

**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**

**March 10, 2021**

**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, and James Voyles. Also present were President Tom Ramage and representatives of the administration, faculty, staff, and public. Student Trustee Mukumayi joined the meeting at 7:01 p.m.

**CONSENT AGENDA MOTION**

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

It was moved by Mr. Trimble and seconded by Mr. Voyles 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, Mukumayi (Advisory Vote), and Green; NAYS—None; ABSENT—None.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular and Special Meetings held on February 17, 2021
- Approved the voucher checks listing thru February 23, 2021, totaling \$2,942,975.67.
- Declared the following items as surplus property:

<u>Description</u>	<u>Quantity</u>
Medical Chart Cart and Record Holders from 1983	1
- Approved the awarding of funds from external sources as follows:

- National Science Foundation (NSF): Advanced Technology Education (ATE)—Expanding Precision Agriculture to Secondary Students (EPASS)

### **PUBLIC COMMENTS**

Chairman Green opened the floor for public comments.

There were no public comments.

### **REPORT FROM THE PRESIDENT OF PCA**

Joshua Birky, Vice-President of PCA, stated that there was nothing to report.

### **PRESIDENT'S REPORT**

Dr. Ramage reported on the following:

- Campus will be closed on Friday, March 19 for the Spring Holiday. The Parkland Police Department will conduct their annual training on campus. Please refrain from coming on campus this day.
- Parkland has received its fifth National Science Foundation grant for \$581,377. The project is titled “Expanding Precision Agriculture Education and Certification to Secondary Students” and will start July 1 through June 30, 2024. This new project builds on the success of two prior NSF projects in Precision Agriculture and Unmanned Aircraft Systems (UAS) to develop a pathway for high school students to earn a college credential while gaining industry experience. Special thanks to Jenni Fridgen in Agriculture and Mandy Briggs in Aviation for being the principal investigators for this grant. Trustee Trimble expressed how remarkable receiving one NSF grant is, yet alone five.
- Mike Trame and Financial Aid have been working to distribute the second allocation of funds from the CARES Act 2. 1561 students have been awarded funds. There are over 400 applications in the queue. 68% of all Parkland first-4141those granted through Parkland Foundation scholarships.
- Seating of the new Parkland Trustees and Election of Officers will take place at the April 28 Board of Trustees meeting.

### **SABBATICAL REPORT**

Jody Littleton, Associate Professor, Communication, thanked the Board for the opportunity and shared her sabbatical experience. She spent fall 2020 studying story-telling, voice delivery techniques, and the creation of podcasts. Delving into story-telling and vocal skills allowed her to invigorate her teaching style in communication classes. She plans to

integrate story-telling into the creation of podcasts to promote the Study Abroad program and the value of international education; and to enhance the recruitment of international students for Parkland College.

Jody was recognized by Community Colleges for International Development (CCID), for her work on these podcasts.

It was asked what the international student enrollment is. Dr. Ramage shared that the enrollment for fall 2020 was 116, and that we currently have 85 this spring.

### **LEGISLATIVE UPDATE**

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

Ms. Stuart thanked Trustee Ayers for being present during Governor Pritzker's visit to Parkland College to highlight HB2170.

### **FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

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

<b><u>Requestor</u></b>	<b><u>Information Requested</u></b>
Mary Hilley	Veterinary Technology Adoption Data and Policy Information
Christopher Hansen	Employee Information
David Asari	Student Information

### **FINANCIAL STATEMENTS**

Chris Randles reported that the financial statements for February reflect the results of operations of the College for the first eight months of fiscal year 2021. The revised budget estimates indicate that expenses will exceed revenues by \$2,153,193 in the general operating funds.

- As discussed in the February Budget Workshop, the projected operating deficit will likely be closer to \$300,000.
- The financial statements have been adjusted to reflect:
  - Expense reductions for FY21 retirements due to the VSP programs prior to December 31, 2020.
  - College-wide expense reductions for contractual services, materials & supplies, and travel & meetings.
  - 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 half of the fiscal year. These include:
  - Expense reductions for health costs due to VSP retirements.
- 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 now received \$30.9M of the total \$31.4M in property tax collections. This is slightly behind last year's timing. Champaign and Ford County have material payments still due.
- The College has received its first seven 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 \$21.9M. This amount is 41% of operating expenditures.
- The FY2021 College tentative budget was lodged in July.
- The FY2021 College final budget was approved in September.
- The FY2020 College draft audit was presented at the November meeting. The Final Audit was issued in December without the Single Audit data, pending Federal DOE CAREs Act reporting rules. Parkland received an extension from ICCB and has an approved due date of March 31, 2021.
- The TY2020 tax levy was approved in November.

Trustee Trimble asked if we made the audit deadline. Mr. Randles confirmed that we did and that that there were no findings or comments related to the federal funds.

It was asked how we are planning to fund some of the ongoing costs created by the software, security, and maintenance needs from the pandemic. Mr. Randles noted that we are working on putting this together and figuring out how we can consolidate some of these expenses moving forward. He acknowledged that this is a legitimate concern that we are aware of. We have the second wave of HEERF funds that could potentially be used. The Board will continue to be informed as the process continues.

**EXEMPT PURCHASE – STRATEGIC DIGITAL MEDIA PURCHASING  
CONSULTANT**

The college retains the services of an independent strategic digital media purchasing agency to recommend the most effective means to reach the college's target audiences,

negotiate and place ads at competitive rates with advertising channels and companies on behalf of the college, and to ensure effective placement of media. Consultants must navigate an increasingly complex landscape of digital offerings and consult the institution in making strategic digital marketing ad buys to support its enrollment goals. Given their specialized experience, knowledge of the digital landscape, and understanding of the community college enrollment landscape, independent media purchasing consultants provide a strategic advantage to the college when planning and executing its digital marketing plan. The value of this bargaining leverage in negotiations, expertise in ad placement, access to specialized ad networks, and overall strategic value exceeds the fees paid to the consultant.

The college has had a successful partnership with Clarus in FY2019 and FY2020, and will receive a strategic benefit from continuity of continuing the partnership for FY2021 and FY2022 while navigating the COVID-19 pandemic. CLARUS offers an itemized pricing structure based on Cost Per Thousand/Mille (CPM) that ensures the college pays only for impressions delivered. Clarus brings expertise in strategic digital marketing for community colleges and a comprehensive level of digital advertising methods. The college has budgeted up to \$190,000 for digital media purchasing for the upcoming year and requests the ability to continue to partner with CLARUS Corporation, whose digital marketing services will be charged per CPM as listed below.

Programmatic Display:

- \$9 CPM static, native, and animated ads (\$10 to \$12 CPM for certain conditions)
- \$35 CPM video ads (\$36 to \$50 CPM for certain conditions)
- CTV: \$42 CPM (\$43 to \$60 CPM for certain conditions)

Google Search Ads:

- Annual Management: \$350 per month management fee for ad spend of \$1,000 per month

Social Media

- Facebook/ Instagram: \$14 CPM (\$15 to \$20 for certain conditions)
- Snapchat: \$12 CPM (\$13 to \$16 for certain conditions)
- YouTube: \$22 CPM (\$23 to \$26 for certain conditions)
- LinkedIn: \$12 CPM (\$13 to \$15 for certain conditions)

Purchased Lists

- List price as quoted from list vendors (various vendors and prices vary)
- Purchased lists are billed as a direct cost and only purchased with approval from client.

This purchase relates to the following strategic goals:

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

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

Administration recommended continuing the contract with Clarus Corporation for digital media purchasing and consulting. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Funds are available from the planned FY2021 and FY2022 operating budget for this purchase.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the purchase of services from Clarus Corporation of Alliance, NE for up to \$190,000.

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

#### **EXEMPT PURCHASE – LOCAL MEDIA PURCHASING CONSULTANT**

The college retains the services of an independent media purchasing consultant to recommend the most effective means to reach the college's target audience, negotiate competitive rates with advertising companies on behalf of the college, and to ensure media outlets comply with advertising contracts. Consultants must navigate an increasingly complex landscape of media offerings and consult the institution in making strategic marketing ad buys to support its enrollment goals. Given their specialized experience and additional clients, independent media purchasing consultants bring more bargaining leverage to media negotiations than Parkland administrators would without this assistance. The value of this bargaining leverage in negotiations and overall strategic value exceeds the fees paid to the consultant. The college has had a successful partnership with Mackenzie-Wagner in FY2019 and FY2020, and will receive a strategic benefit from continuity of continuing the partnership for FY2021 and FY2022 while navigating the COVID-19 pandemic. The college has budgeted up to \$130,000 for traditional media purchasing within District #505 for the upcoming year and requests the ability to partner with the chosen vendor to plan and execute its advertising plan.

This purchase relates to the following strategic goals:

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

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

Administration recommended extending the contract with consulting firm McKenzie-Wagner, whose fees will remain at 13% of the annual traditional media spend. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Funds are available from the planned FY2021 and FY2022 operating budgets for this purchase.

It was moved by Mr. Voyles and seconded by Mr. Ayers to approve the purchase of services from McKenzie-Wagner of Champaign, IL for up to \$130,000.

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

### **SIMULATION SOFTWARE AND AUDIOVISUAL PACKAGE- NURSING AND ALLIED HEALTH PROGRAMS**

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 eight companies requesting bids for the software and audiovisual equipment for the mid-fidelity and high-fidelity simulation. The Software and A/V equipment will be used for instructional purposes and simulated patient care within the Health Professions programs. Three vendors returned a bid. The bid tabulation sheet is attached.

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.

**C1.** Implement effective collaborations with K–12 districts that develop a college-going culture and build students' college success skills to accelerate the progress of students on the college pathway.

**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 acceptance of the bid from Intelligent Video Solutions at the cost of \$38,251.99. Funds are available from the Perkins (approved August 2020) and the FY2021 Simulation budget line as needed.

Intelligent Video Solutions Sussex, WI	\$38,251.99
Education Management Solutions Exton, PA	\$115,610.00
Level 3 Audiovisual Mesa.AZ	\$142,705.41

It was moved by Mr. Johnson and seconded by Mr. Trimble to approve the bid from Intelligent Video Solutions, for software and audiovisual equipment for a cost of \$38,251.99.

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

**EXEMPT PURCHASE – 160 DRIVING ACADEMY VENDORS AMENDMENT**

Parkland College Community Education is experiencing an increase in registrations for the Truck Driver Training Program. We use 160 Driving Academy to provide the personnel and equipment as well as the recruitment, instruction, marketing and job placement services for this program.

The Board previously approved spending up to \$475,000 with 160 Driving Academy for FY21. The college requests increasing the approved spending amount by \$40,000 total with already approved training vendor 160 Driving Academy.

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 increasing the approved truck driver training services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, Illinois, by \$40,000. 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. Trimble and seconded by Mr. Voyles to approve the purchase of services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, Illinois, for a total of \$40,000.

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

#### **EXEMPT PURCHASE – BLACK ROCKET PRODUCTIONS**

Parkland College Community Education has an agreement with Black Rocket Productions to provide cutting-edge creative technology and STEM courses for summer camps and enrichment youth programs. These services are for both online and in-room programs and include curriculum, training, instructors, support, and select materials for digital arts and creative sciences programs.

Black Rocket was founded in 2001 utilizing cutting-edge, easy-to-use, low-cost technology to foster innate student creativity and spark self-empowerment with a “make your own” philosophy. Their six pillars of learning include: creativity, technology, make it yourself, peer learning, 21<sup>st</sup> Century skills and project based.

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 courses and services from Black Rocket Productions of Freehold, 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 2021 Community Education budget for this purchase.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the purchase of services from Black Rocket Productions of Freehold, New Jersey, for a total cost not to exceed \$25,000.

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

#### **EXEMPT PURCHASE – GREY & ASSOCIATES**

Parkland College Community Education uses Grey & Associates to provide various safety training services.

Grey & Associates is a full-service safety provider whose goal is to provide services to our customers so they can achieve successful safety performance and compliance within their workforce. They help employers and employees achieve greater personal, financial and operating success, develop and maintain a higher safe work environment, increase the responsibility and accountability of their core safety organization, and improve overall safety performance. Grey & Associates was established in 2001 in Champaign, IL and has provided a variety of safety training services for Parkland College over the years.

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 safety training services from Grey & Associates of Champaign, IL for a total cost not to exceed \$30,000.00. 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 FY2021 Community Education budget for this purchase.

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the purchase of services from Grey & Associates of Champaign, IL, for a total cost not to exceed \$30,000.00.

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

### **EXEMPT PURCHASE – PROTRAIN**

Parkland College Community Education has an agreement with ProTrain to expand our online offerings providing a wide variety of courses/certificates/certifications, applicable course material, course instructors/mentors, student access/support, course hosting/evaluation, and marketing support. They also assign a Training Assessment Manager (TAM) to the institution.

Founded in 2004, ProTrain offers quality classroom, online, and live synchronous training that meets local, regional and national requirements. The courses available span a variety of areas including: Accounting and Finance, Business and Leadership, Career and Hospitality, Education and Personal Development, Green and Renewable Energy, Healthcare and Allied Health, Industrial and Skilled Trades, Legal and Criminal Justice, Multimedia and Graphic Design, Programming and Web Applications, Soft Skills, Spanish in the Workplace, Technology and Computer Programs, and many more, including customized 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 courses/certificates/certifications from ProTrain of Raleigh, North Carolina, for a total cost not to exceed \$70,000. 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 FY2021 Workforce Equity Initiative Grant (SWFT funds) as well as the Community Education budget for this purchase.

It was moved by Mr. Trimble and seconded by Mr. Voyles to approve the purchase of services from ProTrain of Raleigh, North Carolina, for a total cost not to exceed \$70,000.

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

#### **EXEMPT PURCHASE – ZOOM RENEWAL**

In support of our educational and institutional infrastructure, Administration recommended purchasing the following:

- Zoom services renewal from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for a total of approximately \$33,000.

The licensed Zoom platform provides the following features:

- Meeting Duration: This was the primary driver behind acquiring the licensed version of Zoom. This feature allows for calls/class sessions longer than 40-minute—Zoom's Basic limited to 40 minutes.
- User management & admin controls: System admins have more control over managing our end users and how they interact with our platform. For instance, admins can remotely provision licenses, remove users from the account, customize notifications, and enable cloud recording.
- Parkland Zoom Domain: Manage the parkland.edu zoom domain name. This feature allows us to secure the parkland Zoom site and control branding.
- Login ID: Use Single Sign-On, which allows users to use their Parkland username and password to log to Zoom
- Reporting: System admins can access the Reports section. Account owners and admins can see how many meetings are happening in the organization and when, the number of participants, number of meeting minutes, and more.
- Lecture Recording: Record to the cloud, allowing faculty and staff to capture lectures and meetings and store them in the cloud. Zoom's Basic is limited to 1 GB, which is not enough for capturing and sharing lectures. Recording lectures is important for student equity.
- Zoom Video Webinar: Zoom Webinar allows Marketing and Admission to broadcast Zoom meetings. Using Webinars hosts and any designated panelists can share their video, audio, and screen while the attendees have a view-only option

- Stream to social media such as Facebook and YouTube

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 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.

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

**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 for these purchases are available in the FY2021 operating budget as well as CARES, CURES, and GEER, and grant funds.

Trustee Ayers asked about the recent security concerns with Zoom. Dr. Ramage noted that this has been investigated by our CIO, and the company states they have corrected those security features. As with any software, there is always a risk. Mr. Randles noted that we used Zoom originally during the transition and because it was more robust in the beginning. He noted that Microsoft Teams has been improving. This is something that is constantly evolving and we will be working to potentially transition at some point in the future.

It was moved by Mr. Dixon and seconded by Mr. Trimble to approve the renewal of Zoom Software from CDW Corporation not to exceed a total cost of \$33,000.

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

**NEW CAREER PROGRAM**

Approval is recommended for the following career certificate:

- Mental health Certificate – 5 credits

**Mental Health Certificate**

The mental health certificate program is a two-course, industry recognized, unique to Parkland, certificate that trains entry-level mental health and social service workers who are prepared for full or part-time jobs upon graduation. Students learn basic skills including (but not limited to) confidentiality, therapeutic communication and de-escalation techniques, identifying signs and symptoms of mental illness as well as substance abuse and developmental disabilities, trauma-informed care, community resources, the basics of Medicaid/Medicare programs, writing case notes, and are certified in Mental Health First Aid. The certificate has been approved by the college's Curriculum Committee and will be offered through the Social Science and Human Services department, Arts and Sciences division.

Dr. Sutton added that this certificate will provide entry level jobs as mental health technicians. She noted that this certificate will mesh well with other programs we have and opens up a lot of other potential. She recognized that Julie Birky single handedly pulled this together.

Trustee Johnson added that this feels particularly appropriate, given all the studies that show that mental health issues have multiplied several times over.

Trustee Voyles asked if there were going to be any prerequisites required. It was noted that it will not require college level English or Math placement.

It was moved by Mr. Trimble and seconded by Mr. Johnson to approve the Mental Health Certificate.

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

**CLOSED SESSION**

It was moved by Mr. Ayers and seconded by Mr. Trimble to go into Closed Session at 7:50 p.m. for the purpose of discussing the following topics:

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

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

The open meeting resumed at 8:30 p.m.

### **CLOSED SESSION AUDIO APPROVAL**

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the audio recording made of the Executive Session of March 10, 2021 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, Mukumayi (Advisory Vote) and Green; NAYS—None; ABSENT—None.

### **PERSONNEL REPORT**

It was moved by Mr. Voyles and seconded by Mr. Trimble to approve the Personnel Report for March 2021, in accordance with the document provided to the Board.

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

### **TRUSTEE REPORTS**

Trustee Ayers informed the trustees that there is an in-person ICCTA meeting this weekend on cyber security. He also noted that this summer, there will be an annual convention in Bloomington, the first week in June. There will be an opportunity for training at that time.

Trustee Trimble shared that he had a chance encounter with someone who was a graduate of Parkland's Tech Program, who spoke very highly of the program.

Trustee Johnson wished Trustee Westfield well and thanked him for his service.

### **ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Johnson and seconded by Ms. Green for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:38 p.m.

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Bianca Green, Chairman  
Board of Trustees

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James Ayers, Secretary  
Board of Trustees