

**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**

DECEMBER 20, 2023

ROLL CALL

The Meeting was called to order by James Voyles, Chairman, at 7:00 p.m. The meeting was held in Room U325, 2400 W. Bradley, Champaign, Illinois, and electronically via Teams. At the direction of Chair 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, Maureen Banks, Jarrett Clem, Bianca Green, Carolyn Ragsdale, Dana Trimble, and Lauren Mobo (Student Trustee). Also present were President Pamela Lau and representatives of the administration, faculty, staff, and public.

It was moved by Mr. Ayers and seconded by Mr. Clem to allow Trustee Banks to attend the meeting electronically via Teams due to business.

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

It was moved by Mr. Ayers and seconded by Ms. Ragsdale to allow Trustee Trimble to attend the meeting electronically via Teams due to family illness.

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

CONSENT AGENDA MOTION

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

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

The consent agenda adopted includes approval of the following items:

- Approved the minutes from the Regular Meeting held on November 15, 2023.
- Approved the voucher checks listing thru November 30, 2023, totaling \$9,789,788.69.
- Declared as surplus property the following items:

<u>Description</u>	<u>Qty</u>
20094 Chevrolet Silverado 1500 VIN: GCEK14V74Z309011 Mileage: approximately 150,000	1

- Approved the awarding of funds from external sources as follows:
 - Illinois Community College Board (ICCB): Developmental Education Reform Act (DERA) Implementation Project
- Approved the filing of the following grant applications:
 - Illinois Community College Board (ICCB): FY24 Innovative Bridge and Transitions Program
 - Illinois Arts Council Agency (IACA): Summer Youth Employment in the Arts
- Approved the recommended changes to the following policies in the Policies and Procedures Manual:
 - 8.10.04 Board of Trustees Scholarships
- Moved that the notice published in The News-Gazette regarding the schedule of regular meetings of the Board of Trustees for 2024 be recognized as being published.

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Kevin Hastings, President of PCA, updated on PCA – how it works, what they do, and how employees can get involved. He noted that to become involved with PCA allows employees to become more knowledgeable.

The PCA Annual Report handout was provided.

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

1. Holiday reception on December 5 - Thanked Trustees Ayers, Banks, Green, and Ragsdale for attending. The retirees and current employees who attended expressed much appreciation for the opportunity to celebrate the holiday season together. Thanked Krystal Garrett who graciously and efficiently shouldered the task of pulling off a great celebration. She oversaw all key aspects, from invitations to decorations to food catering to musicians to ambience.
2. Visit to ADM - The University of Illinois/IBRL in partnership with Parkland and Richland Community College won an EDA tech hub designation for the iFAB project to develop a Champaign-Decatur corridor for bioprocessing and precision fermentation industry. To give us a glimpse of what commercial bioprocessing involves, ADM arranged a visit for iFAB partners as well as area legislators. VPs Sutton and Stuart, Dean Derrick Baker, faculty member Dr. Chelsea Lloyd represented Parkland.
3. Governor Pritzker's visit - Governor Pritzker held a press conference at the Parkland Construction Education Alliance building to mark an important milestone in the reconstruction of the I-57 and I-74 interchange on December 14. We were very glad that Trustees Banks and Clem were able to join us.

This press conference allowed Parkland to showcase the work of our HCCTP (Highway Construction Careers Training Program), a program funded by the Illinois Department of Transportation. This program is part of Community Education. Since 2010, this pre-apprenticeship program, under the leadership of Triss Henderson and Elise Doody-Jones, has graduated more than 280 students.

Students train for more than 400 hours, receive college credits for a portion of their training, and leave the program with numerous certifications and skills that give them a leg up in the trade union application process. As a result, students are routinely accepted as apprentices in our local trade unions and are hard at work today on Illinois highways and other infrastructure projects. While some students begin work right away, others may choose to continue here at Parkland to earn an associate's degree in construction management.

Many HCCTP graduates as well as the current HCCTP class came out for the press conference. A 2016 graduate, Tera Kepraun, spoke. She is a two-time alum of Parkland and is now completing her apprenticeship as an electrician with IBEW Local 146.

4. University Partnerships - We develop partnerships with universities to open options for students. Two recent developments stand out:
 - a. Partnership with SIU Carbondale for aviation. SIU Carbondale has a well-known aviation program. We have signed a partnership with them to provide our Associate of Science aviation students the opportunity to complete a Bachelor of Science in Aviation Management. Faculty from SIU will fly up during the weekends to deliver instruction while the students are still in flight school with us. This accelerated model will enable our flight students to complete a B.Sc. in three years without having to relocate to Carbondale and to work on upper division coursework alongside pilot training.
 - b. Partnership with UIUC College of Veterinary Medicine. Students at UIUC Vet Med who are not making sufficient progress toward completing their veterinarian studies will be given the option of coming to Parkland College to complete an AAS degree in veterinary technology. Upon completion of the AAS degree and licensing exams, these students will be CVTs. This credential in combination with course work already completed at UIUC Vet Med College will allow them to be awarded a Bachelor of Science in Animal Science. This is not only an interesting development but perhaps an opening in the future to allow the transfer of credits to go both ways, meaning that our AAS graduates could have the opportunity to complete a B.Sc. at the university too.
5. Trustees Scholarship - Per trustee request, we are in the process of restoring the trustees scholarship to covering 100% of tuition and fees. Dr. Mike Trame noted that the letters of offer have been prepared and will go out before the holiday break, pending board approval.
6. Upcoming Events – Reviewed the upcoming events listed in the board agenda. Of particular importance is the legislative breakfast planned for January 9, 2024, at 8 a.m. VP Stephanie Stuart is planning the program and will share more information.

CAMPUS TECHNOLOGIES UPDATE

Mr. Amin Kassem, Chief Information Officer (CIO), provided an update on the information technology and security at Parkland as well as an update on the Technology Strategic Plan. A handout was provided.

Mr. Kassem also updated on the Colleague system and reviewed the rationale and factors why administration recommends transitioning the system to the cloud. The Board discussed concerns of data recovery if we don't move forward, the length of time needed to move the data, benefits of moving to the cloud, changes of internal processes, and impacts of liability. A handout was provided.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Strategic Partnerships and Workforce Innovation, provided a legislative update. A handout was provided.

Dr. Trame noted that we are waiting for the new FAFSA regulations to drop. They anticipate a soft rollout at the end of the year and more in February or March. They are unsure what the impact of that will be but will keep the Board updated.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

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

Requestor

Karen Garcia
The Generation Lab
Jackie Chever
Nicholas Dale
Darrion Brown

Information Requested

Employee/Staff Directory
Student Directory Information
Student Directory Information
Police Department Vehicles
Police Records

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for November reflect the results of operations of the College for the first five months of fiscal year 2024. The revised budget estimates indicate that expenses will exceed revenues by \$332,029.

- The key factors for the College's operating results in FY2024 will be tuition & fee revenues (enrollment), CPPRT revenues, and self-funded health claims' expenses.
- The FY2024 audited beginning operating fund balance is \$41.2M. This amount is 66% of current budgeted operating expenditures.
- The FY2024 final budget projected a \$43,429 surplus.
- The FY2024 College tentative budget was lodged in July.
- The FY2024 College final budget was approved in September.
- The FY2023 College audit was approved in October.
- The TY2023 tax levy was approved in November.
- Tax levy documents were delivered to all twelve counties in November.

Trustee Green asked where the IT project would be paid from. Mr. Randles stated that the majority will come from the operations budget. He noted that although they indicate where the funds will be paid from, that it is not a binding part of the motion. They do that to be safe. He added that with the large fund balance, some of these larger projects will be paid from there.

EXEMPT PURCHASE – ACADEMIC SERVICES FURNITURE: AGCO TRAINING CENTER

The AGCO Training Center has three classrooms and two office spaces requiring furnishing. The furniture purchase will consist of accessible pieces that can be configured to accommodate a variety of teaching/learning opportunities, and to increase accessibility to all students. The choices of furnishings are part of an ongoing plan to gain efficiency in the classrooms and maximize learning outcomes. The office spaces will accommodate Parkland faculty as well as AGCO dealers and technicians.

This purchase relates to the following strategic goal:

Goal B: Enhance Teaching and Learning: Parkland College will continually improve teaching practices and enhance learning opportunities to maintain excellence in its academic programs.

B3: Create flexible, accessible learning environments that encourage students to participate in and take responsibility for their own education.

Administration recommended purchasing furniture for the identified classrooms and offices from Krueger International of Green Bay, WI for a total cost not to exceed \$90,000. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000. Funds are available from restricted project funds.

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the purchase of furniture from Krueger International of Green Bay, WI, for a total cost not to exceed \$90,000.

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

EXEMPT PURCHASE – ANNUAL SOFTWARE CONTRACTUAL/MAINTENANCE RENEWALS

To enhance the overall security posture of the college, Campus Technologies plans to expand cybersecurity services with our existing vendor, Darktrace, to include the following:

- Darktrace DETECT – AI Analysis of network traffic for security concerns.
- Darktrace RESPOND – AI Interception and disruption of suspected attacks.
- Darktrace EMAIL – AI Email protection

The contract would be for 30 months from January 1, 2024, through June 30, 2026, for a total cost not to exceed \$227,234.

As a part of a layered approach to security and embracing AI to combat security threats, the new products would work in concert with our other security measures to provide increased protection from bad actors and system compromises. These products will provide better detection and action on spam and phishing than our current software, Mimecast, and will reduce the delay in message delivery.

Campus Technologies evaluated other products including Abnormal Security, Ironscales, Mimecast, and O365 and found Darktrace to be the best option for our existing systems.

This purchase relates to the following strategic goals:

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

E2: Create an environment of accessible technology that supports and secures the college's learning experiences, business operations, and digital assets.

E4: Maintain sustainable resources and maximize efficiency to support the learning mission of the college.

Administration recommended the purchase of a 30-month contract from January 1, 2024, through June 30, 2026, for Darktrace cybersecurity software from DarkTrace Holding of Atlanta, GA for a total cost not to exceed \$227,234. 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 FY 2023 and FY 2024 operating budgets.

It was moved by Mr. Ayers and seconded by Ms. Green to approve the 30-month contract for Darktrace cybersecurity services from DarkTrace Holdings of Atlanta, GA for a total cost not to exceed \$227,234.

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

EXEMPT PURCHASE – ELLUCIAN COLLEAGUE SUBSCRIPTION AND PROFESSIONAL SUPPORT SERVICES

In support of our educational and institutional infrastructure, Campus Technologies plans to retain the Ellucian Colleague system as the College's Enterprise Resource Planning (ERP) and migrate to the Ellucian cloud or Software as a Service (SaaS). This transition will require a five-year subscription or license agreement and two years of Ellucian professional services. Given that Colleague is already established at the College, the impact of the change on end users will be minimized.

The total vendor, Ellucian, related costs of the Colleague cloud migration are estimated at approximately \$3,936,559, encompassing:

- Five-year subscription or license fees: \$3,774,857
- Ellucian professional services: \$614,419
- Rolling credit of approximately (\$452,717) over the next two years as an incentive to sign the contract by December 31, 2023.

The new total cost for a five-year license, set at \$3,774,857, will supplant the expected five-year expense of \$2,244,266 for the existing on-premise Colleague software license, marking an increase of \$1,530,591.

Rationale

The Ellucian Colleague system, which serves as the backbone of the college's administrative processes, is approaching its seven-year term on June 30, 2024. To guarantee business continuity and long-term sustainability, the college decided to retain Colleague as the system of record and migrate it to the Ellucian Cloud. This transition aligns with vendor recommendations and the college's strategic direction, offering opportunities for system modernization, operational streamlining, and improved security measures. The cloud migration project is anticipated to span two years, commencing in the summer of 2024. Upon successful project completion and realignment of resources and processes, the College could save at least \$225,000 annually after the fourth year.

Alternatives Considered:

Our evaluation of alternative ERP solutions currently available in the marketplace revealed significant limitations. These systems were lacking in several key areas, particularly comprehensive support for Financial Aid. Additionally, the cost of migrating to a completely new ERP system would be considerably higher. Organizations similar to Parkland College estimated a cost of over **\$20 million** to complete the migration to a new ERP. Considering these factors and the valuable business process review included in the Ellucian contract, we concluded that proceeding with Ellucian's proposal presented the most advantageous path forward.

There were three options considered as part of this project

- Ellucian's proposal is to retain Colleague as the College's ERP system and migrate it to the cloud. In addition, this proposal includes a business process review related to Colleague and provides direction for changes in line with the new cloud Colleague and alignment with best practices.
- Before choosing to remain with Colleague, do a full business process review and determine whether to remain with Colleague or implement a completely new ERP. The two proposals that the college considered are from CampusWorks and Huron Consulting Group.
- Do nothing and retain the status quo of Colleague and related customization. While this option seems to indicate doing nothing, the College will need to address critical issues identified in the Information Technology (IT) and Security assessment report.

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

E2: Create an environment of accessible technology that supports and secures the college's learning experiences, business operations, and digital assets.

E3: Maintain sustainable resources and maximize efficiency to support the learning mission of the college.

Administration recommended the purchase of a five-year Ellucian license and professional services from Ellucian Company of Reston, VA for a total cost not to exceed \$3,936,559. 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 operating budget for this purchase.

It was moved by Ms. Green and seconded by Ms. Ragsdale to approve the Ellucian Colleague five-year agreement from Ellucian Company of Reston, VA for a total cost not to exceed \$3,936,559.

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

BOARD APPROVAL – PARKLAND CHILD DEVELOPMENT CENTER FOOD SERVICE

The Parkland College Child Development Center (PCDC) is an accredited, state-licensed childcare center that supports Parkland College students by providing on-site childcare, while also serving families of Parkland employees and the public. PCDC provides nutritious meals and snacks to its students during the day and participates in the Illinois State Board of Education Child and Adult Care Food Program (CACFP). Funding from CACFP

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reimburses the college for a portion of the cost of providing PCDC students with healthy meals during their time of attendance. The center currently services approximately 50 children ages six weeks through five years.

A legal bid notice was placed in The News-Gazette requesting bids for outside vendors to provide food service for lunches at the center to ensure reliability to this element of the PCDC operation and compliance with the applicable nutritional standards. The bid also appeared on the Parkland College website. Bid invitations were sent to five companies. Two responses were submitted.

The bids are as follows:

Cook Patterson Catering Savoy, IL	\$3,050 per month
Hendrick House Urbana, IL	\$5,955 per month

The bid from Hendrick House is the only bid that met all the required service specifications.

This purchase relates to the following strategic goals:

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

E4: Maintain sustainable resources and maximize efficiency to support the learning mission of the college.

Administration recommended awarding the bid to Hendrick House, of Urbana, IL to provide services from December 1, 2023, through November 30, 2024, with an approximate monthly cost of \$5,955, depending on daily attendance. Funds are available from the FY 2024 and FY 2025 Child Development Center budget.

It was moved by Ms. Green and seconded by Ms. Ragsdale to approve the purchase of services from Hendrick House, of Urbana, IL, for a total cost not to exceed \$71,460.

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

CLOSED SESSION

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It was moved by Mr. Ayers and seconded by Mr. Clem to go into Closed Session for the purpose of discussing the following topics:

1. 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.
2. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

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

The Open Meeting resumed at 10:15 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Mr. Clem to approve the audio recording made of the Executive Session of December 20, 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 motion carried by the following vote: AYES—Ayers, Banks, Clem, Green, Ragsdale, Trimble, Mobo (Advisory Vote), and Voyles. NAYS—None; ABSENT—None.

PERSONNEL REPORT

It was moved by Ms. Green and seconded by Mr. Clem to approve the Personnel Report for December 2023, in accordance with the documents provided to the Board.

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

TRUSTEE REPORTS

Trustee Voyles provided an update on his health and explained why he has been absent the last couple of months. He noted that he's doing better but still recovering.

ADJOURNMENT

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

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

The meeting adjourned at 10:19 p.m.

James Voyles, Chairman
Board of Trustees

Maureen Banks, Secretary
Board of Trustees