84,000.

- Agvance Professional Edition includes Agvance Accounting, Blending, Dispatch Suite, Grower360, SKY Mapping Premium and 50 user licenses.

- Agvance is ag retail's most integrated software and will provide agriculture students with specific software training used in the industry.

This purchase relates to the following strategic goals:

Goal A: Quality - Parkland College will maintain the highest educational standards providing ongoing continuous learning for all citizens of District 505.

A2. Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

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.

C2. Develop partnerships with district employers to identify employability skills, collaborate in the development of curriculum and delivery systems, and create employment and internship opportunities for students.

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.

D2. Mobilize partnerships to accomplish a collaborative agenda that ensures that program planning targets skills gaps; promotes the associate's degree as a desired employment credential; and establishes viable options for completing skills-based credentials, including classroom instruction, online learning, credit for prior learning, and on-the-job learning.

Administration recommended the purchase of Agvance software from Software Solutions Integrated, LLC (SSI) of Shelbyville, IL. This item is 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. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available in the NSF grant budget for this purchase.

It was moved by Mr. Trimble and seconded by Mr. Voyles to approve the purchase of Agvance software from Software Solutions Integrated, LLC (SSI) of Shelbyville, IL. This purchase will have year one cost of \$28,000 that includes Agvance user licensing, maintenance, training, curriculum materials and support followed by two years with an annual software cost of \$28,000 through June 30, 2023 for a total of \$84,000.

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 – 160 DRIVING ACADEMY

Parkland College Community Education uses 160 Driving Academy to provide the personnel and equipment as well as the recruitment, instruction, marketing and job placement services for our tractor trailer driver training program.

160 Driving Academy, has 16 locations in Illinois and another 40 locations out of state. They provide a tuition reimbursement program for those students that qualify. Their goal is to train students according to the trucking regulations, promoting safe and secure driving, and to place students with one of the top U.S. trucking companies.

This purchase relates to the following strategic goal:

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.

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.

Administration recommended purchasing the tractor-trailer driver training services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, Illinois, for a total cost not to exceed \$475,000. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from FY 2021 Community Education budget for this purchase.

It was moved by Mr. Westfield and seconded by Mr. Johnson to approve the purchase of services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, Illinois, for a total cost not to exceed \$475,000

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 – CONDENSED CURRICULUM INTERNATIONAL

Parkland College Community Education will use Condensed Curriculum International (CCI) to provide training services (curriculum, books, materials, and instructors) for Medical Billing and Coding.

Since 1993, Condensed Curriculum International has supported educational institutions in communities nationwide with leading eLearning and traditional content focused on healthcare and other in-demand disciplines. Dedicated to high-quality classroom solutions, best-in-class eLearning content, and solid community partnerships, CCI has the professional expertise and experience to meet our institution's needs.

This purchase relates to the following strategic goal:

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.

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.

Administration recommended purchasing the training services and materials from Condensed Curriculum International of Fairfield, New Jersey, for a total cost not to exceed \$25,000. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing 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. Board authorization was requested since the cost exceeds \$20,000. Funds are available from FY 2021 Community Education budget for this purchase.

It was moved by Mr. Voyles and seconded by Mr. Trimble to approve the purchase of services from Condensed Curriculum International of Fairfield, New Jersey, for a total cost not to exceed \$25,000.

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 – STRATEGIC DEVELOPMENT INSTITUTE

Parkland College Community Education purchases books, training materials, and assessment services from Strategic Development Institute (SDI), a distributor for our leadership and customer service training programs.

This purchase relates to the following strategic goal:

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.

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.

Administration recommended purchasing the various leadership and soft skills books, training materials, and assessment services from SDI of Champaign, Illinois, for a total cost not to exceed \$30,000. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (l) contracts for goods or services which are economically procured from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph. Board authorization was requested since the cost exceeds \$20,000. Funds are available from FY 2021 Community Education budget for this purchase.

It was moved by Mr. Voyles and seconded by Mr. Johnson to approve the purchase of services from SDI of Champaign, Illinois, for a total cost not to exceed \$30,000.

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 – TURNITIN

Turnitin is an originality checking software service that integrates with our Learning Management System. Faculty use it both to detect plagiarism in submitted assignments and also as a learning tool. This is an annual subscription with a three-year pricing agreement to reduce the cost.

This purchase relates to the following strategic goal:

Goal A: Quality- Parkland College will maintain the highest educational standards providing ongoing continuous learning for all citizens of District 505.

A2. Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

Administration recommended approving a three-year pricing agreement with Turnitin, LLC and payment of \$23,298.56 for FY2021, \$21,891.83 for FY2022, and \$22,936.42 for FY2023. 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, and services. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the operating budget and CARES Act funds.

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the purchase of Turnitin from Turnitin, LLC through 2023 for a total of \$68,126.81.

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 – CONSULTING SERVICES FROM LEAPFROG

In support of our educational and institutional infrastructure, Administration recommended purchasing IT consulting services from Leapfrog Technology Group, Inc. 2 TransAm Plaza, Suite 530, Oakbrook Terrace, IL 60181. These services will be used as needed to support existing and new critical Parkland College systems as funds are available for up to \$100,000.

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 2021 operating budgets and CAREs Act fund for this purchase.

Mr. Randles noted that this item, and the following two items, are related to mitigating cyber security issues. Many of these items are eligible to be paid from the CAREs fund, but will be needed in perpetuity. Security will remain a priority and the Board will see similar items next year, and the grant will be gone.

It was moved by Mr. Dixon and seconded by Mr. Westfield to approve consulting fees from Leapfrog not to exceed a total cost of \$100,000.

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 – EMPLOY CYBERCLAN AS OUR MANAGED SECURITY SERVICE PROVIDER (MSSP)

In support of our educational and institutional infrastructure and protecting the security of Parkland College's institutional and user's data, Administration recommended employing CyberClan, 1810 E Sahara Ave. Suite 312, Las Vegas, Nevada, as our managed security service provider (MSSP.) Cyberclan will continuously monitor our IT networks, detect threats, and remediate security attacks at an annual cost of \$150,000. More specifically, Parkland College will receive the following services:

- Security Operations Centre (SOC), which will monitor Parkland infrastructure 24x7x365, respond and contain active cybersecurity threats
- Software license to Endpoint Detection and Response (EDR), i.e., next-generation antivirus software, to be deployed on all Parkland college computers
- Security log management software, which uses machine learning and advanced analytics to detect anomalous security behavior
- Security awareness training
- Quarterly consultation with a virtual security team
- Quarterly security reporting

This purchase relates 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.

This item is 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. Funds are available in the FY 2021 operating budget and CAREs Act fund for this purchase.

It was moved by Mr. Trimble and seconded by Mr. Ayers to approve the employment of Cyberclan as the Parkland College's managed security service provider (MSSP) at an annual cost of \$150,000

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 – Mimecast Email Security Software

In support of our educational and institutional infrastructure, Administration recommended purchasing Mimecast Email Security Software from CDWG of Vernon Hills, IL for a total annual cost of \$48,000. Mimecast Email Security with Targeted Threat Protection is a set of cloud services designed to provide next generation protection against advanced email-borne threats such as malicious URLs, malware, impersonation or Phishing attacks, data loss prevention as well as internally generated threats. This software also allows IT to respond and clean compromised emails from the Parkland network.

This purchase relates 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.

This item is 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. Funds are available in the FY 2021 operating budget and CAREs Act fund for this purchase.

It was moved by Mr. Dixon and seconded by Mr. Trimble to approve the purchase of Mimecast Email Security from CDWG at an annual cost of \$48,000

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 – WORLD EDUCATION

Parkland College Community Education will use World Education expand our online offerings (curriculum, books, materials, and instructors), providing a wide variety of in-demand careers, available 24/7 without incurring the cost of curriculum development.

Established in 2014, World Education partners with colleges and universities to provide students the best possible online class experience. Students have the ability to train for a rewarding and in-demand career around their busy schedules, without needing to attend a college or university campus. Many of the courses include certification exam vouchers, and all students are offered career services after completion to help them find a career.

This purchase relates to the following strategic goal:

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.

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.

Administration recommended purchasing the training from World Education of Fort Worth, Texas, for a total cost not to exceed \$25,000. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (I) contracts for goods or services which are economically procured 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 \$25,000. Funds are available from FY 2021 Community Education budget for this purchase.

It was moved by Mr. Westfield and seconded by Mr. Voyles to approve purchase of services from World Education of Fort Worth, Texas, for a total cost not to exceed \$25,000.

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

PROTECTION, HEALTH, AND SAFETY PROJECTS/CAMPUS MASTER PLAN UPDATE

Protection, Health, and Safety (PHS) project plans are presented annually to the Board. PHS funds have been used to provide much needed structural and mechanical improvements to the campus. It is proposed that the PHS projects in the FY2021 capital plan be approved for funding purposes.

This project relates to the following strategic goal:

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.

Requested project for approval:

Campus Electronic Door Lock Upgrade Phase II \$2,300,000

Mr. Randles explained that the \$2.3 million would be associated with the tax levy that will be brought to the Board in November or December. It will produce a tax rate between 3.7-5 cents. He noted that the College taxed the full amount until 2009-2010 when the Board lowered the levy. This gives the Board some strategic room to move in the future and provides the ability to raise taxes without another referendum. Assuming this passes, we will have the full amount needed for the door lock project and not have to phase it out. We have the funds to pay in full, so it will be a matter of timing and logistics.

Mr. Jim Bustard, Director of Physical Plant, also provided a Campus Master Plan update and provided a handout to the Board. They are reviewing the status of Phase I projects, and continue to maintain a five-year rolling list based off the master project list. Almost \$22 million in projects are on hold because of this year's budget. They will keep administration and the Board informed of the status of those projects.

Trustee Ayers asked how the doors would lock. Mr. Bustard stated that they are looking into proximity cards. Employees would have a card that gets them into the areas they need.

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve Protection, Health, and Safety project listed above for FY2021 to be filed in accordance with the documents provided to the Board.

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

UTILITY CONTRACT RENEWAL

The College currently purchases electricity and natural gas under contract from Constellation Energy. This contract is set to expire in December of 2020. In the past, the College has sent out request for proposals to utility suppliers licensed in the State of Illinois. With the onset of the pandemic and the associated reduction in utility usage over the last several months, and the College's upcoming Solar Array electrical system coming on-line, Administration has determined that obtaining competitive proposals will be increasingly difficult. Several potential responders that have been contacted have expressed difficulty estimating usage based on not only the previous 12 to 24 months of utility usage, but also the actual amount of energy that will be supplied by the Solar Array. Without accurate usage information, suppliers' rates for utilities, particularly electricity, will be higher than would be expected.

Administration recommended extending the current utility contract for electricity and natural gas with Constellation Energy Services for a 12-month period, starting December of 2020. Extending the current contract will allow for gathering additional usage information along with a history of the amount of electrical energy supplied by the new Solar Array. The College has been under contract with Constellation Energy for the last several years. The rates quoted by Constellation have been historically lower than other responders and their supply service and customer service have been excellent.

This project relates to the following strategic goal:

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.

This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27 items (h) contracts for the purchase of electricity when the cost is less than that offered by a public utility 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.

Mr. Randles noted that the plan is to do an RFP next year, if the data is worthy. The bid is normally for a 3-year cycle. Trustee Dixon stated that he agrees and recommends the 3-year cycle.

It was moved by Mr. Dixon and seconded by Mr. Westfield to approve Constellation Energy of Chicago, IL, to provide electricity utility service for a period of 12 months starting on December 01, 2020.

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

The Board did not go into Closed Session.

PERSONNEL REPORT

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

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 Voyles expressed that he was honored and prepared to make the motion for Officer Mingo. However, he was not prepared to see Officer Mingo's father, a fellow Vietnam veteran, and was quite moved to see him in the audience.

Trustee Trimble thanked administration and staff for their efforts despite the tough times with COVID and masks. Chairman Green echoed his sentiments.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Trimble and seconded by Mr. Ayers for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:32 p.m.

Bianca Green, Chairman
Board of Trustees

James Ayers, Secretary
Board of Trustees