

**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 16, 2021

ROLL CALL

The meeting was called to order by Bianca Green, Chairman, at 7:00 p.m. The meeting was held in Room U325, 2400 W. Bradley, Champaign, Illinois, and 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, Maureen Banks, Jarrett Clem, , Dana Trimble, James Voyles, and Jayden Sortor (Student Trustee). Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Timothy Johnson joined the meeting at 7:03 p.m.

Chair Green began the meeting with a moment of silence in memory of former trustee, Jonathan Westfield.

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. 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, Banks, Clem, Johnson, Trimble, Voyles, Sortor (Advisory Vote) and Green; NAYS—None; ABSENT—None.

The consent agenda adopted includes approval of the following items:

- Approved minutes from the Regular and Closed Session Meetings held on May 19, 2021
- Approved the voucher checks listing thru May 31, 2021, (including Board Travel), totaling \$2,058,886.27.
- Approved the reappointment of Meyer Capel as legal counsel for the Board for FY 2022 at a monthly retainer fee of \$250.00.
- Approved the filing of the following grant applications:
 - Illinois Community College Board (ICCB): FY22 Adult Education & Literacy Grant

- Illinois Community College Board (ICCB): FY22 Career & Technical Education Perkins Postsecondary Grant
- National Science Foundation (NSF): Advancing Innovation and Impact in Undergraduate STEM Education at Two-year Institutions of Higher Education
- Approved the awarding of funds from the following external sources:
 - Illinois State Board of Education (ISBE): Migrant Education Program (MEP)
 - Illinois Emergency Management Agency (IEMA): FEMA Public Assistance Program
 - Illinois Community College Faculty Association: Dr. Joseph T. Cipfl Faculty Research Grant
- Approve the recommendation by Legal Counsel that no closed session minutes be released at this time.

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Kevin Hastings, President of PCA, stated that there were no updates from PCA.

PRESIDENT'S REPORT

Dr. Thomas Ramage reported on the following:

1. The ICCTA convention and awards banquet was held on June 4 in Bloomington. Thanked those who attended: Mr. Ayers, Ms. Banks. Mr. Voyles, Dr. Lau, Nancy Roth, and Shelby May. Congratulations to Ms. Roth, was recognized as the 2021 Adjunct Faculty nominee.
2. We are looking forward to opening Parkland Presents this coming fall. Parkland Presents consists of the Planetarium, Art Gallery, and Theatre. We have a couple productions ready for the Theatre and The Art Gallery has an event tomorrow night at the Giertz Gallery. It is great to have those back in operation.
 - a. Joe Walwik, Dean of Arts and Sciences, noted that the Theatre has secured the rights for Sponge Bob the Musical.
3. Vice President Trame introduced Stephanie Davingman as the new Dean of Counseling Services.
4. Thanked the board for taking the time to engage in the pre-board session for the Board Retreat right before this event.

MARKETING PLAN REPORT

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

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 following requests made under the FOIA during the month and the disposition of the requests:

<u>Requestor</u>	<u>Information Requested</u>
Ed Luberda	Community Education Printing Bids
Latifa Nassoro, Trio Book	Student Directory Information
Rick Dial, Carpenters Union	Parkland College Exterior Renovations Bid Information
Mavi Figuera, Scion Group	Student Directory Information
Zoe Yalsin, SmartProcure	Purchasing Records

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 2021. The revised budget estimates indicate that expenses will exceed revenues by \$2,225,460 in the general operating funds.

- Current projections for the remainder of the fiscal year indicate the general operating funds will likely break-even. This figure does not include HEERF II Funds for “lost revenues” that could total close to \$5M.
- 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 been adjusted for significant changes this fiscal year due to the impact of the pandemic on operations. These include:
 - Expense reductions for health costs due to VSP retirements.
 - Additional reduced discretionary spending (commodities, travel, etc.)

- Reduced utility expenses.
- The key factors for the College's operating results in FY2021 will be the final month of self-funded health claims, continued impact of COVID-19, and the recognition of HEERF II funds.
- The College received its first property tax payment from Champaign County in May. This is slightly ahead of last year's timing.
- The College has received its first eleven (of twelve) 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 FY2022 College tentative budget will be lodged in July.
- 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 Single Audit was completed in March.
- The TY2020 tax levy was approved in November.

Trustee Voyles asked if the early tax payments were early enough that it threw off projections. Mr. Randles stated that it did not. He noted that our cash flow has been greater than expected because the State paid 12 of 12 payments very timely and we are now getting our tax payments more timely, which is all good news.

PRINTING & BULK MAILING SERVICES – COMMUNITY EDUCATION

A legal bid notice was placed in The News-Gazette. The bid also appeared on the RFP page of the Parkland College website. Bid invitations were sent to five companies requesting bids for printing and bulk mailing services for Community Education brochures for FY22-Q2, FY22-Q3, FY22-Q4, and FY23-Q1. Four vendors returned a bid. The bid tabulation sheet is attached.

This purchase relates to the following Strategic Goal:

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

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

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

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

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

Administration recommended acceptance of the bid from K.K. Stevens Publishing Co, for a total cost of \$38,373.78. Funds are available from the FY2022 and FY2023 Marketing and Community Education budgets.

K.K. Stevens Publishing Co. Astoria, IL	\$38,373.78
Indiana Printing Indiana, PA	\$38,904.00
Premier Print Group Champaign, IL	\$40,842.00
Woodward Printing Services Platteville, WI	\$41,198.00

It was moved by Mr. Johnson and seconded by Ms. Banks to approve the bid from K.K. Stevens Publishing Co. of Astoria, Illinois for a total cost of \$38,373.78.

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

EXEMPT PURCHASE – CARLI LIBRARY DATABASE COLLECTION

CARLI, the Consortium of Academic and Research Libraries of Illinois, is a collective of 89 libraries in the state of Illinois which adds value to individual member libraries by negotiating prices and sharing costs for high quality informational and educational resources. The University of Illinois serves as CARLI's fiscal and contractual agent per their Host Institution Agreement. CARLI currently operates as a unit of the University of Illinois System Office for Academic Affairs.

Through participation in CARLI, Parkland College Library offers the following scholarly collections of electronic books, reference resources, and journals to faculty, staff, and students:

Vendor	Database	Amount
Chronicle of Higher Education	Chronicle of Higher Education	\$2,471.45
Credo Reference	Credo Reference: Academic Core	\$4,272.00
	African American Experience: The American Mosaic	\$704.31
EBSCO	Ebook Academic Subscription Collection	\$7,429.65
	CINAHL Complete (Health Sciences)	\$9,636.65
	Ebook Community College Collection	\$6,871.78
	OmniFile Full Text Select	\$666.07
Gale Group	Gale in Context: Opposing Viewpoints	\$3,794.47
Lexis Nexis	Nexis Uni	\$4,727.52
ProQuest	Women & Social Movements Annual Access Fee	\$250.00
	Syndetics Unbound	\$542.00
	Black Thought & Culture Annual Access Fee	\$250.00
TOTAL		\$41,615.90

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.

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

Goal B: Completion: Parkland College will increase student retention, persistence, and completion.

B2. Improve student success by providing comprehensive support systems.

Goal C: Collaboration

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

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

Administration recommended renewing the database subscriptions via CARLI through the University of Illinois System of Urbana, IL for an additional year for a total cost of \$41,615.90. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing 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. Board authorization is requested since the cost exceeds \$25,000. Funds are available from FY2022 operating budget for this purchase.

It was moved by Mr. Johnson and seconded by Mr. Clem to approve the purchase agreement for the CARLI databases renewal through the University of Illinois of Urbana, IL for a total of \$41,615.90.

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

EXEMPT PURCHASE – 160 DRIVING ACADEMY

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

160 Driving Academy, has 16 locations in Illinois and another 60 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, promote 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 truck driver training services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, Illinois, for a total cost not to exceed \$680,000. 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 FY2022 Community Education budget for this purchase.

It was moved by Ms. Banks and seconded by Mr. Trimble to approve the purchase of services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, Illinois, for a total cost not to exceed \$680,000.

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

EXEMPT PURCHASE – ATI TRAINING, HOME INSPECTION INSTITUTE

Parkland College Community Education will partner with ATI Training to offer Home Inspection training, both online and in person with a local certified trainer. The training includes hands-on field training; detailed, illustrated course books; state specific training; instructor access; and a full marketing package to help students start their own business.

Scott Newcomer, ATI President, Founder and home inspection thought leader, has over 30 years' experience within the home inspection and education industries. He assembled a team of experienced and dedicated all-stars, accountable to students – including their training in business and in the field. ATI ensures its students' success by teaching them industry best practices and granting access to powerful marketing tools and ongoing support throughout the country.

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 ATI Training, Home Inspection Institute of Waukesha, Wisconsin, for a total cost not to exceed \$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 FY2022 Community Education budget for this purchase.

It was moved by Ms. Banks and seconded by Mr. Voyles to approve the services from ATI Training, Home Inspection Institute of Waukesha, Wisconsin, for a total cost not to exceed \$40,000.

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

EXEMPT PURCHASE – BLACK ROCKET PRODUCTIONS

Parkland College Community Education works with Black Rocket Productions to provide cutting-edge creative technology and STEM courses for summer camps and enrichment youth programs. The services provided 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, 21st 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 FY2022 Community Education budget for this purchase.

It was moved by Mr. Voyles and seconded by Ms. Banks 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, Banks, Clem, Johnson, Trimble, Voyles, Sortor (Advisory Vote), and Green; NAYS—None; ABSENT—None.

EXEMPT PURCHASE – ed2go

Parkland College Community Education will partner with ed2go to supplement our online course offerings with 150+ certification courses and over 750 continuing education courses to gain personal and professional skills.

Founded in 1997, ed2go provides quality education the fastest way possible – online. What began as an email correspondent program has grown into a leading online continuing education provider, reaching life-long learners in 50 states and more than 16 countries. They partner with over 2,000 academic institutions, believe anyone can learn, and they exist to empower lives through education.

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 ed2go of San Francisco, California, 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 FY2022 Community Education budget for this purchase.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the purchase of services from ed2go of San Francisco, California, for a total cost not to exceed \$25,000.

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

Trustee Clem asked for clarification of what this is. It was explained that it is online training modules that we access through Community Education. We only pay for usage of these when students enroll and it is a per person charge.

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 their 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 \$35,000. 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 FY2022 Community Education budget for this purchase.

It was moved by Ms. Banks and seconded by Mr. Voyles to approve the purchase of services from Grey & Associates of Champaign, IL, for a total cost not to exceed \$35,000.

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

EXEMPT PURCHASE – PROTRAIN

Parkland College Community Education works with ProTrain to expand our online offerings to provide a wide variety of courses/certificates/certifications, applicable course material, course instructors/mentors, student access/support, course hosting/evaluation, and marketing support. They will also provide 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, and certifications from ProTrain of Raleigh, North Carolina, for a total cost not to exceed \$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 FY2022 Workforce Equity Initiative Grant (SWFT funds) as well as the FY2022 Community Education budget for this purchase.

It was moved by Mr. Voyles and seconded by Mr. Trimble to approve the purchase of services from ProTrain of Raleigh, North Carolina, for a total cost not to exceed \$40,000.

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

EXEMPT PURCHASE – STRATEGIC DEVELOPMENT INSTITUTE

Parkland College Community Education purchases books, training materials, and assessment services from Strategic Development Institute (SDI), a distributor for our leadership and customer service training programs. They are a certified trainer for the DiSC assessments and DiSC programs. SDI also provides curriculum for four additional topics in the Leading EDGE Certificate series, as well as multiple customized classes offered by Community Education.

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 \$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 FY2022 Community Education budget for this purchase.

It was moved by Ms. Banks and seconded by Mr. Ayers to approve the purchase of services from SDI of Champaign, Illinois, for a total cost not to exceed \$25,000.

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

EXEMPT PURCHASE – ACADEMIC SERVICES CLASSROOM FURNITURE

Academic Services has identified at least 15 classroom and student work areas that require new or upgraded furnishings. Several of the spaces are the result of an ongoing plan to provide greater access to instructional support through the integration of services with the current Library in the development of a new Learning Commons. Such integration will support students across all disciplines and provides the opportunity to integrate Adult Education and workforce training (SWFT) more fully into the wider college network by relocating those services to the spaces formerly occupied by the Center for Academic Success. Furnishings will be upgraded in several instructional spaces that have aging seating that no longer meets the needs of the students or faculty.

The furniture consists of moveable tables and chairs that can be configured to accommodate a variety of teaching/learning opportunities, and increase accessibility to all students, as well as furnishings for discussion and collaboration in designated areas of the Learning Commons and Center for Excellence in Teaching and Learning. The choices of furnishings are part of an ongoing plan to gain efficiency in the classrooms and maximum learning outcomes. The spaces support students in developmental education, gateway courses and the general education core curriculum as well as health professions, career and technical education and arts and sciences.

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 classroom and work area furniture from Krueger International of Green Bay, WI for a total cost not to exceed \$250,000. 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. Funds for this purchase are available from the FY2022 operating budget as well as FY2021 SWFT, FY2022 SWFT and FY2022 Adult Education budgets.

It was moved by Mr. Johnson and seconded by Mr. Clem to approve the purchase of furniture from Krueger International of Green Bay, WI, for a total not to exceed \$250,000.

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

Trustee Voyles asked why this qualifies as exempt. Mr Randles stated it is because it is part of the IPEC purchase.

EXEMPT PURCHASE – PAYSACLE MARKETPAY CORE AND MARKETPAY JOBS

In support of our educational and institutional mission, Administration recommends licensing Payscale MarketPay Core and MarketPay Jobs. This software will give Human Resources easy access to compensation information, research, and analysis, along with the ability to use market data for job placement. Market data will also be used as a component of the Job Evaluation Process by the PSS Union and is the continuation of the Segal Salary Survey approach to job grading and compensation. This is a three-year agreement with an annual cost of \$19,000.

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.

A1. Provide consistent and comprehensive professional development for all faculty and staff.

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.

E1: Communicate and implement Parkland's established core values to guide conduct and practices of Parkland College students, faculty, staff, and administration.

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 students.

Administration recommended the purchase of a three-year license agreement for Payscale MarketPay Core and MarketPay Jobs from Payscale of Seattle, WA for a total cost of \$57,000. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000. Funds for this purchase are available in the FY2021, FY2022, and FY2023 operating budgets.

It was moved by Mr. Trimble and seconded by Ms. Banks to approve the purchase of Payscale MarketPay Core and MarketPay Jobs from Payscale of Seattle, WA for a total cost of \$57,000.

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

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 3.47 INSTITUTION ACCESSIBILITY

Parkland College is committed to accessibility. As an open access institution, we want to give students with disabilities equal access to our facility and the teaching and learning we offer. Federal and state legislation also adds a legal obligation to this ethical responsibility.

POLICY 5.02 INSTRUCTIONAL MATERIAL SELECTION

Change required due to creation of new policy (3.47)

POLICY 6.01 PURCHASING AND CONTRACTS

Change required due to creation of new policy (3.47)

POLICY 8.06 ACADEMIC HONESTY

Changes in the organizational structure require a change in process; the position of Dean of Learning Support will no longer exist after June 2021. In addition, there is a need for clarification in order to ensure due process for students.

Trustee Voyles asked for clarification on the academic honesty policy. Vice President Sutton explained that the definition of plagiarism did not change, but when a student plagiarizes, it might be unintentional. One of the changes made protects the student because it requires more conversation between the instructor and student and allow for a learning opportunity. Trustee Voyles asked if the expectations are explained in the classroom. Ms. Sutton replied yes and noted that it is also included in the syllabus. She added that we use software to help identify plagiarism.

CLOSED SESSION

It was moved by Mr. Ayers and seconded by Mr. Clem to go into Closed Session at 8:00 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, Banks, Clem, Johnson, Trimble, Voyles, Sortor (Advisory Vote), and Green; NAYS—None; ABSENT—None.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Mr. Clem to approve the audio recording made of the Executive Session of June 16, 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, Banks, Clem, Johnson, Trimble, Voyles, Sortor (Advisory Vote) and Green; NAYS—None; ABSENT—None.

PERSONNEL REPORT

It was moved by Mr. Clem and seconded by Mr. Voyles to approve the Personnel Report for June 2021.

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

Mr. Randles reminded the trustees that they are voting on the new version that was updated in their materials in SharePoint.

TRUSTEE REPORTS

Trustee Johnson expressed his apologies for not being able to attend the retreat. He also expressed his sympathies for Mr. Westfield, noting that the Westfield family is wonderful people, and we will really miss him.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Voyles and seconded by Ms. Banks for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:25 p.m.

Bianca Green, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees