

**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**

APRIL 26, 2023

ROLL CALL

The Meeting was called to order by James Voyles, Chairman, at 7:13 p.m. The meeting was held electronically via Teams and in Room U325, 2400 W. Bradley, Champaign, Illinois. At the direction of Chair Voyles, Krystal S. 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, Bianca Green, Carolyn Ragsdale, Dana Trimble, Lauren Mobo (Student Trustee), and James Voyles. Also present were President Pamela Lau and representatives of the administration, faculty, staff, and public. Trustee Clem was absent.

ELECTION OF OFFICERS

It was moved by Mr. Ayers and seconded by Mr. Trimble to elect the following officers of the Parkland Board:

- James Voyles as Chair
- Bianca Green as Vice-Chair
- Maureen Banks as Secretary

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

These elected officers will serve for a one-year term.

CONSENT AGENDA MOTION

Chair Voyles asked if Trustees had any questions regarding items included on the Consent Agenda.

It was moved by Ms. Green and seconded by Dr. Banks 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, Green, Ragsdale, Trimble, Mobo (Advisory Vote), and Voyles; NAYS—None; ABSENT—Clem.

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Regular Meeting held on March 08, 2023.
- Approved the voucher checks listing thru March 31, 2023, including Board travel, totaling \$ 2,820,235.75.
- Approved the awarding of funds from the following external sources:
 1. Illinois State Board of Education (ISBE): Migrant Education Program (MEP)
- Approved the filing of the following grant applications:
 1. Secretary of State (SOS) Illinois State Library (ISL): Penny Severns Family Literacy Grant
 2. Secretary of State (SOS) Illinois State Library (ISL): Adult Volunteer Literacy Grant
 3. Illinois Department of Human Services and Illinois Network of Child Care Resource & Referral Agencies (INCCRRA): Strengthen and Grow Child Care Grants (Round 6)
- Approved the disposal of the following items as surplus property:

<u>Description</u>	<u>Quantity</u>
• Metal File Boxes	285
• Bookends	252
• Book Carts	19
• Bookshelf – 12 ft x 7.5 ft x 2 ft	1

PUBLIC COMMENTS

The Chairman will open the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Kevin Hastings, President of PCA stated that there was no report.

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

1. **Enrollment:** Updated on the final numbers of spring 2023 enrollment, which include an increase of 8.6% in headcount and an increase of 8.2% in FTE. This compares well with the state average increase of 7.2%.
 - These increases puts us back to Spring 2021 levels but we are still a little short of matching Spring 2020 numbers.

- This semester's increase is in part due to strong dual credit interest. This includes strong interest in taking dual credit through ECCA on campus.
2. **College Strategic Plan.** FY2024 – 2028. A handout was provided. Administration and the PCA College Planning Committee have been working on developing the new collegewide Strategic Plan for Excellence. Over the past two months, we have hosted 6 weeks of collegewide discussions, allowing the college community to provide input to the plan, its strategic goals, and its core components. In line with this proposed strategic plan, we are planning collegewide priority initiatives to improve our rates of student success in course completion, persistence in program, and graduation. The Board will be asked to approve the new Strategic Plan at the May BOT meeting.

3. **Caterpillar Apprenticeship Completion Celebration** - On April 17, Dr. Lau, VP Sutton, and Dean Baker attended the Caterpillar Apprenticeship Completion Celebration at the Caterpillar Logistics Services on Duncan Road.

In 2020, Dr. Justin Arnold from RPC connected CAT manager Jenny Heather with Parkland. Developing this apprenticeship program involved the development of two new courses in supply chain management and warehouse operations and the modification of an existing course to incorporate OSHA certification in logistics safety. So far, 44 Caterpillar employees have participated. Participants come from across the diversity spectrum:

- 9% identify as Hispanic
- 13% identify as Veterans
- 31% identify as non-white
- 16% identify as having a disability
- 48% have never attended college

Last week, we celebrated the completion of the one-year program by the first 6 apprentices. More than 60% of the participants have been promoted – even before they complete the apprenticeship program. CAT has provided on-going support for these apprentices including paying for the tuition, paying for time used to attend class, covering transportation and childcare costs, celebrations at the completion of each module, and the purchase of laptops for use in the apprenticeship classes.

We submitted this partnership with Caterpillar for ICCTA awards this year.

Thanked Dr. Nancy Sutton, Dean Derrick Baker, and Apprenticeship Coordinator Aimee Densmore. Her organizational skills, knowledge of college processes, and persistent focus on making this work account for much of the success of this program.

4. **Annual Scholarship Reception** Thanked Tracy Wahlfeldt, Executive Director for the Parkland Foundation and her team, Dr. Marietta Turner, Dean of Students and many from Student Services for a very good program. The gym was filled with student scholarship recipients, family and friends, and Scholarship donors. Chair Voyles and several members of the Foundation Board were present. This fiscal year,

the Parkland Foundation gave out 513 scholarships to 286 deserving students, totaling over \$506,000.

5. **Military Appreciation Day at Parkland Baseball**

a. Parkland Athletics commemorated Military Appreciation Day on Sunday, April 23 by inviting Chair Voyles to throw the first ball to start the game.

6. **Accolades:**

a. **Phi Theta Kappa awards**

Congratulated Professor Lori Garrett and the PTK team for their wins at the annual convention in Columbus, OH. They won the Distinguished College Project, Distinguished Honors in Action Project, and a Distinguished Honors in Action Theme Award for their study on the costs and benefits of using technology as play for children under the age of 8. The Alpha Psi Eta chapter was placed within the Top 10 of the most Distinguished Chapters from almost 1300 chapters across the nation. This is the first time in Parkland's history that we have ranked in the Top 10.

b. **ICCCJA Illinois Community College Journalism Association** – our student journalists won 10 awards including 4 first place awards at the ICCJA context.

c. **Student athletes in golf, baseball, and softball** are in the thick of competition and doing well.

Upcoming Events:

- a. **April 27.** The annual Phi Theta Kappa All-Illinois banquet at the President Abraham Lincoln Hotel in Springfield, IL
- b. **May 2.** Inauguration of the Community College Caucus. Reception at the Illinois State Museum from 4.30 to 6.30 p.m.
- c. **May 3.** Lobby Day. VP Stuart has put together an agenda to visit with our elected representatives. She will have more details in her legislative report this evening.
- d. **May 5.** Employee Recognition Event in the Student Union at 2.30 p.m. We recognize retirees as well as employees who mark their 5th, 10th, 15th, 20th, 25th work anniversaries.
- e. **May 11.** Commencement at 8 p.m. and Board dinner at 5.30 p.m. Our commencement speaker for the evening is Treasurer Mike Frerichs.
- f. **May 17.** The Decennial Committee will meet at 6.30 p.m. prior to the scheduled board meeting.
- g. **May 24 – 26.** Annual Leadership Conference. May 24-26 at Oak Terrace Resort in Pana, IL. Trustees are invited to join conferees on May 25 for dinner at 5.30. At 6.30 p.m., trustees will participate in a panel discussion.

LEGISLATIVE UPDATE

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

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

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

<u>Requestor</u>	<u>Information Requested</u>
Jason Garber	Graduates Directory Information
Mariska Harshbarger	Emergency Operations Plan
Dustha Wahls	Faculty Teaching Schedule
Rexal Alzona	Purchasing Records
Karen Garcia	Employees Directory Information
Martin Vandeveldel	Employee Information

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for March reflect the results of operations of the College for the first nine months of fiscal year 2023. The revised budget estimates indicate that expenses will exceed revenues by \$971,465 in the general operating funds.

- The key factors for the College's operating results in FY2023 will be tuition & fees revenue (enrollment), CPPRT revenues, and self-funded health claims.
- As was discussed in the February budget workshop, the current projection is a \$2.3M surplus, predominantly due to the increase in enrollment.
- The College has received its first ten FY2023 ICCB Base Operating and Equalization Grant payments.
- The final FY2023 budget projected a \$260,799 surplus.
- The FY2023 audited beginning operating fund balance is \$37.2M. This amount is 66% of current budgeted operating expenditures.
- The FY2023 College tentative budget was lodged in July.
- The FY2023 College final budget was approved in September.
- The FY2022 College audit was approved in October.
- The TY2022 College tax levy was approved in November and has been delivered to all the county clerks.
- The FY2023 budget workshop was presented in February.

Mr. Randles explained the difference between the revised and working budgets. He also noted that the audit will start again in May.

PHS SEAL/RESTRIPE B/C/M PARKING LOTS

A legal bid notice was placed in the News-Gazette for general contractors to seal and restripe campus parking lots B, C, and M. The bid was also posted on Clark Dietz's Quest site. 5 contractors were given the project plans.

At the September 2022 Board meeting, Protection, Health, and Safety funds in the amount of \$700,000 were approved for the sealing and restriping of parking lots. Also included in the project is the replacement of existing traffic signage in these areas.

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.

Bids for this project have been received from one contractor. The bid is as follows:

Cross Construction	\$ 677,759.70
Urbana, IL	

Administration recommended accepting the bid for the restriping and sealing of parking lots from Cross Construction of Urbana, IL for a total cost of \$ 677,759.70. Board authorization is requested since the cost exceeds \$20,000.00. PHS funds are available for this project.

It was moved by Mr. Trimble and seconded by Dr. Banks to approve the bid for restriping and sealing of parking lots from Cross Construction of Urbana, IL for a total cost of \$ 677,759.70.

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

BOARD APPROVAL - JOHN DEERE GATOR UTV

A legal bid ad was placed in the News-Gazette. Bid invitations were sent to four vendors. Two vendors submitted a bid.

The John Deere Gator Utility Terrain Vehicle (UTV) will allow ECCA students to be immersed in Precision Agriculture Technology on a more accessible level. The UTV will be used in labs for installation, demonstrations, and hands-on operations. The specifications for

this UTV were determined to allow for use during multiple seasons and in multiple environments.

This UTV is the second UTV purchase that was planned as part of the NSF-ATE Expanding Precision Agriculture to Secondary Students grant. A diesel Kubota UTV was previously approved by the Board of Trustees. This Gator UTV is a different brand than the previous one, and has unique design, technology, functionality, and capabilities including John Deere autotractor. Acquiring both UTV's allows students to have practical and immersive experiences with diverse brands, functions, and capabilities.

The bid from Growmark is recommended because it was the only bid that met all the bid specifications including the autotractor capability. The autotractor feature is the only way that students can use John Deere auto steer in an educational setting without purchasing a full-size tractor.

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.

Sloan Implement \$30,995.00
Atwood, Illinois

Growmark \$34,304.45
Bloomington, Illinois

Administration recommended the acceptance of the bid from Growmark of Bloomington, Illinois for a total cost of \$34,304.45. Funds are available in the NSF-ATE Expanding Precision Agriculture to Secondary Students grant for this purchase.

It was moved by Ms. Green and seconded by Ms. Ragsdale to approve the bid for a John Deere Gator UTV from Growmark of Bloomington, IL for a total cost of \$34,304.45.

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

BOARD APPROVAL - SURGICAL TECHNOLOGY UPGRADE

A legal bid notice was placed in the News-Gazette. Bid documents were provided to four prime vendors and seven subcontractors. Four companies returned a bid.

The current Surgical Technology program is located in the L Wing of the Main Campus. The assigned space includes a classroom for 16 students, a simulation laboratory

with a scrub room, and a mock operating room. The current space is not adequate for the recent increase in enrollment in the program.

Vacated space has been allocated in the B Wing of the Main Campus for the Surgical Technology program to relocate to. This space will be remodeled and upgraded to have a larger classroom for 24 students, a new, upgraded scrub room, and a larger operating room laboratory space, along with adjacent office space for the faculty. Work will begin in the summer of 2023.

These projects relate 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.

Bids for this construction have been received from four contractors. The bids were as follows:

Commercial Builders Champaign, IL	\$254,000
Barber & DeAtley Urbana, IL	\$258,400
Petry-Kuhne Co. Champaign, IL	\$298,700
FH Paschen Champaign, IL	\$576,500

Administration recommended acceptance of the bid from Commercial Builders of Champaign, IL for a total cost of \$254,000. Funds are available from FY 2023 and FY 2024 operating funds and a federal grant.

It was moved by Ms. Ragsdale and seconded by Mr. Ayers to approve the bid for the Surgical Technology remodel from Commercial Builders of Champaign, IL for a total cost of \$254,000.

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

NEW CONSTRUCTION – PRECISION AGRICULTURE AGCO

On September 3, 2022, the College and AGCO Corporation reached an agreement for the development of a new service technician training program facility to be constructed on the main campus.

The total cost for the project will be \$6,000,000. This cost will include all architectural design and development, all construction costs, and all equipment costs to furnish the facility, except for instructional equipment provided by AGCO Corporation.

The project relates to the following strategic goals:

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

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

Administration recommended the approval of the new construction of a new training facility for a total cost of \$6,000,000. Board of Trustees approval for this project is required by the Illinois Community College Board. Funds will be available from donations through the Parkland College Foundation and Phase II Master Plan Bonds funds.

It was moved by Mr. Trimble and seconded by Dr. Banks to approve the project to construct a new facility for the AGCO service technician training program at a total cost of \$6,000,000.

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

EXEMPT PURCHASE – PALO ALTO FIREWALL

In support of our educational and institutional infrastructure and Information Technology Security, Campus Technologies plans to purchase a Palo Alto PA-5410 Next Generation Firewall. The purchase includes two hardware devices configured for high availability with three years of hardware support, warranty coverage, and software licensing. This equipment will replace existing Palo Alto PA-5220 firewalls that are nearing end-of-life. Additionally, the purchase will include a \$10,000 credit from CDWG for professional services that will aid in installing, configuring, and transferring settings and data.

In 2016, 2019, and 2023, Parkland College Campus Technologies conducted a review of industry-leading products, which included Barracuda Networks, Cisco Systems, Fortinet, and Sonicwall. In addition, in 2023, cloud security solutions, such as Palo Alto Prisma SASE, ZScaler, and CloudFlare, were also considered. Based on these evaluations, it was determined that the PA-5410 provides the most advantageous value for meeting on-campus network security requirements.

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.

Administration recommended the purchase of a Palo Alto PA-5410 Next Generation Firewall and associated devices and services from CDWG of Vernon Hills, IL, for a total cost not to exceed \$350,000. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000. Funds are available in the FY 2023 operating budget.

It was moved by Ms. Green and seconded by Dr. Banks to approve the purchase of a Palo Alto Firewall and associated devices and services from CDWG of Vernon Hills, IL for a total cost not to exceed \$350,000.

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

EXEMPT PURCHASE – ACTIVE CYBER OKTA UPGRADE

In support of our educational and institutional infrastructure, Campus Technologies plans to purchase professional support services from Active Cyber LLC. These consulting services will facilitate upgrading our Okta identity management platform by incorporating password management and recovery functionalities. The Okta platform is a critical component that provides single-sign-on access and secures our enterprise applications via multi-factor authentication. The Okta upgrade will replace our legacy system, Avatier. This will improve the user experience and reduce overall operational costs and recurring maintenance associated with supporting two products providing redundant functionality.

Campus Technologies engaged with Active Cyber to conduct an initial Okta assessment to determine the feasibility of replacing the Avatier functionality. That assessment concluded with the following recommendation:

- replacement of the Avatier Password Station with our existing Okta product
- upgrade of Parkland College's Okta tenant from Classic to Identity Engine
- migration of Avatier password management and recovery functionality to Okta

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.

Administration recommended purchasing professional support services from Active Cyber LLC of Dallas, TX for a total cost not to exceed \$40,000. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2023 and FY2024 operating funds.

It was moved by Ms. Ragsdale and seconded by Mr. Trimble to approve the purchase of professional support services from Active Cyber LLC of Dallas, TX for a total cost not to exceed \$40,000.

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

MENTORING SERVICES

A legal bid ad was placed in the News-Gazette. Requests for Proposals were sent to eight vendors for a mentoring agency to partner with Parkland College Counseling and the Parkland College Learning Commons for a three-year contract beginning May 2023 to develop peer mentoring services. The Request for Proposals also appeared on the RFP page of the Parkland College website. Two vendors submitted a proposal.

A mentoring program at Parkland College will allow the Counseling and Learning Commons teams to connect students with peers who provide support for both academic and social interaction, mental health awareness and referral to appropriate campus resources, and create and maintain campus connectivity for mentees. The goal of a mentor program is to increase the success of students in both retention and graduation by facilitating engagement with the College and with peers.

This purchase relates to the following Strategic Goals:

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

B2: Improve student success by providing comprehensive support systems.

B3: Increase the completion rates of students earning community college credentials (certificates and associate's degrees) while preserving access and enhancing quality.

B4: Reduce credential attainment gaps associated with income, race, ethnicity, and gender.

Pricing for the proposals was as follows:

Mentor Collective Boston, MA	\$133,484
Mentor n' Match Torrance, CA	\$184,500

The Dean of Counseling Services and the Associate Dean for the Learning Commons reviewed the two submissions and determined only Mentor Collective met the needs as listed in the RFP.

Administration recommended acceptance of the proposal for the development of a peer mentoring program from Mentor Collective of Boston, MA for a total cost of \$133,484. Funds for this purchase are available from the Mental Health Early Action on Campus funds, the ICCB Innovative Bridges and Transition grant, the College Bridge grant, and operating funds.

It was moved by Ms. Green and seconded by Ms. Ragsdale to approve the proposal for the development of a peer mentoring program from Mentor Collective of Boston, MA for a total cost of \$133,484.

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

PARKLAND COLLEGE MHEACA EXPERT PANEL BOARD MOTION

In August of 2019, 110 ILCS 58, the Mental Health Early Action on Campus Act (MHEACA), became law. Its provisions were legislatively set to go into effect once the State of Illinois funded implementation of the Act. Funding was finally allocated for this Act in 2023. As a reminder, the Board of Trustees accepted Parkland's allocation of these funds, \$234,879, at the March 2023 board meeting.

This act obligates the college to establish an expert panel to guide Parkland's compliance with and implementation of the requirements set forth in this act. 110 ILCS 58/30a includes the following provision:

“The board of trustees of each public college or university must designate an expert panel to develop and implement policies and procedures that (i) advise

students, faculty, and staff on the proper procedures for identifying and addressing the needs of students exhibiting symptoms of mental health conditions, (ii) promote understanding of the rules of Section 504 of the federal Rehabilitation Act of 1973 and the federal Americans with Disabilities Act of 1990 to increase knowledge and understanding of student protections under the law, and (iii) provide training if appropriate.”

The administration will work through its Policy and Procedures processes to have the creation and membership of this committee memorialized in policy. At this point in time, the earliest date this process can completely run through all ratification processes is February 2024.

In order to allow the college to be in compliance with this act while allowing the college to work through the policies and procedures processes, the college is currently asking the Board of Trustees to:

1. Authorize the creation of the Parkland College MHEACA Expert Panel;
2. Set the membership of the Parkland College MHEACA Expert Panel, to include the following 8 members:
 - a. Vice President for Student Services
 - b. Dean of Counseling Services
 - c. 2 faculty members
 - d. Academic Exceptions Officer
 - e. 1 Counselor
 - f. 2 Accessibility Services Specialist
3. Authorize the Vice President for Student Services to appoint individuals to this expert panel according to the above designated position requirements.

It was moved by Dr. Banks and seconded by Mr. Trimble to authorize the creation of the Parkland College Mental Health Early Action on Campus Act Expert Panel with the above-constructed membership and authorize the Vice President for Student Services to appoint individuals to this expert panel accordingly.

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

PURCHASE – THIRD-PARTY EVALUATION SERVICES FOR DEPARTMENT OF LABOR STRENGTHENING COMMUNITY COLLEGE TRAINING GRANT

A legal RFP notice was placed in The News-Gazette. The RFP also appeared on the RFP page of the Parkland College website. Bid invitations were sent to four vendors seeking proposals for qualified candidates for a grant evaluator. Proposals were submitted by three vendors.

Through its acceptance of the U.S. Department of Labor Employment and Training Strengthening Community Colleges Training Grant CC-38940-22-60-A-17, Parkland College is required to procure the services of a third-party evaluator to design and execute the

evaluation of the funded project. Parkland College is the lead institution for the project, awarded to a consortium of seven Illinois community colleges. This grant is intended to help the consortium partners focus on recruiting and supporting the target populations of females, students of color, and low-income students into career and technical education programs that prepare students for sustainable wage careers. Between October 1, 2022, and September 30, 2026, Parkland College will receive \$4,999,726 in grant funding; the project budget includes \$150,000 for an external evaluator. The contract for the grant evaluator will run through September 2026.

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.

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.

B3: Increase the completion rates of students earning community college credentials (certificates and associate's degrees) while preserving access and enhancing quality.

B4: Reduce credential attainment gaps associated with income, race, ethnicity, and gender.

Proposals were received from three vendors. The proposals were as follows:

MV Evaluation Services, LLC Sioux City, IA	\$131,000
The New Growth Group, LLC Cleveland, OH	\$240,000
Midwest Evaluation and Research Emporia, KS	\$335,000

Following the review of the proposals and reference checks by the co-principal investigator and the grant manager, MV Evaluation Services, LLC, was chosen as the vendor.

Administration recommended acceptance of the proposal from MV Evaluation Services, LLC of Sioux City, IA for grant evaluation services for a total cost of \$131,000. Funds are available from the U.S. Department of Labor Strengthening Community Colleges Training Grant for this purchase.

It was moved by Ms. Green and seconded by Mr. Ayers to approve the proposal for grant evaluation services from MV Evaluation Services, LLC of Sioux City, IA for a total cost of \$131,000.

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

**APPOINTMENT OF TITLE IX POLICY AND PROCEDURES CONSULTANTS
AND HEARING PROCESS DECISION MAKER**

Robbins Schwartz serves as the Title IX expert for the Illinois Chief Student Services Officers and has consulted for all Illinois community colleges on Title IX compliance. Robbins Schwartz also wrote Parkland's current Title IX Policies and Procedures, and have consulted with the College's Title IX compliance team to assist in compliance efforts with Federal Title IX, Clery Act, Violence Against Women Act (VAWA) and the Illinois Preventing Sexual Violence in Higher Education Act laws.

Anticipated changes to Title IX implementation requirements for institutions of higher education are expected to be issued by the Department of Education as early as May 2023 with an expected compliance date as early as August 2023. Robbins Schwartz will create a template policy and procedure for Illinois Community Colleges and will be able to provide consulting services to customize the template to each individual college's needs and compliance structures.

The Parkland College Title IX Coordinator and Deputy Coordinators recommend contracting with Robbins Schwartz to serve as the College's Title IX Hearing Officers and compliance consultants. Parkland has utilized Robbins Schwartz in this role in recent cases with great success. Previous Title IX changes were approved by the College's legal counsel and Board of Trustees in January 2021.

Mr. Randles added that this would be billed at their hourly attorney rates, so the fees will vary and could be expensive.

Trustee Green asked if they would ever be on the opposite side of Parkland on legal matters. Mr. Randles explained that they serve as the contracted firm for the Illinois Community College Chief Student Services Officers. They provide blanket statements that get sent to Parkland's legal counsel to review. We monitor it but a lot of this is mandatory.

It was moved by Dr. Banks and seconded by Mr. Ayers to authorize Robbins Schwartz as Parkland College Title IX Hearing Officers and Title IX, Clery Act, VAWA, and Illinois Preventing Sexual Violence in Higher Education Act Consultants for the college through FY 2024.

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

CAMPUS ELECTRONIC DOOR LOCK UPGRADE – PHASE II

A legal bid notice was placed in the News-Gazette seeking bids for Phase II of upgrading exterior and interior door locks. Bid documents were provided to six prime vendors and two subcontractors. Three companies returned a bid.

At the September 2019 Board meeting, funding was approved for Phase I of Electronic Door locks. Phase I consisted of exterior entrance doors to the main campus and the interior doors of the D Wing, from standard key locks to electronic proximity access lock systems. The current campus door locks have been in place for over 30 years and are standard key locks. With the upgrade to electronic locks and proximity card access, the ability to control access into main entry doors, classrooms, and offices is greatly improved. Campus safety will be enhanced as the new system will allow Public Safety to monitor doors being opened and can control access in emergencies.

Phase II of this project will be to install electronic locks on the remaining 1400 doors on campus, along with additional hardware to operate the system and additional access cards.

The purchase relates to the following strategic goals:

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

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

Bids for this project have been received from three contractors. The bids are as follows:

Bodine Electric Decatur, IL	\$5,134,180
Senergy Electric, Inc. Williamsville, IL	\$5,897,985
Glesco Electric Urbana, IL	\$6,254,518

Administration recommended acceptance of the bid from Bodine Electric of Decatur, IL for Phase II of upgrading exterior and interior door locks for a total cost of \$5,134,180. Board authorization is requested since the cost exceeds \$20,000. Funding for this project is available from PHS funds, operating funds, and Campus Master Plan bond funds.

Trustee Ayers inquired about the cards that will be used. Dr. Trame explained that they will be similar to what you see at the hospital and will be pretty sophisticated. He updated that we have some student access spaces, such as music practice rooms, art rooms, computer labs, etc., that can pull real-time enrollment data and grant access accordingly. It also keeps an audit trail of who accessed those doors. We are hoping that the first cards will be printed by the end of September, and plan to phase in additional wings as time goes on. This will also save the Public Safety officers two hours each morning and night because they will not have to manually lock/unlock each door.

It was moved by Ms. Green and seconded by Mr. Trimble to approve the bid for Phase II of upgrading exterior and interior door locks from Bodine Electric of Decatur, IL for a total cost of \$5,134,180.

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

CHAMPAIGN UNIT 4 SCHOOL DISTRICT – LEASE AGREEMENT

Champaign Unit 4 School District has requested to enter into an agreement with Parkland College to rent physical space on the main campus to temporarily house the Novak Academy while the Academy's current facilities undergo renovations and remodeling. The Novak Academy is a trauma-informed alternative school for Central and Centennial students who struggle in a traditional high school setting. This arrangement allows the Novak Academy to continue its important programming while providing Novak students unique opportunities to learn about Parkland as the next step beyond high school graduation.

Unit 4 will lease the 3rd floor of the X wing at an annual rate of \$13.00 per square foot for an area of 8677 square feet. The lease will be for a period of 14 months starting June 2023 for a total rental fee of \$131,601.12.

The College will relocate classes typically scheduled on the 3rd floor X Wing.

This agreement 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.

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

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

Administration recommended approval of the Lease Agreement with Champaign Unit 4 School District from June 2023 through July 2024 for a total rental fee of \$131,601.12.

Trustee Green inquired about the number of students who will come over from Unit 4 and the safety concerns. Dr. Lau explained that these are students who need an alternative setting for credit recovery, can include students from any grade in high school, and will be no more than 50 total students. This location will be on the 3rd floor of the X wing. This space will be for Unit 4 only and will not share space with any other Parkland classes.

Dr. Trame added that there is ongoing dialog about safety requirements – institutionally and legally. Final details are still being finalized. Unit 4 is bringing their own staff and they will be stationed in the commons area so students will be monitored. We will be working on dedicating entrances and routes. He noted that we do regularly have high school students on campus.

Dr. Lau noted that one of the reasons Unit 4 chose Parkland was to expose these students to the possibility of continuing beyond high school and possibly for dual credit. We are also talking about developing a better awareness of career programs and bringing them over to see some of those programs.

Mr. Randles explained that everything we do within scope is covered by insurance. We are increasing our risk, but we have insurance coverage should something happen. He noted that Unit 4 also uses the same insurance provider.

Trustee Banks asked if Parkland's staff are required to have more certification training for children of a certain age. Ms. McAndrew explained that all employees are mandated reporters regardless and recertify every three years. Dr. Sutton added that our faculty and staff won't be interacting with students unless they use food service or common spaces. Unit 4 is bringing all of their own faculty and staff. They will have about 10-12 faculty/staff for 25-50 students.

Trustee Banks asked about the cost of maintenance, custodial, Public Safety, and other Parkland provided services, should the group need any of these services outside of normal hours. Ms. Stuart explained that anything outside of this agreement would be subject to the same rental policies of any other outside group. Mr. Randles added that Parkland has other renters on campus, such as the ICN, Betsy's Bistro, and One Stop on Mattis.

Dr. Sutton explained that the third floor of X is a unique space with classrooms but is rather small and not particularly favored by faculty. Novak will not be using all the spaces, but we chose to have them rent the entire third floor to create some separation.

It was moved by Mr. Ayers and seconded by Dr. Banks to approve the lease agreement with Champaign Unit 4 School District from June 2023 through July 2024 for a total rental fee of \$131,601.12.

The motion carried by the following vote: AYES—Ayers, Banks, Ragsdale, Trimble, Mobo (Advisory Vote), and Voyles; NAYS—Green; ABSENT—Clem.

NEW CAREER PROGRAMS

Approval is recommended for the following career certificate:

- Security and Risk Management Certificate – 10 credits

Security and Risk Management Certificate

Careers in the criminal justice field are undergoing a period of rapid change as crime is now more focused on threats to information and identity, given the technological changes and rapid globalization of our society. Private security works in tandem with law enforcement, local and federal governments, and the legal system and is a growing field where these new changes are being addressed. To be competitive in today's job market, Parkland Criminal Justice students require the tools and skills provided by training in security. The proposed security certificate sets out to fill this gap in knowledge and training. This new certificate is a stackable within the Criminal Justice associate in applied sciences degree, S.CJS.AAS, in the Division of Arts and Sciences. The certificate includes three courses in the Criminal Justice AAS: Introduction to Criminal Justice (CJS 101), Criminal Investigation (CJS 209), and a new course titled "Introduction to Security" (CJS 115). The proposed new course is an elective course within the Criminal Justice AAS curriculum.

It was moved by Ms. Ragsdale and seconded by Mr. Trimble to approve the Security and Risk Management Certificate.

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

POLICY MANUAL UPDATE (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 May meeting.

Policy 3.40

Information Security Policies and Standards are required to achieve and maintain compliance with legal and regulatory requirements such as GLBA and HIPAA. Further to this requirement, these policies and standards must be continually maintained and updated per risk assessments and to address the current information security threats facing the college. As a result, these policies and standards must be agile, living documents updated frequently and regularly. To facilitate this, cross-functional groups need to be authorized and assigned the governance, creation, and updating of the information security policies and related standards.

Mr. Kevin Hastings added that this is a legal thing, with a deadline of June 9.

CLOSED SESSION

It was moved by Dr. Banks and seconded by Ms. Green to go into Closed Session at 8:44 p.m., for the purpose of discussing the following topic:

1. Appointment, employment, compensation, resignation, or performance of specific employees.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
3. 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, Green Ragsdale, Trimble, Mobo (Advisory Vote), and Voyles; NAYS—None; ABSENT—Clem.

The open meeting resumed at 8:53 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Dr. Banks and seconded by Ms. Green to approve the audio recording made of the Executive Session of April 26, 2023 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 Board may make a motion to approve the audio recording made of the Executive Session.

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

PERSONNEL REPORT

It was moved by Mr. Trimble and seconded by Ms. Green to approve the Personnel Report for April 2023, in accordance with the document provided to the Board.

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

ADMINISTRATIVE CONTRACT AMENDMENTS

Administration recommended amendments to the contracts for the college president, vice-president, and executive director of the Parkland Foundation to comply with applicable state law and the Illinois Administrative Code: 110 ILCS 805; 5 ILCS 415; and 23 IL Administrative Code 1501.803.

The amendments are as follows:

- Removal of the automatic extension of a fifth year in the president's four-year contract
- Limitation of severance pay in termination without cause to no more than 20 weeks (or 140 days)

The amendment recommendation also includes an update to Vice President Stephanie Stuart's title from Vice President for Communications and External Affairs to Vice President for Strategic Partnerships and Workforce Innovation/Chief Communications Officer to better reflect her position responsibilities.

It was moved by Dr. Banks and seconded by Ms. Green to amend the employment contracts for Pamela Lau as President; Stephanie Stuart, Vice President for Strategic Partnerships and Workforce Innovation; Nancy Sutton, Vice President for Academic Services; Michael Trame, Vice President for Student Services; and Tracy Wahlfeldt, Executive Director for the Parkland Foundation.

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

ADMINISTRATIVE CONTRACT APPROVAL

It was moved by Ms. Green and seconded by Mr. Trimble to renew the employment contract for Christopher Randles as Vice President for Administration and Chief Financial Officer effective July 1, 2023, through June 30, 2026.

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

TRUSTEE REPORTS

Trustee Trimble welcomed Trustee Ragsdale and Student Trustee Mobo, noting that he looks forward to working with them.

Trustee Ayers updated that he and former trustee Lin Warfel were able to attend the retirement reception for Elgin Community College Trustee John Duffy. They were joined by many other trustees and ACCT President Jee Hang Lee.

Trustee Ayers shared that the most recent issue of Successful Farming included an article about former trustee Lin Warfel, who shared his story and noted his service as trustee at Parkland College.

Trustee Ayers mentioned that he and Danville Area Community College Trustee Dave Harby plan to have a cookout for the trustees and presidents of the East Central Region. This will be to thank trustees who have served and gone off the Board. Not date has been set yet, but they are looking at some time in August.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Mr. Trimble for adjournment.

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

The meeting was adjourned at 9:01 p.m.

James Voyles, Chair
Board of Trustees

Maureen Banks, Secretary
Board of Trustees