

**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 2019**

**ROLL CALL**

The meeting was called to order by Gregory Knott, Chairman, at 7:01 p.m. in Room U325, 2400 W. Bradley Avenue, Champaign, Illinois. At the direction of Chairman Knott, Krystal Garrett, Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Timothy Johnson, Jonathan Westfield, and Gregory Knott. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustees Green, Voyles, and Gallaher were absent.

It was moved by Mr. Johnson and seconded by Mr. Ayers to allow Trustee Trimble to attend the meeting via audio conference due to family illness.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

**CONSENT AGENDA MOTION**

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

It was moved by Mr. Johnson and seconded by Mr. 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, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on May 15, 2019.
- Approved the voucher checks listing through May 31, 2019 (including Board travel), totaling \$2,808,329.09.
- Reappoint Meyer Capel as legal counsel for the Board for FY 2020 at a monthly retainer fee of \$250.00.
- Approved the filing of the following grant applications:

- University of Illinois at Urbana-Champaign: Center for Global Studies: International Studies Fellowship
- U.S. Department of Justice—Office of Justice Programs: Bulletproof Vest Partnership
- Illinois Community College Board (ICCB): FY2020 Adult Education Continuation
- Illinois Community College Board (ICCB): FY2020 Early School Leaver Transition Program
- Illinois Community College Board (ICCB): Career & Technical Education Perkins Postsecondary Grant
- Approved the following awarding of funds from external sources:
  - Local Workforce Development Board 17—LWIA 17 Youth Committee: WIOA Youth Programming
  - Illinois State Library/Secretary of State: Penny Severns Family Literacy Program
  - Illinois Community College Board (ICCB): Innovative Bridge and Transition Program Grants

### **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. The CobraVenture Pitch Competition was held on May 20, 2019. Thanked Mrs. Stuart and Mr. Chagnon for their work in making it a great start for the program.
2. Leadership Conference went well, 26 participants attended. Thanked Mr. Knott, Mr. Ayers, Mrs. Green, and Mr. Voyles for participating in the Board session. A special thanks to Derrick Baker for another successful year.
3. The Entrepreneur of the Year Banquet honored David J. Downey on June 12. John and Marge Albin were also honored as the 2019 Lifetime Achiever Award winners. The event was well attended. Dr. Ramage thanked the Foundation and the representatives from Busey, who expressed interest in partnering for Cobra Venture.
4. GED Graduation took place on May 30 with about 25 graduates. Thanked Tawanna Nickens for her work surrounding the event.
5. Athletic Updates:
  - Parkland Golf Team finished fifth nationally. Special mentions:
    - Sophomore Kristian Kristensen received the Second Team All-American.

- Corbin Sebens – GCAA Central Region Coach of the Year.
  - Congratulated sophomore Sam Ballard who was drafted in the 28<sup>th</sup> round by the San Diego Padres.
6. Don Lake Retrospective & Reception scheduled for Thursday, June 20: Reception at 5:30 p.m., Gallery Talk by Don Lake at 6:30 p.m.
  7. Congratulated Cindy Reynolds, operations manager for the Planetarium and Theatre, who won the 2019 Tourism Impact Award through the Champaign County Convention Business Bureau.
  8. David Leake, retiring Planetarium director, will be the grand marshal of this year's Freedom Celebration Parade on July 4. The theme of this year's event is "Flight in Space" to commemorate the 50th anniversary of the first landing on the Moon.
  9. Save the date for a Planetarium Celebration event on July 25.
  10. ICCTA Annual Convention and Awards Banquet was June 7. Thanked Mr. Ayers, Dr. Lau, and Stephanie Stuart who attended to support our winners. Derrick Baker, Dean of Learning Support, introduced some of the winners later in the evening. Dr. Ramage also acknowledged:
    - Charles Larenas, Associate Professor in Social Sciences & Human Services – Gary W. David Ethical Leadership Award nominee
    - Trustee Dana Trimble 2019 Ray Hartstein Trustee Achievement Award nominee
    - Trustee James Ayers was honored for his 30 years of service to Parkland College and the Illinois system.

### **NISOD/TEACHING AND OUTSTANDING STAFF AWARDS**

Derrick Baker, DEAN of LEARNING SUPPORT, thanked all recipients for the work they do and presented plaques as follows:

- Jessica Jackson: Staff Green Award
- Jody Littleton: 2019 ICCTA Full-time Teaching Award
- Jessie McClusky-Gilbert: Staff Gold Award
- Lauren O'Connor: Parkland Teaching Excellence Award
- Laura O'Donnell: 2019 ICCTA Part-time Teaching Award

### **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. She provided a handout for the Board. Chairman Knott stated that he appreciates all the efforts of the Marketing team.

### **LEGISLATIVE UPDATE**

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

Trustee Johnson asked if Parkland would be one of the eight community colleges who will be selected for a Community College Cannabis Vocational Pilot Program, which will offer a Careers in Cannabis certificate. He stated he does not want to become the marijuana capitol of Illinois. Mrs. Stuart stated it is something they will continue to monitor.

**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:

<b><u>Requestor</u></b>	<b><u>Information Requested</u></b>
Bethany Simpson (SmartProcure)	Purchasing Records
Jared Rutecki (Better Government Assoc.)	Athletic Salaries
Allan Blustein	Employee 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 2019. The revised budget estimates indicate that revenues will exceed expenditures by \$140,420 in the general operating funds.

- As discussed in February's Budget Workshop the projected Operating surplus is over \$1M.
- The key factors for the College's operating results in FY2019 will be State funding, tuition & fees revenue (enrollment) and health claims.
- The College has received eleven of twelve FY2019 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.
- Health claims paid are tracking under budget to date.
- The original FY2019 budget projected a \$333,191 surplus.
- The FY2019 audited beginning operating fund balance is \$17.55M. This amount is 34% of operating expenditures.
- The FY2019 College final budget was approved in September.
- The FY2018 College preliminary audit was presented in October.

- The FY2018 College final audit was approved in November.
- The TY2018 tax levy was approved in November.
- The FY2019 Budget Workshop was in February.
- The FY2020 Tentative Budget will be lodged in July.

**LEASE/CONTRACT – AT&T WIRELESS SMALL CELL SITE INSTALLATION**

AT&T (New Cingular Wireless PCS, LLC) has requested to enter into an agreement with Parkland College to install two wireless small cell sites at Parkland College. The two units would be placed on light poles on the east and west side of the main campus.

The wireless small cell sites will improve the AT&T signal in the area including but not limited to students, faculty & staff. Initially 4G technology will be installed but will be upgraded to the newer 5G technology as soon as it is available. The 5G transmitters will be backwards compatible to existing users.

There will be no cost to Parkland College. Any expenses incurred will be covered by AT&T, which includes an annual payment to Parkland College in the amount of \$2,400 per node (site rental & electricity) for a total of \$4,800 per year.

The initial term will be for 10 years with two automatic periods of 5 years each.

The agreement will be with New Cingular Wireless PCS, LLC, 1025 Lenox Park Blvd NE, 3rd Floor, Atlanta, GA 30319.

This agreement relates to the following strategic goals:

**Goal E. Responsibility** - Parkland College will strive for sustainable fiscal and financial vitality emphasizing a continued investment in the human, technological, physical, and virtual assets of the college.

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

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

It was moved by Mr. Johnson and seconded by Mr. Westfield to approve the agreement with AT&T to install two wireless small cell sites at Parkland College and accept an annual payment of \$4,800 to cover expenses.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

**JANITORIAL SERVICES – INSTITUTE OF AVIATION**

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 three companies requesting bids for janitorial services at the Institute of Aviation. Two vendors returned a bid.

The Institute of Aviation project includes the purchase of Janitorial Services for the location at Willard Airport. This maintains the facility meeting the needs of students, staff, and the public.

This purchase relates to the following Strategic Goal:

**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.

**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.

Administration recommended acceptance of the bid from Boley's A-Z Cleaning, for a two-year contract at a cost of \$36,000, for janitorial services at the Institute of Aviation. Funds will be available from the FY2020 and FY2021 Institute of Aviation budgets.

- |  |           |
|--|-----------|
| 1. Boley's A-Z Cleaning, Urbana, Illinois      | \$ 36,000 |
| 2. Bravo Services, Inc., Des Plaines, Illinois | \$ 46,200 |

It was moved by Mr. Johnson and seconded by Mr. Westfield to approve the bid from Boley's A-Z Cleaning of Urbana, Illinois, for janitorial services for Institute of Aviation in the amount of \$36,000

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

### **RESOURCE ALLOCATION MANAGEMENT PROGRAM**

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 current estimate for this new construction addition is \$22,228,800.00. This cost estimate has been calculated using formulas provided by the ICCB documents in the RAMP submission procedures. 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.

It was moved by Mr. Johnson and seconded by Mr. Westfield 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, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

#### **EXEMPT PURCHASE – FY 2020 AVIATION RAMP SERVICES**

The Parkland College Institute of Aviation purchases ramp services from Flightstar. This includes daily movement of 20 airplanes from hangar to ramp, securing planes on ramp, refueling as needed and returning fleet to hangar at the end of the day. Additionally, the services provided will include being available to return airplanes to hangar if any inclement weather would appear. The estimated usage is 12 hours per day, at a rate of \$18.37 per hour, over 313 service days.

This purchase relates to the following Strategic Goal:

**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.

**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.

Administration recommended purchasing the ramp services from Flightstar of Savoy, Illinois, for a total cost of \$69,000. 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY 2020 Aviation budget.

It was moved by Mr. Westfield and seconded by Mr. Johnson to approve the purchase of ramp services from Flightstar, Savoy, Illinois, at a total cost of \$69,000.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

**EXEMPT PURCHASE – FY 2020 AVIATION MAINTENANCE SERVICES**

The Parkland College Institute of Aviation purchases maintenance services for aircraft repairs from Flightstar. This includes maintaining a fleet of 20 airplanes to FAA and manufacturer specifications, including mandatory annual and 100-hour inspections. The estimated usage is 3,500 annual hours, at a rate of \$80 per hour.

This purchase relates to the following Strategic Goal:

**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.

**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.

Administration recommended purchasing the maintenance services from Flightstar of Savoy, Illinois, for a total cost of \$280,000. 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. Funds are available from the FY 2020 Aviation budget.

It was moved by Mr. Westfield and seconded by Mr. Johnson to approve maintenance services from Flightstar, Savoy, Illinois, at a total cost of \$280,000.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

**EXEMPT PURCHASE – FY 2020 AVIATION FUEL – INSTITUTE OF AVIATION**

The Parkland College Institute of Aviation currently purchases aviation fuel from Avfuel Corporation. On sight, this fuel is managed and dispensed by Flightstar, Savoy, Illinois.

Having our own fuel vendor, and then having this fuel distributed to our fleet via Flightstar, the airport fixed base operator, is the most practical, and cost efficient means to fuel our fleet. Flightstar currently uses Avfuel as its sole vendor of fuel. Retaining the same single fuel provider is necessary to assure that no mixing of different source fuel in the fuel farm or fuel truck occurs. Mixing of fuel from different sources would obfuscate third-party liability in the case of a fueling accident or subsequent aircraft accident attributed to fuel contamination. Furthermore, fuel prices vary during the year from the quoted bid prices due to normal market fluctuation thus splitting a fuel delivery with Flightstar often allows for fuel to be obtained when market prices are low.

This purchase relates to the following Strategic Goal:

**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.

**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.

Administration recommended purchasing the aviation fuel from Avfuel Corporation of Ann Arbor, Michigan, for a total cost of \$225,000. This item is exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (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. Funds are available from the FY 2020 Aviation budget.

It was moved by Mr. Johnson and seconded by Mr. Westfield to approve the purchase from Avfuel Corporation, Ann Arbor, Michigan, for aviation fuel for the Institute of Aviation at a total cost of \$225,000.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

**EXEMPT PURCHASE – 2000 INTERNATIONAL HARVESTER CA 2388 COMBINE**

The Case New Holland (CNH) and Diesel Power Equipment Technology (DPE) programs request the purchase of a used 2000 International Harvester CA 2388 combine for use by the DPE and CNH programs.

The purchase of this unit is necessary due to a change in the "Loaned Equipment" program that was implemented in the summer of 2018. The change requires new loaned

equipment to be limited to 40 hours of use in a school year. The piece of equipment must go to a dealer, once the 40 hours have been reached.

Because of this change (limit to 40 hours) we are requesting this purchase to meet the training needs and contact hours on live equipment for the students. The combine is used in multiple classes. It would be next to impossible to get all of our training done with only 40 hours of available time on the loaned equipment.

The following classes would benefit from the purchase of this combine:

- CNH 218 Air Conditioning
- CNH 231 Advanced Electrical
- CNH 255 Advanced Hydraulics
- CNH 256 CNH Equipment Functions
- CNH 271 Advanced Powertrains
- DPE 230 Advanced Electrical
- DPE 235 Advanced Hydraulics
- DPE 238 Air Conditioning
- DPE 254 Advanced Powertrains

Description of unit to be purchased from Birkey's Farm Store:

Combine:	Case IH 2388
Year:	2000
S/N:	JJC02668366
Tag:	X092832

This purchase relates to the following strategic goals:

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

**A3.** Implement evidence-based policies and practices that support student learning and success in and outside the classroom.

**Goal C:** 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 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.

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

Administration recommended purchasing the 2000 International Harvester CA 2388 combine from Birkey's Farm Store, for a total cost of \$ 36,000. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27 ((i) purchases of equipment previously owned by some entity other than the district itself. Board authorization is requested since the cost exceeds \$20,000. Funds will be available from Perkins funds in the amount of \$26,000 and the Parkland Collage Foundation in the amount of \$10,000. The funds from the Foundation were donated in 2011 to be used for technology upgrades to the program.

It was moved by Mr. Ayers and seconded by Mr. Johnson to approve the purchase of a 2000 International Harvester VA 2388 combine from Birkey's Farm Store of Urbana, Illinois, for a total cost of \$36,000.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

#### **EXEMPT PURCHASE – REPROGRAPHICS – VERITIVE WHITE PAPER**

Cost-efficient paper purchasing is critical in order to run an efficient reprographics operation to serve the College's printing and marketing needs. White paper is the most commonly used material of the department and is delivered sometimes weekly to the print shop to meet the demand of the college's departments. Securing stable pricing for this commodity will help the department to anticipate its expenses across the fiscal year.

This purchase relates to the following strategic goal:

**Goal E: Responsibility –** Parkland College will maximize the development and efficient use of its human, technological, and human resources to maintain its financial viability.

**E.2:** Continue to give high priority to maintenance and replacement of instructional and institutional equipment, and to the completion of an infrastructure capital improvement plan.

Administration recommended the approval of the extension of the contract for white paper with Veritiv Operating Company for \$25,320.00 of Morton, IL. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27(k): contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000.00. Funds for this purchase are available from Master Plan bond issuance.

It was moved by Mr. Johnson and seconded by Mr. Westfield to approve the purchase of white paper from Veritiv Operating Company of Morton, IL, for a total of \$25,320.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

**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 14 locations in Illinois and another 22 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 \$550,000. 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 2020 Community Education budget for this purchase.

Trustee Ayers asked how many students were enrolled in this program. Mrs. Stuart stated that enrollment has doubled in the last 5 years.

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 \$550,000.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

**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 is requested since the cost exceeds \$20,000. Funds are available from FY 2020 Community Education budget for this purchase.

It was moved by Mr. Westfield and seconded by Mr. Johnson 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, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

**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 (1) 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 \$20,000. Funds are available from FY 2020 Community Education budget for this purchase.

It was moved by Mr. Ayers and seconded by Mr. Westfield 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, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

**EXEMPT PURCHASE – CLASSROOM AND LOBBY FURNITURE**

Classrooms D216, C239, X230, L247, M133 and M141 are in need of new instructional classroom furniture. The new classroom furniture consists of student chairs, adjustable multi-functional movable tables, ADA compliant tables, and instructor chairs. The existing classroom furniture is old and not functional for the educational purposes of these classrooms. In addition, several other classrooms need ADA compliant height-adjustable instructor chairs and both the theatre and planetarium lobbies are in need of lobby seating designed with back and arms to accommodate older patrons.

This purchase 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.

Administration recommended purchasing furniture for classrooms D216, C239, X230, L247, M133, M141, Planetarium and Theatre Lobbies and various instructor stations at a cost of \$74,200.00 from KI, Inc. of Green Bay, Wisconsin. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27(k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000.00. Funds for this purchase will be available from FY 2020 operating funds.

It was moved by Mr. Westfield and seconded by Mr. Johnson to approve the purchase of furniture from KI, Inc. of Green Bay, Wisconsin, for a total of \$74,200.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

#### **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 July meeting.

#### **POLICY 5.02 INSTRUCTIONAL MATERIAL SELECTION**

The current policy was last revised in 1993. Instructional materials now include digital materials and interactive websites. There are concerns about accessibility, student privacy rights, security of Parkland computers and networks, and integration with the learning management systems. The update reflects the current state of instructional materials that faculty use for teaching and learning.

#### **POLICY 8.12 SUPPORT FOR STUDENTS WITH DISABILITIES AND ACCESSIBILITY OF CAMPUS PROGRAMS AND FACILITIES**

The proposed changes are of two types. The first group of changes is to update the policy with name and title changes and to revise language that needed refreshing. The second set of changes, most specifically the ones involved in the Designated Director and Final Review areas, are being proposed to streamline the process involving ADA grievances and make the process more easily understood by our students. The changes to the number of appeal levels and the Presidential/BOT involvement were made to align ourselves with best practices at the recommendation of legal experts in the field.

The original version of this policy change proposal, submitted to PCA in January, was withdrawn in order to amend the proposal. That proposal was rewritten to clarify the eligibility

standards for students to receive ADA-based services and the language describing how a student initiates these services. The revised version is being proposed now.

### **POLICY 8.13 ON-CAMPUS STUDENT EMPLOYMENT**

8.13.1 – Updated policy to reflect elimination of the Career Center, and change of location for the Career Counselor to the Office of Counseling Services.

8.13.2 – Updated policy to reflect elimination of the Career Center and that the Office of Financial Aid and Veteran Services now coordinates student employment.

8.13 Procedural changes:

8.13.1-9 – Reflects new student employment procedures for faculty and staff (hiring managers) which includes working with Human Resources and Financial Aid and Veteran Services.

### **CLOSED SESSION**

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

### **PERSONNEL REPORT**

It was moved by Mr. Westfield and seconded by Mr. Ayers to approve the Personnel Report for June 2019, in accordance with the document provided to the Board.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

### **ADMINISTRATIVE CONTRACTS RENEWAL**

It was moved by Mr. Westfield and seconded by Mr. Ayers to renew the employment contracts for Pamela Lau as Vice President for Academic Services, and Michael Trame as Vice President for Student Services effective July 1, 2019 through June 30, 2022.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Knott; NAYS—None; ABSENT—Green, Voyles, and Gallaher.

### **TRUSTEE REPORTS**

Chairman Knott thanked everyone who helped pull off a successful graduation ceremony and the logistics of planning that event.

Chairman Knott reminded the Board of Dr. Ramage's evaluation scheduled for July 17, 2019 at 5:15 p.m. in room U325.

Trustee Ayers mentioned that Mike Monahan retired from ICCTA at the end of June. James Reed has been hired to fill that role beginning in July. Mr. Reed formerly worked for the Illinois Education Association and is from the Springfield area.

**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 7:48 p.m.

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Gregory Knott, Chairman  
Board of Trustees

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Jonathan Westfield, Secretary  
Board of Trustees