

**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 15, 2022

**ROLL CALL**

The meeting was called to order by James Voyles, Chairman, at 7:00 p.m. The meeting was held in Room J127, 1315 N. Mattis Avenue, Champaign, Illinois, and electronically via Zoom. At the direction of Chairman Voyles, Krystal Garrett, Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Jarrett Clem, Bianca Green, Dana Trimble, and Kha Nguyen (Student Trustee). Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Maureen Banks joined the meeting at 7:05 p.m.

**APPOINTMENT OF TRUSTEE**

It was moved by Mr. Voyles and seconded by Ms. Green to approve the appointment of Bradley Uken to fill the trustee seat vacated by Timothy Johnson on May 9, 2022. Bradley Uken will serve until the next election in April 2023.

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

**OATH OF OFFICE - TRUSTEE**

Chairman Voyles administered the Oath of Office to Bradley Uken.

**CONSENT AGENDA MOTION**

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

It was moved by Ms. Green and seconded by Mr. Nguyen (Student Trustee) 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, Green, Trimble, Uken, Nguyen (Advisory Vote) and Voyles; NAYS—None; ABSENT—None.

The consent agenda adopted includes approval of the following items:

- Approved minutes from the Regular Meeting held on May 18, 2022
- Approved the voucher checks listing thru May 31, 2022, (including Board Travel), totaling \$3,874,145.27.
- Invoices (including Board Travel)
- Approved the filing of the following grant applications:
  - Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study (ICWS) Grant
  - Illinois Community College Board (ICCB): Career & Technical Education Perkins Postsecondary Grant
  - Illinois State Board of Education (ISBE): Facilitating Coordination in Agricultural Education (FCAE)— Curricular Resource Management
  - Illinois Community College Board: FY23 Early School Leaver Transition Program (ESLTP)
- Approved the awarding of funds from the following external sources:
  - Illinois Community College Board (ICCB): Lumina Employment Connection Project (ECP) (WEI network)
  - Illinois Department of Commerce & Economic Opportunity (DCEO): Line-Item Appropriation Grant
  - Illinois Department of Transportation (IDOT): FY21 Highway Construction Careers Training Program (HCCTP)
  - Illinois Community College Board (ICCB): Early Childhood Access for Equity Consortium
- Approved 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**

Dr. Ramage reported that there were no updates from PCA.

### **PRESIDENT'S REPORT**

Dr. Thomas Ramage reported on the following:

1. Thanked those who attended the ICCTA convention and awards banquet on June 10 in Chicago - Chair Voyles, Trustee Ayers, Trustee Banks, Dr. Lau, Professor Leuszler, and Dr. Walwik. Congratulated to Ms. Leuszler, who was Parkland's 2022 Outstanding Full-time Faculty nominee; and Ms. Michelle Dallmier, who was Parkland's 2022 Outstanding Adjunct Faculty nominee.

2. Updated that the College for Kids and Summer Discovery programs have begun, and around 800 kids are enrolled.
3. Noted that Manny Rodriguez has been appointed to the IBHE Faculty Advisory Council. His term will run for the remaining next three academic years.

### **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. A handout was provided to the Board.

Dr. Ramage noted that enrollment is up 5.1% for the summer and 9.1% for the fall, and thanked Marketing for their efforts.

### **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**  
Zoe Yalcin

**Information Requested**  
Purchasing Record Information

### **FINANCIAL STATEMENTS**

Chris Randles reported that the financial statements for May reflect the results of operations of the College for the first ten months of fiscal year 2022. The revised budget estimates indicate that expenses will exceed revenues by \$1,446,721 in the general operating funds.

- The key factors for the College's operating results in FY2022 will be tuition & fees revenue (enrollment), CPPRT revenues, self-funded health claims, and continued impact of COVID-19 (including relief funding such as HEERF III).
- As discussed in the budget workshop and subsequent board meetings, CPPRT revenues are exceeding budget, health claims are exceeding budget, and HEERF III will be utilized for lost revenues. The net result is projected to be a healthy surplus.
- The College has received its first eleven (of twelve) FY2022 ICCB Base Operating and Equalization Grant payments. The College also received its FY2022 Base Operating Supplement of \$217,135.

- The tentative and original FY2021 budgets projected a \$426,199 deficit.
- The FY2022 audited beginning operating fund balance is \$27.3M. This amount is 54% of operating expenditures.
- The FY2022 College tentative budget was lodged in July.
- The FY2022 College final budget was approved in September.
- The FY2021 College audit was approved in November.
- The TY2021 tax levy was approved in November.
- The FY2022 budget workshop was held in February 2022.
- The FY2023 College tentative budget will be lodged in July

A handout was provided, and the Board discussed the revenues and expenses.

Mr. Randles noted that we received a FEMA reimbursement and have been paid \$73,000 and are expecting an additional \$13,000. He thanked IAR and the Grants Office for their hard work.

Trustee Clem asked if we think the health claims are up because of Covid or if we expect this to be the normal. Mr. Randles explained that Health Alliance seems pretty confident that this is a good figure for next year. Covid did cause some fluctuation due to availability and telehealth. They also track the catastrophic claims that hit the max amount. We normally have 2-3 cases but this year we had 5-6 cases. He noted that the premium on the stop loss may go up.

Trustee Banks asked if this includes work comp claims. Mr. Randles answered that the work comp claims are separate. He also noted that we used to be successfully self-funded in work comp for 20+ years but switched when covid hit, as a way to guarantee costs.

#### **EXEMPT PURCHASE – THRIVEDX SAAS INC**

Parkland College Community Education will partner with ThriveDX Saas Inc. (referred to as Cybint) to offer a Cybersecurity Bootcamp course. ThriveDX will provide its proprietary cyber learning, training, simulation products, and services as well as the manuals, documents, marketing materials, etc. for the course.

ThriveDX Saas, Inc. is the world's premier EdTech provider that champions digital transformation training as a means of empowering individuals to thrive in the age of digital disruption. As advocates of lifelong learning, they are committed to closing the digital divide by providing people with the cyber education and digital skills they need. They use a

revolutionary educational model centered on real-world applications, designed by industry leaders and taught by experts.

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 Cybersecurity Bootcamp training and services from ThriveDX Saas, Inc. (referred to as Cybint), of New York, NY, for a total cost not to exceed \$48,000. 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 FY2023 Community Education budget for this purchase.

It was moved by Mr. Nguyen and seconded by Ms. Green to approve the purchase of services from ThriveDX SaaS Inc. (referred to as Cybint) of New York, NY, for a total cost not to exceed \$48,000.

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

### **EXEMPT PURCHASE – PROTRAIN**

Parkland College Community Education works 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 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 \$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 FY2023 Community Education budget for this purchase.

It was moved by Ms. Green and seconded by Dr. Banks 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, Banks, Clem, Green, Trimble, Uken, Nguyen (Advisory Vote), and Voyles; 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 FY2023 Community Education budget for this purchase.

It was moved by Dr. Banks and seconded by Mr. Ayers 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, Green, Trimble, Uken, Nguyen (Advisory Vote), and Voyles; 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 FY2023 Community Education budget for this purchase.

It was moved by Mr. Ayers and seconded by Mr. Trimble 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, Green, Trimble, Uken, Nguyen (Advisory Vote), and Voyles; 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. 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 FY2023 Community Education budget for this purchase.

It was moved by Dr. Banks and seconded by Mr. Uken to approve the purchase of services from Grey & Associates of Champaign, IL, for a total cost not to exceed \$30,000.

The motion carried by the following vote: AYES—Ayers, Banks, Clem, Green, Trimble, Uken, Nguyen (Advisory Vote), and Voyles; 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, promoting safe and secure driving, and to place students with one of the top U.S. trucking companies.

This purchase relates to the following strategic goal:

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

**D1.** Expand Parkland College's role in economic and workforce development by developing local, regional, and global partnerships with business and industry, government agencies, health providers, and the agricultural community, and by providing and coordinating the majority of training in District 505.

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

Administration recommended purchasing the truck driver training services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, Illinois, for a total cost not to exceed

\$1,100,000. 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 FY2023 Community Education budget for this purchase.

It was moved by Mr. Ayers and seconded by Ms. Green to approve the purchase of services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, Illinois, for a total cost not to exceed \$1,100,000.

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

### **EXEMPT PURCHASE – AVIATION REPAIR SERVICES**

The Institute of Aviation at Parkland College 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 an Illinois business qualified to provide overhaul services on the Institute of Aviation's engines. They specialize in and maintain an inventory of the primary engine type used in the Institute's fleet. This request covers the cost of 4 near future overhauls for the Institute 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 repair services from Poplar Grove Airmotive, Inc. of Poplar Grove, IL for a total cost of \$106,500. 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2023 Aviation budget.

It was moved by Ms. Green and seconded by Mr. Trimble to approve the purchase of repair services from Poplar Grove Airmotive, Inc., Poplar Grove, IL for a total cost of \$106,500.

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

**EXEMPT PURCHASE – AVIATION LINE SERVICES**

The Institute of Aviation at Parkland College purchases line 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 11 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 line services from FlightStar of Savoy, IL for a cost not to exceed \$75,200. 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2023 Aviation budget.

It was moved by Dr. Banks and seconded by Ms. Green to approve the purchase of line services from FlightStar, Savoy, IL for a total cost not to exceed \$75,200.

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

**EXEMPT PURCHASE – AVIATION MAINTENANCE SERVICES**

The Institute of Aviation at Parkland College 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 2800 annual hours at a rate of \$82.40 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 \$230,720. 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2023 Aviation budget.

It was moved by Mr. Nguyen and seconded by Dr. Banks to approve the purchase of maintenance services from FlightStar, Savoy, IL for a total cost of \$230,720.

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

#### **EXEMPT PURCHASE – AVIATION FUEL**

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

Having a common fuel vendor with FlightStar and having this fuel distributed to our fleet by 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.

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 aviation fuel from AvFuel Corporation of Ann Arbor, MI for a total cost of \$265,000. 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 FY2023 Aviation budget.

It was moved by Dr. Banks and seconded by Mr. Nguyen to approve the purchase of aviation fuel from AvFuel Corporation of Ann Arbor, MI for a total cost of \$265,000.

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

**EXEMPT PURCHASE – ANNUAL SOFTWARE CONTRACTUAL/MAINTENANCE RENEWALS**

In support of the ongoing administrative and academic needs of the college, annual license/maintenance renewals will be needed for the following items:

- Renewing the license for **File360** software from Information management Services, 5047 Transamerica Drive, Columbus, Ohio 43228, of approximately \$25,500 for June 1, 2022, through May 31, 2023.
- Renewing **Veeam support** from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$30,000
- Renewing **Avaiter software** subscription from Avatier, 4733 Chabot Drive, Suite 201, Pleasanton, CA 94588 for approximately \$31,000 from July 1, 2022 through June 30, 2023.
- Renewing **Azure Cloud Service** from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$69,000
- 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, 23.0 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$155,000.
- Renewing **Lumen's software licensing** from Augusoft, Inc., 8441 Wayzata Blvd., Ste 200, Minneapolis, MN 55426 for approximately \$89,000
- Renewing **LinkedIn Learning** (previously Lynda.com) from LinkedIn Corp., 1000 W. Maude Ave., Sunnyvale, CA 94085 for annual maintenance of approximately \$35,200 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 \$50,000
- Renewing the license for **Cisco SmartNet** contract from Acuitive Corporation, 1139 Momentum Place, Chicago, Illinois, 60689 for approximately \$34,800

- 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 \$70,300
- Renewing **CyberClan** as our Managed Security Service Provider (MSSP) from CyberClan, 1810 E Sahara Ave. Suite 312, Las Vegas, Nevada, for approximately \$173,300
- 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 \$110,000
- Renewal of **Slate CRM** from Technolutions, Inc., 234 Church St 15th Fl, New Haven, CT 06510, for \$52,500
- Installment for **Palo Alto** from VAR Technology Finance, 2330 Interstate 30, Mesquite, TX 75150 for approximately \$52,500
- Renewal of **Nintex - K2** form software from Nintex, 10800 NE 8th Street, Suite 400 Bellevue, WA 98004, for approximately \$31,500
- Renewal of **Cadence (Mongoose)** higher education texting software, 6505 E Quaker St Ste 202, Orchard Park, NY 14127, for approximately \$27,500 for June 23, 2022 through June 22, 2023.
- Installment of **Blackboard Ally** accessibility tool integrated into Canvas, 650 Massachusetts Ave NW FL 6 Washington, DC 20001, for approximately \$27,000 from August 9, 2022, through August 8, 2023.
- Installment of **Yuja** video solutions tool, 54 W Santa Clara St Ste 690, San Jose, Ca 95113 for \$21,500 for July 1, 2022, through June 30, 2023.
- Renewal of **KnowBe4** security awareness training, 33 N Garden Ave Ste 1200, Clearwater, FL 33755 for \$26,250, August 22, 2022, through August 23, 2023.
- Installment of **Canto** digital asset management software, 625 Market St, San Francisco, CA 94105 for \$45,000 for a multi-year agreement from May 27<sup>h</sup> 2022 through May 28<sup>h</sup>, 2025.
- Renewal of **CDW-G** provider of technology services and products, 200 N Milwaukee Avenue, Vernon Hills, IL 60061, for \$100,000 for July 1, 2022, through July 2<sup>h</sup> 2023.
- Renewal of **D2L (Desire 2 Learn)** learning management system, 151 Charles Street West Suite 400 Kitchener, ON, Canada \$255,000 for a multi-year agreement from July 1, 2022, through June 30, 2024.

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 for a total not to exceed \$1,621,350. 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 FY2023 operating budget.

It was moved by Ms. Green and seconded by Mr. Nguyen 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 \$1,621,350.

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

#### **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 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 of up to \$400,000.
- Purchasing projectors for instructional and office use for a total cost of up to \$80,000 from Bluum, 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 \$250,000.
- 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.
- Purchasing Aruba ClearPass for secure network access which applies consistent policies and security to wired and wireless networks from Entre Solutions II of Bloomington, Illinois, for a total cost of up to \$65,000.

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 \$2,195,000. 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 FY2023 operating budgets.

It was moved by Dr. Banks and seconded by Mr. Uken to approve the purchase of Instructional/Office Computer Hardware & Software not to exceed a total cost of \$2,195,000.

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

Mr. Randles stated that purchases are only made to the extent of budgeted dollars available. This plan is for those that are six or more years old. If the budget is not enough, the hope is that at some point through the year funds will become available. This approval gives us flexibility to be proactive if upgrades are needed. Dr. Ramage added that student lab computers are usually prioritized.

### **EXEMPT PURCHASE – EBSCO**

EBSCO provides both information resources and information infrastructure to the Parkland College Learning Commons. The EBSCO Discovery Service and Custom Catalog facilitate federated searching and full text access across the range of databases and services offered by the Learning Commons. This infrastructure is essential to ensure students and faculty can use a single search interface to access most resources, simplifying the research process and enhancing discoverability. EBSCO also includes the Academic Search Ultimate, Associates Programs Source Plus, and Business Source Premier databases, and the eBook Clinical Collection.

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.

**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 renewing the EBSCO Parkland Learning Commons Package from EBSCO Information Services of Ipswich, MA for an additional year for a total cost of \$34,770. 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 \$20,000. Funds are available from the FY2023 operating budget for this purchase.

It was moved by Mr. Trimble and seconded by Mr. Uken to approve the purchase agreement for the EBSCO Parkland Learning Commons Package renewal from EBSCO Information Services of Ipswich, MA for a total of \$34,770.

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

Student Trustee Nguyen stated these services are helpful to him personally and to other students.

#### **EXEMPT PURCHASE – ELSEVIER DIGITAL COMMONS RENEWAL**

Elsevier Digital Commons is the platform which hosts Parkland College Learning Commons' digital repository, SPARK. SPARK is the online home of the rich body of scholarly and creative work of Parkland College students, faculty, administration, and staff. SPARK promotes and showcases these works and facilitates their global discovery. Currently, SPARK holds more than 5,500 digital scholarly objects. Collection items have been downloaded for use in global research more than 100,000 times in the past year. This is a three-year renewal contract. Year 1 (FY2023) \$26,115; Year 2 (FY2024) \$26,638; Year 3 (FY2025) \$27,170.

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.

**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 renewing the SPARK Institutional Repository from Elsevier Inc of Maryland Heights, MO for three years with the costs as follows for each year: Year 1 (FY2023) \$26,115; Year 2 (FY2024) \$26,638; Year 3 (FY2025) \$27,170 for a total cost of \$79,923. 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 \$20,000. Funds are available from the FY2023, FY2024, and FY2025 operating budgets for this purchase.

It was moved by Dr. Banks and seconded by Ms. Green to approve the purchase agreement for the SPARK Institutional Repository renewal from Elsevier Inc. of Maryland Heights, MO for three years for a total cost of \$79,923.

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

### **EXEMPT PURCHASE – CARLI LEARNING COMMONS 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 Learning Commons 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	\$2,570.00
Credo Reference	Credo Reference: Academic Core	\$2,100.00
	African American Experience: The American Mosaic	\$732.48
EBSCO	Ebook Academic Subscription Collection	\$7,726.83
	CINAHL Complete (Health Sciences)	\$10,600.31
	Ebook Community College Collection	\$7,146.65
	OmniFile Full Text Select	\$692.71
Gale Group	Gale in Context: Opposing Viewpoints	\$3,946.00
Lexis Nexis	Nexis Uni	\$4,845.70
ProQuest	Women & Social Movements Annual Access Fee	\$250.00
	Syndetics Unbound	\$558.00
	Black Thought & Culture Annual Access Fee	\$250.00
<b>TOTAL</b>		<b>\$41,418.68</b>

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 \$41,418.68. 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 \$20,000. Funds are available from FY2023 operating budget for this purchase.

It was moved by Ms. Green and seconded by Dr. Banks to approve the purchase agreement for the CARLI databases renewal through the University of Illinois System of Urbana, IL for a total of \$41,418.68.

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

### **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 four companies requesting bids for printing and bulk mailing services for Community Education brochures for FY23-Q2, FY23-Q3, FY23-Q4, and FY24-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 \$46,936.42. Funds are available from the FY2023 and FY2024 Marketing and Community Education budgets.

K.K. Stevens Publishing Co. Astoria, IL	\$46,936.42
Indiana Printing Indiana, PA	\$59,900.00
Premier Print Group Champaign, IL	\$81,422.00
One Source Communications Buffalo Grove, IL	\$93,123.00

Trustee Uken asked why there was such a dramatic price difference. Ms. Stuart explained that this was for the mailing of Community Education packets. Sometimes when we see bids this high, there is some partnering on some of these projects.

Trustee Banks asked if we have used K.K. Stevens before. Ms. Stuart noted that she believes so, and they are regular bidders.

It was moved by Mr. Nguyen and seconded by Mr. Uken to approve the bid from K.K. Stevens Publishing Co. of Astoria, Illinois for a total cost of \$46,936.42.

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

### **SELF-CERTIFICATION OF MICRO-PURCHASE THRESHOLD FY23**

The intent of the Memo is to document the President and Trustees are aware the College follows and documents both State and Federal (if using Federal funds) purchasing requirements. The Memo outlines Parkland's Purchasing Policy 6.01 followed by the Federal purchasing requirements for non-Federal entity's (such as Parkland). This annual Memo was recommended as a best-practice by Martin, Hood LLC.

### **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.

### **5.17.02 TRANSFER COURSES**

Information under Grade Reports is no longer accurate and needs to be updated. This is not done via paper forms and mailed to the Admissions office. It's all done online.

### **CLOSED SESSION**

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

### **PERSONNEL REPORT**

It was move by Mr. Ayers and seconded by Dr. Banks to approve the Personnel Report for January 2022, in accordance with the documents provided to the Board.

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

### **TRUSTEE REPORTS**

The Chairman will open the floor for Board comments.

Trustee Ayers shared the following:

- A friend informed him that he was told by the Champaign County Clerk's Office that a Statement of Economic Interest form must be filled out for each county if property is owned in each. Mr. Ayers stated he had never heard that you had to file in multiple counties and not sure if it's accurate but wanted to share.
- He noted the importance of ICCTA and the support they offer trustees and colleges. He explained that it's a great way to see what's going on and keep up with trainings and certifications, and encouraged trustees to attend those meetings.
- He updated that he attended Trustee Johnson's service, noting that Tim enjoyed his participation on the Board. He'll be honored, along with Trustee Westfield, at the national association meeting.
- Updated on ACCT and the upcoming meetings. He informed that we have a CEO nomination and a presentation submission. He shared the significance of ACCT and the opportunities for trustees. He feels it is important for trustees to attend and show off the attributes of Parkland, and continue building the reputation of being a quality institution.

Trustee Banks stated that she also enjoys attending the events on campus, and she can feel the excitement when a Board member attends.

Trustee Trimble made special mention of the grants approved during the consent motion and how hard Parkland has worked to earn those. He thanked the Grants Office for their hard work. He also noted that he just finished reading through the accreditation materials. He realizes how many hours went into that and sends his appreciation.

Trustee Trimble welcomed Brad Uken and told him to call anytime.

**ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Dr. Banks for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:49 p.m.

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James Voyles, Chair  
Board of Trustees

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Maureen Banks, Secretary  
Board of Trustees