

**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**

May 13, 2020

ROLL CALL

The meeting was called to order by Bianca Green, Chairman, at 7:02 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, Timothy Johnson, Dana Trimble, and James Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Jayden Sortor (Student Trustee) joined the meeting at 7:04 p.m.

RESOLUTION FOR STUDENT TRUSTEE

Student Trustee, Jayden Sortor, was elected at a campus-wide student election held April 5-9, to serve as the new representative to the Board of Trustees.

It was moved by Mr. Johnson and seconded by Mr. Clem to approve the Resolution authorizing the new student trustee to serve as the student representative on the Board of Trustees.

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

OATH OF OFFICE - STUDENT TRUSTEE

The Oath of Office was administered to Jayden Sortor, the new student trustee.

CONSENT AGENDA MOTION

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

It was moved by Ms. Banks 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 the minutes from the Special and Closed Session Meetings held on April 27, 2021; and Minutes from the Organizational and Regular Meetings held on April 28, 2021.
- Approved the voucher checks listing through April 30, 2021, (including Board travel), totaling \$1,455,965.03.
- Declared as surplus property the following items:
 - 1996 Chevrolet C3500 truck, VIN: 1GBKC34J4TJ109858
- Approved the awarding of funds from the following external sources:
 - University of Illinois at Urbana-Champaign (UIUC): Center for Global Studies: International Studies Research Lab Fellowship (Honorarium)
- Approve the filing of the following grant applications from external sources:
 - Illinois Community College Board (ICCB): Early School Leaver Transition Program (ESLTP)
 - Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study (ICWS) Grant

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM 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. Referenced the COVID Funding spreadsheet, which shows the breakdown of funding received through Federal sources and includes the amount received and spent and start and end dates. Let Dr. Ramage know if any questions.
 - a. It was asked if we have seen all we are going to see. Mr. Trame noted that there may be one more component of an additional SIP plan. However, all we know right now is what is listed on the spreadsheet.
 - b. Dr. Ramage noted that we were asked to track expenses for FEMA reimbursement. Mr. Randles added that we heard this week that they disallowed \$13,000 of our submittal. We have the ability to turn in a few more expenses. Getting payment could take years, but we are doing our due diligence to make sure we get the money we are entitled to.

2. Dr. Ramage confirmed the June 16 Board Retreat date with the trustees. The Retreat will be from 3:00-6:00 p.m., followed by the Regular Meeting at 7:00 p.m. The retreat will be facilitated by ICCTA's Executive Director, Jim Reed. Dinner will be provided. Trustee Johnson noted that because of medical issues, he will most likely not be able to attend.
3. Reminded the Board of the ICCTA Awards Banquet, June 4-5, 2021, in Bloomington. Nancy Roth, Parkland instructor in the nursing program, will be recognized at this year's awards banquet as a nominee for the 2021 Outstanding Adjunct Faculty Member Award. Let Krystal know this week if you would like to attend.
4. Thanked Student Services, Mike Trame, Marietta Turner, Mike Coulter, Chris Foster, PCTV, Stephanie Stuart, Marketing, and everyone involved in putting together this year's Virtual Commencement Ceremony. It was a successful event with about 420 graduates participating. It is available for viewing on Parkland's YouTube channel.
5. Shared that Parkland has partnered with Walgreens to provide a vaccine clinic on campus. We are moving towards reopening campus and plan to follow government guidance.
 - a. Mentioned that E-Team will attend the next Board meeting in person. We will also continue the Zoom link, as long as the Governor's Orders allow. If rescinded, we will need to move back to the normal rules for electronic attendance.
 - b. Ms. Green asked for clarification of the vaccine clinic at Parkland. It was verified that the clinics are open to the community at large and walk-ins are accepted.
 - c. Ms. Banks asked if Parkland is making vaccination a requirement for employees or students. Dr. Ramage stated that we are not making any requirements for faculty, staff, or students.
 - d.
6. Congratulated Parkland's Golf team for making it to Nationals and shared that they are doing very well.

FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, provided an update on the 3RD quarter FY21 achievements of the Parkland Foundation. A handout was 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.

Requestor

Information Requested

| | |
|------------------|--|
| Kaylie Flaughter | Animal Acquisition and Disposition Information |
| Sam Stecklow | Police Department Information |
| Sam Stecklow | Police Department Information |

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for April reflect the results of operations of the College for the first ten months of fiscal year 2021. The revised budget estimates indicate that expenses will exceed revenues by \$2,219,125 in the general operating funds.

- As discussed in the February Budget Workshop, the projected operating deficit will likely be closer to \$300,000. 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 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.
- The College has received its first ten 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 Single Audit was completed in March.
- The TY2020 tax levy was approved in November.

Mr. Randles noted that prior to utilizing the HEERF 2 grants, we will have close to a flat operating budget, despite the large deficit that we had. We did better because, while enrollment is down 16-17%, we budgeted for -20% and contained our costs much more significantly than projected. We utilized HEERF and CARES money to buy a huge amount of technology, that we would have had to use operating dollars. On the personnel side, we offered a volunteer separation program, where we saved on salary & benefits.

Martin Hood is on the campus next few weeks to do some preliminary testing and vendor checks. We have stayed in contact with them about what we are doing and how we are documenting expenses, and we seem to be on board at this point.

EXEMPT PURCHASE –AVIATION FUEL

The Parkland College Institute of Aviation currently purchases aviation fuel from AvFuel Corporation. On site, this fuel is managed and dispensed by FlightStar, Savoy, IL.

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

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.

Administration recommended purchasing aviation fuel from AvFuel Corporation of Ann Arbor, MI for a total cost of \$180,000. This item is exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part and (l) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services, such as water, light, heat, telephone or telegraph. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2022 Aviation budget.

It was moved by Mr. Voyles and seconded by Ms. Banks to approve the purchase from AvFuel Corporation, Ann Arbor, MI for aviation fuel for the Institute of Aviation for a total cost of \$180,000.

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 – AVIATION MAINTENANCE SERVICES

The Parkland College Institute of Aviation purchases maintenance services for aircraft repairs from FlightStar. This includes maintaining a fleet of 20 airplanes to FAA and manufacturer specifications including mandatory annual and 100-hour inspections. The estimated usage is 2850 annual hours at a rate of \$80 per hour.

This purchase relates to the following Strategic Goals:

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.

D.1: Expand Parkland College's role in economic and workforce development by developing local, regional, and global partnerships with business and industry, government agencies, health providers, and the agricultural community, and by providing and coordinating the majority of training in District 505.

Administration recommended purchasing the maintenance services from FlightStar of Savoy, IL for a total cost of \$228,000. This item is exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part and (l) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services, such as water, light, heat, telephone or telegraph. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2022 Aviation budget.

It was moved by Mr. Johnson and seconded by Mr. Clem to approve the purchase of maintenance services from FlightStar, Savoy, IL for a total cost of \$228,000.

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 – AVIATION REPAIR SERVICES

The Parkland College Institute of Aviation requires engine and engine component overhaul services from Poplar Grove Airmotive, Inc. Services relate to the overhaul of fleet aircraft engines that are required after every 2000 hours of use. Poplar Grove Airmotive is the only vendor in Illinois qualified to provide overhaul services on the Institute of Aviation's engines. They also specialize and maintain an inventory of the primary engine type used in the Institute's fleet. This request covers the cost of 3 near future overhauls for the Piper Archer aircraft.

This purchase relates to the following Strategic Goals:

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.

D.1: Expand Parkland College's role in economic and workforce development by developing local, regional, and global partnerships with business and industry, government agencies, health providers, and the agricultural community, and by providing and coordinating the majority of training in District 505.

Administration recommended purchasing the repair services from Poplar Grove Airmotive, Inc. of Poplar Grove, IL for a total cost of \$75,000. This item is exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part and (l) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services, such as water, light, heat, telephone or telegraph. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2022 Aviation budget.

It was moved by Mr. Ayers and seconded by Mr. Voyles to approve the purchase of repair services from Poplar Grove Airmotive, Inc., Poplar Grove, IL for a total cost of \$75,000.

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 – AVIATION RAMP SERVICES

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

This purchase relates to the following Strategic Goals:

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.

Administration recommended purchasing the ramp services from FlightStar of Savoy, IL for a cost not to exceed \$73,000. This item is exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (a), contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part and (l) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services, such as water, light, heat, telephone or telegraph. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2022 Aviation budget.

It was moved by Mr. Trimble and seconded by Ms. Banks to approve the purchase of ramp services from FlightStar, Savoy, IL for a total cost not to exceed \$73,000.

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 - POLICE PATROL VEHICLE

The College Public Safety Department requested the purchase of a 2021 Ford SUV Police Interceptor Package vehicle to replace a 2012 Ford Fusion Police patrol vehicle. The current vehicle has been damaged twice in its service life, has in excess of 40K driven miles and has recurring maintenance issues. Public Safety has implemented a plan to replace squad cars every 10 years.

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.

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

Administration recommended purchasing a 2021 Ford SUV Police Interceptor Package vehicle proposed by Morrow Brothers Ford Inc., Greenfield, IL for a cost of \$35,210.

This purchase utilizes the Illinois Department of Central Management Services (CMS) agreement. CMS works with State Agencies and the Chief Procurement office for General Services to advertise solicitation opportunities, evaluate bids and publish contract awards. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000. Funds are available from FY2021 Liability, Protection and Settlement budget for this purchase.

It was moved by Ms. Banks and seconded by Mr. Clem to approve the purchase and outfitting of a 2021 Ford SUV Police Interceptor Package vehicle from Morrow Brothers Ford Inc., of Greenfield, IL, for a total cost of \$35,210.

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 – F350 FORD TRUCK

The Physical Plant requests the purchase of a new 2021 Ford F350 truck to be used as a snowplow and general utility truck. The new truck would replace the existing 20-year-old truck that requires \$1,500-\$2,000 in repairs each year and is undersized for plowing snow. This truck will be used to haul grounds materials such as soil and fencing and to tow equipment including tractors and mowers. Additionally, it will be used to plow snow in the winter.

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.

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

Administration recommended purchasing the 2021 Ford F350 XLT truck proposed by Bob Ridings Fleet Sales of Taylorville, Illinois for a total cost of \$ 35,342. This purchase utilizes the Illinois Department of Central Management Services (CMS) agreement. CMS works with State Agencies and the Chief Procurement office for General Services to advertise solicitation opportunities, evaluate bids and publish contract awards. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000. Funds are available in the FY2021 operating budget for this purchase.

It was moved by Mr. Johnson and seconded by Ms. Banks to approve the purchase of a 2021 Ford F350 truck from Bob Ridings Fleet Sales of Taylorville, Illinois, for a total cost of \$ 35,342.

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 - PCTV STUDIO AND FIELD KIT EQUIPMENT

PCTV requests the purchase of new studio equipment and production kits to replace outdated studio equipment, some of which is more than fifteen years old, and to provide the studio with additional pieces of recording equipment. Upgrading the equipment at this time will allow faculty the resources needed to enhance materials used in the delivery of online and remote learning and to continue development of the recently introduced flexible mode of delivery which allows students greater opportunity to remain engaged in coursework even when life events prevent regular on-campus attendance. The additional equipment and field production kits will also enable media students to do simultaneous shots in the studio and in the field while also reducing the wear and tear on the more expensive pieces of equipment. 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 the purchase of new studio equipment and field production kits from B&H Foto & Electronics Corp of New York, NY for a cost of \$27,000. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. The Illinois Public Higher Education Cooperative is a cooperative organization comprised of all thirteen public institutions of higher education formed to support and advance the collective activities of public institutions of higher education. The Parkland Board of Trustees approved participation in the IPHEC agreement in FY2012. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (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 CARES/SIP grant.

It was moved by Ms. Banks and seconded by Mr. Ayers to approve the purchase of studio equipment and field kits from B&H Foto & Electronics of New York, NY for a cost of \$27,000.

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 – MICROSOFT TEAMS VOICE/VOICE OVER IP (VOIP)

In support of our educational and institutional infrastructure, Administration recommends purchasing the following services to support moving all Parkland voice services into Microsoft Teams. This project started as a necessity during the COVID-19 pandemic to help move the College services remotely. As part of this project, all existing handsets will be replaced with a combination of Teams capable handsets or headsets to be connected to laptops/desktop PCs or cellphones/tablets. The project will require a replacement e911 service to properly locate staff on campus and use Teams to make 911 calls.

- Purchase a new internet phone connection (known as SIP line) from AT&T, Street Address: 95 W Algonquin Rd Arlington Heights, Arlington Heights, IL Zip Code: 60005 for an approximate annual cost of \$16,000 from July 1, 2021 through June 30, 2023
- Purchase Professional Support Services to support this initiative from ConvergeOne, 10900 Nesbitt Ave S, Bloomington, MN, for a total cost of up to \$70,000 and an annual cost of up to \$7,000
- Purchase handsets and headsets that are compatible with Microsoft Teams from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for a total cost of up to \$160,000

The Microsoft Teams Voice deployment benefits:

1. Reconsolidation and modernization of telecommunication services under one infrastructure
2. Mobility of voice services via different devices – PC, handset, cellphone, tablet
3. Voicemails available via email and/or Teams
4. Tight integration with collaboration tool (Teams), which improve the operations of the college as well as providing more tools for teaching and learning
5. Empowers users to change their configurations (DnD config, forwarding, etc.)

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. Board authorization is requested since the cost exceeds \$20,000. Funds for these purchases are available in the FY2021 and FY2022 operating budgets as well as CARES, CRRSAA, and American Rescue Plan grant funds.

It was moved by Mr. Trimble and seconded by Mr. Ayers to approve the purchase of services and license to support the Microsoft Teams Voice deployment for a total cost not to exceed \$253,000.

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 and Mr. Kassem answered questions from the trustees about software, equipment, installation, security, and how that compares to what we are using now.

EXEMPT PURCHASE – ANNUAL SOFTWARE CONTRACTUAL/MAINTENANCE RENEWALS

In support of the ongoing support of administrative and academic needs of the college, the following recommendations are made to renew the annual license/maintenance of the following software/hardware:

- Renewing the license for **File360** software from Information management Services, 5047 Transamerica Drive, Columbus, Ohio 43228, for approximately \$25,500.

- Renewing **Ellucian** maintenance contract from Ellucian Co., 4375 Fair Lakes Court, Fairfax, VA 22033 for an annual cost of approximately \$340,000 for July 1, 2017, through June 30, 2024, with a yearly increase of 5%.
- Renewing **Gartner Core Research** subscription from Gartner, Inc. 12651 Gateway Blvd., Ft. Myers, FL 33913 for approximately \$45,000 annually from June 1, 2021, through May 30, 2023
- Renewing **TeamDynamix software** maintenance from TeamDynamix Solutions, LLC, 2200 West Fifth Ave, Suite 220, Columbus, OH 43215 for annual maintenance of \$50,000 with the additional 3% increase from July 1, 2021, through June 30, 2025.
- Renewing **Veeam support** from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$26,110
- Renewing **Avaiter software** subscription from Avatier, 4733 Chabot Drive, Suite 201, Pleasanton, CA 94588 for approximately \$27,500
- Renewing **Azure Cloud Service** from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$65,000
- Renewing the **Microsoft Premier Support** from Microsoft Corporation, One Microsoft Way, Redmond WA 98052 for approximately \$84,000
- Renewing **Microsoft Site license** from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$140,000
- Renewing **Adobe licenses** from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for annual maintenance of approximately \$84,000 from August 26, 2021, through August 25, 2023
- Renewing **Lumen's software licensing** from Augusoft, Inc., 8441 Wayzata Blvd., Ste 200, Minneapolis, MN 55426 for approximately \$84,600
- Renewing **LinkedIn Learning** (previously Lynda.com) from LinkedIn Corp., 1000 W. Maude Ave., Sunnyvale, CA 94085 for annual maintenance of approximately \$25,000 from July 1, 2021, through June 30, 2024
- Renewing **OKTA software** maintenance from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$47,250
- Renewing **Zoom services** from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for a total of approximately \$33,000
- Renewing the license for **Cisco SmartNet** contract from Acumatica Corporation, 1139 Momentum Place, Chicago, Illinois, 60689 for approximately \$26,000
- Renewing the license for **25Live** contract from CollegeNET, 805 SW Broadway, Ste 1600, Portland, OR 97205 for approximately \$25,500
- Renewing **Mimecast Email Security Software** and DMark Analyzer from CDWG of Vernon Hills, IL for approximately \$67,000
- Renewing **CyberClan** as our Managed Security Service Provider (MSSP) from CyberClan, 1810 E Sahara Ave. Suite 312, Las Vegas, Nevada, for approximately \$165,000
- Renewal of **Apporto** 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

- Renewal of **Slate** CRM from Technolutions, Inc., 234 Church St 15th Fl, New Haven, CT 06510, for \$50,000
- Installment for **Palo Alto** from VAR Technology Finance, 2330 Interstate 30, Mesquite, TX 75150 for approximately \$50,000
- Renewal of **Nintex - K2** form software from Nintex, 10800 NE 8th Street, Suite 400 Bellevue, WA 98004, for approximately \$30,000

These purchases relate to the following strategic goals:

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

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

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

Administration recommended the purchase of the annual software contractual/maintenance renewals. 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 from the FY2021 and FY2022 operating budgets, CARES, CRRSAA, and American Rescue Plan grants.

Ms. Banks asked if there were any multi-year contracts or if they were all annual. Mr. Randles explained that there may be some maintenance contracts that are not lined up with the fiscal year. There are certain contracts that get approved for multi years, which go to the Board if over \$20,000. If there is a service that we know will be long term, it is often more cost effective to do a multi-year contract. If we do not need to continue service, we try to do a one year. He noted that when Mr. Kasseem was hired, he made an effort to get all of these contracts on the same cycle. He added that Amin is pretty savvy with how vendors operate, contract billing, and how it fits our needs.

Mr. Ayers stated that is the most complete list we have seen historically, and feels it is good for Board and everyone to see. He praised the improvement. Mr. Randles stated that a lot of this credit goes to Mr. Kassem.

It was moved by Mr. Ayers and seconded by Ms. Banks to approve the annual maintenance renewal of items as listed above from the vendors and at the cost described, for a total purchase price not to exceed \$1,590,460.

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

*Ms. Sortor was present but was unable to vote due to a poor internet connection.

EXEMPT PURCHASE – INSTRUCTIONAL/OFFICE COMPUTER HARDWARE & SOFTWARE

In support of the rotational plan for computer replacement, classroom instruction, updating servers/data storage, and security requirements, the following recommendations are made. These purchases are necessary to keep up with our hardware refresh cycle and upkeep of the infrastructure. Purchases will be made only to the extent of budgeted dollars are available.

- Purchasing Dell computers for instructional and office use from Dell Computer Corporation of Round Rock, Texas for a total cost of up to \$1,300,000.
- Purchasing Apple computers for instructional and office use from Apple Computer of Cupertino, California for a total cost up to \$400,000.
- Purchasing projectors for instructional and office use for a total cost of up to \$80,000 from Troxell Communications, 847 S. Randall Rd., Elgin, IL 60123 or B & H Photo & Electronics Corp. 420 Ninth Ave, New York, NY 10001.
- Purchasing Dell infrastructure systems such as servers and SSD storage for instructional and office use from Dell Computer Corporation of Round Rock, Texas for a total cost of up to \$100,000.
- Purchasing Cisco Switches from CDW Government of Vernon Hills, IL for a total cost of up to \$60,000.
- Purchasing Aruba Controllers to replace our existing Wi-Fi network equipment approaching End of Support from Entre Solutions II of Bloomington, Illinois, for a total cost of up to \$40,000.

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.

Administration recommended the purchase of Instructional/Office Computer Hardware & Software not to exceed a total cost of \$1,980,000. 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; (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 and FY2022 operating budgets, CARES, CRRSAA, and American Rescue Plan grants.

It was moved by Mr. Voyles and seconded by Ms. Banks to approve the purchase of Instructional/Office Computer Hardware & Software not to exceed a total cost of \$1,980,000.

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 – BRIGHTSPACE LEARNING: LAM (LEARNING ADMINISTRATION MANAGER) SERVICE

The Brightspace Learning Environment by Desire2Learn (branded as “Cobra Learning”) is the Learning Management System that students and instructors use as our online learning environment in online, hybrid, and face to face courses. The reorganization of the Instructional Technology Specialist/LMS Administrator position to Learning Commons and reallocation of the Applications Analyst position (formerly supporting the LMS as well) to Campus Technologies has provided the opportunity to gain additional support for the administration of Cobra Learning through D2L.

The Learning Administration Manager (LAM) program is a support service in which D2L provides support to the institution by relieving some of the day-to-day operations and special projects from the college’s LMS administrator (currently the Instructional Technology Specialist). Such services would include (but are not limited to) assistance with the rewrite of the holding tank integration with the SIS (Student Information System/Colleague); archival of past courses and user accounts; cross-listing/merging of courses in Cobra Learning; product usage; data analysis; product consultation, and content collaboration. This is a 3-year contract that will cost \$20,000.00 for FY2022, \$20,550.00 for FY2023, and \$21,115.13 for FY2024.

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.

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.

The administration recommended approving a 3-year contract for the Learning Administration Manager Support Service from D2L Ltd. of Palatine, IL for a total cost of \$61,665.13. This 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 services and telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from the CARES/CRRSAA SIP grants in addition to FY2023 and FY2024 operating budgets for this purchase.

It was moved by Mr. Ayers and seconded by Mr. Clem to approve purchase of the Learning Administration Manager Support Service from D2L Ltd. of Palatine, IL for a total cost of \$61,665.13.

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

It was moved by Mr. Ayers and seconded by Ms. Banks to go into Closed Session at 8:17 p.m., for the purpose of discussing the following topics:

1. Appointment, employment, compensation, resignation, or performance of specific employees.
2. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal. Or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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

*Ms. Sortor was present but was unable to vote due to a poor internet connection.

The open meeting resumed at 9:10 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 May 19, 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, and Voyles, and Green; NAYS—None; ABSENT—Sortor (Student Trustee) *.

*Ms. Sortor was present but was unable to vote due to a poor internet connection.

PERSONNEL REPORT

It was moved by Mr. Clem and seconded by Ms. Banks to approve the Personnel Report for May 2021, in accordance with the documents that will be incorporated in the official minutes.

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

ADMINISTRATIVE CONTRACT APPROVAL

Administration recommended renewal of the employment contracts for Stephanie Stuart as Vice President for Communications and External Affairs, effective July 1, 2021, through June 30, 2024; and Tracy Wahlfeldt as Executive Director of the Parkland College Foundation, effective July 1, 2021 through June 30, 2024.

It was moved by Ms. Banks and seconded by Mr. Ayers to renew the employment contract for employment contracts for Stephanie Stuart as Vice President for Communications and External Affairs, effective July 1, 2021, through June 30, 2024; and Tracy Wahlfeldt as Executive Director of the Parkland College Foundation, effective July 1, 2021 through June 30, 2024.

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

TRUSTEE REPORTS

There were no trustee comments.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Clem and seconded by Ms. Banks for adjournment and voted AYE by all trustees present. The meeting was adjourned at 9:15 p.m.

Bianca Green, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees