

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

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

OCTOBER 21, 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. Johnson 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), 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 September 16, 2020.
- Approved the voucher checks listing thru September 30, 2020, totaling \$1,963,166.24.
- Approved 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.
- Declared the following items as surplus property:

| <u>Description</u> | <u>Quantity</u> |
|--|-----------------|
| • 1996 Chevrolet Tahoe VIN# 3GNEK18R1TG109244 | 1 |
| • 2002 Ford Focus VIN# 1FAFP33P02W311790 | 1 |
| • 2003 Nissan Frontier VIN# 1N6ED29X53C443170 | 1 |
| • 2000 Land Rover Discovery VIN# SALTY1240YA263647 | 1 |
| • 2001 Volkswagen Jetta VIN# 3VWSK69M01M151279 | 1 |
| • 2001 Saab 9-5 VIN# YS3ED58E813042528 | 1 |
| • 1995 Subaru Legacy VIN# 4S3BK6256S7331190 | 1 |
| • 1995 Subaru Legacy VIN# 4S3BK6354S1317663 | 1 |
| • 2001 VW Jetta VIN# 3VWPD69M81M203936 | 1 |
| • 1994 Honda Del Sol VIN# JHMEG2172RS000591 | 1 |
| • 2001 Toyota Prius VIN# JT2BK18V530082868 | 1 |
| • 2001 Ford Expedition VIN# 1FMRU16W91LB44560 | 1 |
| • 2002 Ford Crown Vic VIN# 2FAFP71WX2X128130 | 1 |
| • 1999 Oldsmobile Cutlass VIN# 1G3NB52MXX63291010 | 1 |
| • 1960 Ford Truck VIN# F10J0D24009 | 1 |
| • 2005 Kawasaki Eliminator VIN# JKABNRA145DA11845 | 1 |

- Moved to approve the awarding of funds from external sources as follows:
 - Chicago Citywide Library Coalition (CCLC): Illinois Digital Learning Lab (IDLL)
 - Illinois Arts Council Agency (IACA): FY21 Program Grant
- Moved to approve the grant proposals listed below as presented for consideration prior to submission to the specific agencies:
 - U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA): Agriculture and Food Research Initiative Competitive Grants Program—Education and Workforce Development Program

- Illinois State University (ISU) Mennonite College of Nursing: Academic Progression Partner Schools Subgrant (IBHE funding)
- Junior League of Champaign-Urbana: Community Assistance Fund Grants
- National Science Foundation (NSF): Advanced Technology Education (ATE)—Expanding Precision Agriculture to Secondary Students (EPASS)

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

Mr. Joshua Birky, President of PCA, reported that elections are currently underway and positions should be filled by next month.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

- For fall 2020, we currently have 3,512 students that have been granted federal awards (i.e. Pell, SEOG, loans) and the State MAP Grant. Our current headcount is 5,686, so the percentage of students with financial aid is over 61%. This does not count minor state programs, veteran's programs or scholarships.
- Degree Completion Day was held on October 14 through Zoom and posted on Facebook. Students were able to ask questions live via the chat. Information about completing degree requirements as well as spring commencement were the main topics during the event. The information remains on Parkland's Facebook page so students can refer back to it as needed.
- Congratulated Dr. Marietta Turner on receiving the Whitney M. Young Award. Prairielands Council, BSA honored community leaders who advocate for creating opportunities for minorities, and presented the award to Dr. Turner on October 15, 2020. Dr. Turner came highly recommended for this award based on her involvement in the Martin Luther King, Jr. community program, and what she has done for the students at Parkland College. Dr. Turner thanked Trustee Ayers and Parkland for the support. She appreciates the opportunity.

- Parkland is proud to recognize these Parkland alumni for their 2020 Major League Baseball success:
 - Mark Carlson, MLB Umpire.
 - Kevin Kiermaier, starting center fielder for the Tampa Bay Rays
 - Dan Winkler, pitcher for the Chicago Cubs
 - Nick Wittgren, pitcher for the Cleveland Indians

Trustee Johnson congratulated the players and noted that they are a real tribute to Parkland's athletic program.

- Parkland College will remain closed for Election Day. This is a one-year mandate.
- Spring break will continue as normal and there will be no change to the academic calendar.

ICCTA AWARD

Mr. Robert J. Thompson, immediate past President of Illinois Community College Trustees Association (ICCTA), presented Dr. Franklin Gallo with the 2020 ICCTA Outstanding Adjunct Faculty Member Award.

Mr. Thompson was joined by Kim Villanueva, Director of Communications. Also on the call was Mr. John Looney, current president of ICCTA. Mr. Thompson thanked them both for their presence. He thanked Parkland for sharing Trustee Ayers with ICCTA, noting that he has been a treasure to the association.

Mr. Thompson mentioned that ICCTA had their 50th anniversary this year, and to be part of this virtual event is so meaningful because it is something we will never forget. He noted that this is the third award that Parkland has earned educator of the year. He announced Dr. Frank Gallo and shared accolades from students on what an asset he is to Parkland, and congratulated Dr. Gallo on his achievement. Dr. Gallo humbly thanked ICCTA and Parkland for the recognition, noting that this as his fourth year at Parkland and he looks forward to expanding the music department and his role in the community.

ENROLLMENT REPORT/STRATEGIC ENROLLMENT MANAGEMENT

Ms. Kristin Smigielski, Dean of Enrollment Management, provided the following enrollment reports. A handout was provided to the Board.

1. Summer 2020 end-of-semester enrollment data and related enrollment trends.
2. Fall 2020 census date enrollment data and related enrollment trends.

Ms. Smigielski reminded the Board about the Cobra Comeback Program, and included information on eligibility and requirements.

GEER FUNDING, WEI/SWFT, and MARKETING INITIATIVES UPDATES

Stephanie Stuart, Vice President for Communications and External Affairs, provided updates on the following.

- Governor's Emergency Education Relief Fund (GEER)
- Workforce Equity Initiative (WEI) and Support for Workforce Training (SWFT)
- Marketing Initiatives

LEGISLATIVE UPDATE

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

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Stephanie Stuart reviewed the requests made under the FOIA during the month and the disposition of the requests.

Requestor

John Bambenek
Kristi Upton, Acme Research
Michael Ayele

Information Requested

Communications with County Treasurer's office
Payees over \$10k, non-employee (Annual)
Employee complaint records

FINANCIAL STATEMENTS

The financial statements for September reflect the results of operations of the College for the first three months of fiscal year 2021. The revised budget estimates indicate that expenses will exceed revenues by \$4,403,777 in the general operating funds.

- The financial statements have been adjusted to reflect:
 - Expense reductions for fall student workers.
 - One-time expense reduction in annual capital outlay.
- 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.
 - College-wide expense reductions for contractual services, materials & supplies, and travel & meetings.
- 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 received a \$10.4M property tax payment from Champaign County. The College has now received \$20.5M of the total \$23M in property taxes from Champaign County. This is only slightly behind last year's timing.
- The College has received its first three FY2021 ICCB Base Operating and Equalization grant payments.
- 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 was presented in September.
- The FY2020 College audit will be presented at the November or December meeting depending on the timing of Federal DOE CARES Act reporting rules. The final audit is due to ICCB December 31, 2020.
- The TY2020 tax levy will be presented in November or December.

Trustee Trimble asked how the State funding affects next year's budget along with the CARES Act funding. Mr. Randles explained that in this case, all of these are funded by the CARES Act. \$1.6 million goes directly to students in the form of financial aid. The institution receives an additional \$1.6 million for institutional dollars. He explained that this is what the institution has used for technology, infrastructure, and security. Operating dollars have been added only in the event that a portion of the amount was not CARES eligible.

Trustee Dixon asked if they would see a draft of the audit. Mr. Randles explained that the final audit would probably come in December, but they will share what they have with the Board as soon as it becomes available. Mr. Randles noted that Wade Howe has taken another job and no longer with Martin Hood.

EXEMPT PURCHASE – UNIVERSITY OF ILLINOIS VETERINARY MEDICINE CONTRACT

Parkland College seeks renewal of the contract with the University of Illinois College of Veterinary Medicine to provide up to 4,200 supervisory hours for up to 25 Parkland Veterinary Technology students annually at a cost not to exceed \$64,294 per year for five years beginning January 22, 2021.

Parkland Veterinary Technology students must gain clinical experience in the areas of necropsy, equine medicine, food animal medicine, anesthesia, surgery, large/small animal radiology, and small animal medicine. Parkland does not have the facility resources to provide

such experiences on site. The University of Illinois College of Veterinary Medicine has provided access to their facilities, animals, and expertise for many years.

This purchase meets 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.

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

Administration recommended contracting with the University of Illinois College of Veterinary Medicine in the amount of up to \$64,924 per year for five years beginning January 11, 2021. This item is exempt from formal bid requirements per the Illinois Public Community College Act, section 805/3-27(a) contracts for 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 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. Contract costs are captured from the FY2021 operating budget for this purchase through student fees for Veterinary Technology clinical practicum courses.

It was moved by Mr. Voyles and seconded by Mr. Johnson to approve the contract with the University of Illinois College of Veterinary Medicine, Urbana, Illinois through January 2026 at a total cost not to exceed \$324,620

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 – TECHSMITH KNOWMIA

Techsmith Knowmia (formerly Techsmith Relay) is a software service that integrates with our Learning Management System, which faculty and students use to efficiently create and caption video content. Since implementing Knowmia last year over 5,000 faculty and students

have created, captioned, and viewed over 8,000 pieces of media using this resource. This is a three- year agreement with discounts for the first two years of the agreement.

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 recommends approving a three-year pricing agreement with Techsmith Corporation and payment of \$14,995 for FY2021, \$20,245 for FY2022, and \$25,495 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 Perkins grant funds.

It was moved by Mr. Trimble and seconded by Mr. Johnson to approve the purchase of Knowmia from Techsmith Corporation through 2023 for a total of \$60,735.

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 – ISBE-FCAE AGRICULTURE ROYALTIES

In support of agricultural education curriculum development and enhancement for Illinois school districts and funded through the ISBE-FCAE Agriculture Royalties-Deposit for Others account, the following recommendation is to revise the Agribusiness Library lessons and curriculum on www.myaert.com. The purchase amount is not to exceed \$200,000, which would include revision of the Agribusiness Library lessons following the 5E outline format (Engage, Explore, Explain, Elaborate, Evaluate), test questions, videos, PowerPoint presentations, E-units, E-unit guided notes, and standards alignment. This contract will begin October 24, 2020 and end October 31, 2021.

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.

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 the purchase of the Agribusiness Library curriculum revision from Cutting Edge Curriculum (formally CAERT), Mansfield, Illinois. ISBE will provide approval of all curriculum revisions made. 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. Funds are available in the ISBE-FCAE Agriculture Royalties-Deposit for Others account for this purchase.

It was moved by Mr. Trimble and seconded by Mr. Mukumayi to approve the purchase of Agribusiness Library curriculum revision from Cutting Edge Curriculum (formally CAERT), Mansfield, Illinois for a total cost not to exceed \$200,000.00.

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 – KAPLAN OUTCOMES TESTING AND LICENSURE REVIEW FOR PRACTICAL NURSING STUDENTS

The Parkland College Nursing Programs have decided to continue using Kaplan Test Prep, a division of Kaplan, Inc., to provide the Integrated Testing (IT) Program together with an NCLEX-RN Review Course for students pursuing an Associate in Nursing Degree or a Practical Nursing Certificate. The IT Program assesses student attainment of key learning outcomes and problem-solving ability. It provides instructional modules, online practice tests, and structured remediation as needed to enhance scores. In addition, the program prepares students to take the NCLEX-RN and NCLEX-PN examination. This is a two-year agreement

in which Kaplan Test Prep will provide complete program segments for RN, RN LPN to RN, RN Paramedic to RN, or PN for 232 students at a cost not to exceed \$72,000 per year.

Contracting with Kaplan Test Prep to provide outcomes testing and a review for licensure 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.

Administration recommended purchasing the Kaplan Test Prep at a cost not to exceed \$72,000 per year. This item is exempt from formal bid requirements 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 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 FY2021 operating budget.

It was moved by Mr. Westfield and seconded by Mr. Voyles to approve the purchase of Kaplan Test Prep through 2022 at a cost not to exceed \$144,000 from Kaplan, Inc. of Alpharetta, GA.

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 – UPS REVITALIZATION SERVICES

In support of the college's ongoing administrative and academic needs, Administration recommends the purchase of UPS Revitalization Services to refresh the aging components of our UPS. UPS (Uninterruptible Power Supply) provides battery backup when the electrical power fails or drops to an unacceptable voltage level.

- UPS Revitalization Service will be purchased from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061, for \$37,000.

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.

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 are available in the FY 2021 operating budget and CARES Act fund for this purchase.

It was moved by Mr. Mukumayi and seconded by Mr. Johnson to approve the UPS Revitalization Services from CDW-G for a total cost of \$37,000.

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 – VOIP TELEPHONY INTEGRATION WITH MICROSOFT O365 POC

In support of the ongoing administrative and academic needs, remote operations of the College, and upgrading aging campus telephony, Administration recommends the migration to VoIP technology. VoIP technology enables traditional telephony services to operate over computer networks allowing users to make calls directly from their computers. While this type of service became critical for the remote working environment, it will improve the College operations through the convergence of voice and data, reduce telecommunication operational cost, and retire old telephony infrastructure.

To prepare for this transition, Administration recommends the following:

- Implement proof of concept (POC) of integrating Parkland's existing telephone system with Microsoft VOIP technology
- Purchase hardware and Professional Support Services to support this initiative from ConvergeOne, 10900 Nesbitt Ave S, Bloomington, MN, for a total cost of \$70,000.

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.

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 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. Westfield to approve the purchase of hardware and configuration services from ConvergeOne for a total cost of \$70,000.

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 – VIRTUAL TECHNOLOGY FROM APPORTO

In support of teaching and learning, the transition to online education, as well as faculty and staff development, Administration recommends purchasing the following:

- Available anywhere cloud-based virtual desktops and applications from Apporto Corporation 200 Hamilton Ave Palo Alto, CA 94301 for a total of up to \$100,000.

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.

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. 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. Voyles to approve consulting fees from Apporto 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 – ELEVATOR MAINTENANCE SERVICE CONTRACT

The College currently uses an outside contractor for repairs and maintenance work for the 14 elevators on the main campus. This current fiscal year is the third year of a three-year contract with Kone, Inc. elevator service of Peoria, IL. At the end of this service contract, the College will make a public Request for Proposals for another long-term contract for maintenance and service for these elevators.

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 recommended the expense of \$27,807.12 for maintenance and service of the College elevator systems to Kone, Inc., of Peoria, IL for the 12 months starting October 15, 2020. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from FY2021 operating budget for this purchase.

It was moved by Mrs. Green and seconded by Mr. Westfield to approve the Kone, Inc. of Peoria, IL for elevator service and maintenance for 12 months starting October of 2020 through September of 2021 in the amount of \$27,807.12

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

ANNUAL GRANTS REPORT

Joshua Birky, Program Manager of Grants and Contracts, provided the annual grants report to the Board of Trustees. A handout was provided to the Board.

Mr. Birky thanked everyone at Parkland who helps with the grant process, noting that overall this has been a good year.

Dr. Ramage thanked Mr. Birky for their hard work and informed that Parkland is about to receive its third Science grant. Trustee Voyles stated that he is impressed with the work that the team does with grants.

2022-2023 ACADEMIC CALENDAR (LODGED)

The proposed 2022-2023 Academic Calendar has been reviewed and approved by the Parkland College Association Senate and College Council. This item is lodged and will be presented at the November 2020 Board of Trustees meeting for approval.

NEW CAREER PROGRAM

Administration recommended board approval for the following AAS program:

Aviation: Flight Technology AAS (V.FLT.AAS) – 61 to 62 credit hours

The Flight Technology Associate in Applied Science (AAS) program will prepare students for careers in the commercial aviation industry. It is designed as an alternative academic pathway to the existing Associate in Science (AS) with an aviation concentration.

Like students in the AS (Aviation) degree program, Flight Technology AAS students will receive certifications in private pilot, private pilot with instrument rating, commercial pilot, and commercial, multiengine offered in a sequential manner. What differentiates the AAS are five additional aviation-related courses and a two-track option. Flight Technology students can choose a Professional Pilot track or a Drone Pilot track. The first option strengthens the aviation student's preparation for a career as a commercial pilot. The second option allows the student to broaden their career options with drone (small Unmanned Aerial Systems or sUAS) pilot certification.

Upon the completion of this AAS degree and with the appropriate FAA flight time requirements, graduates may enter the workforce as commercial pilots and/or UAS pilots. This AAS program has been approved by the college's Curriculum Committee. It will be offered through the Institute of Aviation.

It was moved by Mr. Trimble and seconded by Mr. Johnson to approve the new Aviation: Flight Technology AAS degree.

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. Dixon and seconded by Mr. Voyles to go into Closed Session at 8:37 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 9:29 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Trimble and seconded by Mr. Johnson to approve the audio recording made of the Executive Session of October 21, 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. Trimble and seconded by Mr. Johnson to approve the Personnel Report for October 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

Chairman Green opened the floor for Board comments. There were not comments.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Trimble and seconded by Mr. Johnson for adjournment and voted AYE by all trustees present. The meeting was adjourned at 9:32 p.m.

Bianca Green, Chairman
Board of Trustees

James Ayers, Secretary
Board of Trustees