

**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 21, 2023**

**ROLL CALL**

The meeting was called to order by James Voyles, Chairman, at 7:01 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, Jarrett Clem, Bianca Green, Carolyn Ragsdale, Lauren Mobo (Student Trustee), and James Voyles. Also present were President Pamela Lau, representatives of the administration, faculty, staff, and public. Trustee Trimble joined the meeting at 7:02 p.m.

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

**CONSENT AGENDA MOTION**

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

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

Agenda items designated by an asterisk (\*) are considered by administration to be routine items. Trustees are asked to review the agenda, and any Trustee can remove an item from the consent agenda motion for discussion prior to action being taken.

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Regular Meeting held on May 17, 2023.
- Approved the voucher checks listing thru May 31, 2023, including Board travel, totaling \$2,370,595.66.

- Declared as surplus property the following item:

<u>Description</u>	<u>Qty</u>
1999 Dodge Ram 2500 Pickup	1
VIN: 1B7KF23Z2XJ615862	
Mileage: estimated 150,000 (digital odometer not working)	
  
- Approved the reappointment of Meyer Capel as legal counsel for the Board for FY2024 at a monthly retainer fee of \$250.00.
  
- Approved the awarding of funds from the following external sources:
  1. National Science Foundation (NSF): Research Experiences for Undergraduates (REU) Supplemental
  
- Approved the filing of the following grant applications:
  1. U.S. Department of Agriculture (USDA): NIFA FY24 Higher Education Challenge Grants
  2. Illinois Community College Board (ICCB): Adult Education and Literacy Grant
  3. Illinois Community College Board (ICCB): Integrated English Language and Civics Education Renewal
  4. Local Workforce Development Board 17—LWIA 17 Youth Committee: WIOA Youth Programming
  5. Illinois Department of Commerce & Economic Opportunity (DCEO): Illinois Creative Recovery Grant Program (B2B Arts)
  6. Illinois Community College Board (ICCB): FY24 Federal Postsecondary Perkins Basic Grant - Career and Technical Education
  7. Illinois Community College Board (ICCB): Early School Leaver Transition Program (ESLTP)
  
- 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**

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

**PRESIDENT'S REPORT**

Dr. Pamela Lau reported on the following:

1. Spring semester was up 8.6% by headcount, and summer enrollments are up 18.7 % in headcount and 19% in FTE. Many four-year university students are seeking summer online options for science and math.

Trustee Green asked if this was expected and how Parkland prepared. Dr. Sutton noted that the U of I does not offer summer online options for science and math. Admissions realized there was a waitlist, and Mr. Shoaf and Dean Walwik found adjunct faculty to fill the extra classes. Dr. Trame added that some of our cutting-edge technology allowed students to do some of their labs at home. Trustee Green sent kudos to the faculty.

2. Community Education is offering College for Kids and Summer Discovery classes.
  - CFK are two-week camps for ages 6–13, offering innovative learning with hands-on, STEAM-based, interactive activities. We have seats for 435 students.
  - Summer Discovery Camps are for ages 10–18 and are career-related. We have Machining and Welding; automotive technology; girls and chemistry; Health professions exploration; drones; and Camp Monarch which focuses on students with dyslexia.
  - Currently, the total number enrolled is 682. Some of these seats were scholarship-supported by the Parkland Foundation and reserved for Rising Stars students from Unit 4.

Parkland is offering two state grant-funded programs for low-income, first-generation, minority high school students. Breakfast and lunch are provided each day of the program.

- The BEST program (Bridge to Education through Summer Transition) provides a summer experience for high school seniors who just graduated.
- The Summer START program is geared toward current HS students.
- The total number enrolled is 51. There are 28 seats in each section, and 129 applicants applied.

Both programs have students take career assessments, explore possible career pathways, learn computer literacy using laptops that they can keep, and receive wraparound academic support services along with a stipend (\$15 an hour) to offset loss of income from summer jobs. Career exploration is available for about 17 areas including art, radio and television, automotive, construction, electronics, computer science, earth sciences, anthropology, criminal justice, aviation, drones, and some health professions areas.

3. Parkland was pleased to host a meeting with regional AGCO dealers on Thursday, June 15. Our faculty contributed to the good discussion and planning on recruitment

of the first class of AGCO Service Technicians, drawing upon their experience and expertise from building apprenticeship programs with Ford and Case New Holland.

4. The College held its second annual celebration of Juneteenth this past Monday, June 19. Shandra Summerville was our speaker; and lunch was provided by the college. We were glad that our Summer BEST and Summer START students were able to join us for this special commemoration.
5. Dr. Lau reviewed the upcoming events highlighted in the board book. We will have a pre-board tour of the Learning Commons on July 19 at 6:00 p.m.

### **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.

Ms. Stuart updated that Ms. Shannon is leaving Parkland. She will be joining the Illinois Community College Marketing Collaborative. Ruthie Counter will be taking over that director role.

### **LEGISLATIVE UPDATE**

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

Dr. Trame updated that the new Title IX regulations have been pushed back to October 2023. Ben Boltinghouse and Mike Trame recently attended 5 days of ATIXIA training.

### **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**

Gene Koprowski  
Charles Berry

#### **Information Requested**

Theatre Department Employee Information  
Institute of Aviation Janitorial Bid Tabulation  
Sheet

### **FINANCIAL STATEMENTS**

The financial statements for May reflect the results of operations of the College for the first eleven months of fiscal year 2023. The revised budget estimates indicate that expenses will exceed revenues by \$978,131 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.
- The current analytics project a \$2.2M surplus, predominantly due to the increase in enrollment. Other factors include strong EAV growth, climbing interest rates, and well-managed expenses.
- FORVIS (formerly BKD) has been on campus for field work on the FY2023 audit.
- The College has received all twelve 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.
- The College will lodge a FY2024 tentative budget in July.

Trustee Trimble asked if there are deferred maintenance items that we plan to get caught up on if the budget stays robust. Mr. Randles noted that we do plan to tackle some of these items as we're able. One example is the boiler bid that is up for approval. This is the first step to replacing all the old boiler units.

#### **EXEMPT PURCHASE – 160 DRIVING ACADEMY**

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

160 Driving Academy has 19 locations in Illinois and another 100 plus 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.

Community Education has had a long-standing relationship with 160 Driving Academy and were the first community college to partner with them in 2014. After researching available options and discussing program options with other Illinois Community Colleges, 160 Driving Academy was selected due to their professionalism and commitment to quality, including instructors who care.

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, IL, for a total cost not to exceed \$1,500,000. 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 FY 2024 Community Education budget for this purchase.

Trustee Ayers asked about the success of this program and if we have any feedback on whether students get jobs. Ms. Stuart explained that almost 80% are funded through the SWFT program and they specifically track the career outcome. We served many more students this past year and only pay for services rendered. We were able to negotiate a more profitable share in this contract. She also updated that a new sign went up today displaying that it is Parkland's program.

It was moved by Mr. Trimble and seconded by Ms. Green to approve the purchase of services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, IL, for a total cost not to exceed \$1,500,000.

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 – GREY & ASSOCIATES**

Parkland College Community Education uses Grey & Associates to provide various safety training and consulting 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.

Community Education has had a long-term working relationship with Grey & Associates and have confidence in their quality, variety of services, availability, and skills. Grey & Associates is a trusted vendor, providing the best quality and service with competitive pricing in our area. In the past five years, other vendors have been used but their services did not meet expectations.

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 FY 2024 Community Education budget for this purchase.

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

**EXEMPT PURCHASE – PROTRAIN**

Parkland College Community Education plans to utilize ProTrain to expand our online offerings with 500 high-quality courses and certification programs plus applicable course material, course instructors/mentors, student access/support, course hosting/evaluation, and marketing support.

Founded in 2004, ProTrain is dedicated to quality educational services at an affordable cost, in the classroom or online, ensuring success in the workforce through the active engagement of direct relationships with our students, corporations, non-profits, federal and state agencies, higher education, and the military community throughout the United States and internationally. ProTrain is about “Education to Employment” to assist the student population in gaining employment, or developing stackable skill sets to further their career.

After researching available options, Community Education selected ProTrain because they assign a Training Assessment Manager (TAM) to the institution, and they integrate with Modern Campus – Lumens noncredit registration system to provide seamless promotion, registration, and online class access to students. Other vendors researched and considered were World Education, Condensed Curriculum International, LERN UGotClass, ed2go, etc.

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, NC, 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 FY 2024 Community Education budget for this purchase.

It was moved by Mr. Ayers and seconded by Mr. Clem to approve the purchase of services from ProTrain of Raleigh, NC, for a total cost not to exceed \$30,000.

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 – 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.

We have developed a reputable and long-standing Leading EDGE program in partnership with SDI as well as custom soft skills programs (communication, team building, collaboration, time and email management, etc.) to develop employees. SDI offers a variety of quality programs and services at competitive pricing. Community Education regularly evaluates the program and has researched other vendors. Community Education has continued to partner with SDI due to the quality solutions they provide that exceed customers' and students' expectations.

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, IL, for a total cost not to exceed \$35,000. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Board authorization is requested since the cost exceeds \$20,000. Funds are available from FY 2024 Community Education budget for this purchase.

Trustee Banks inquired where Parkland uses this leadership training and what assessment data we use to determine the success of the materials and program. Ms. Stuart explained that this is used in the Leading Edge program in Community Education. These are topical

sessions where students can take one or take all. There is an exit survey that gets completed and we also hear feedback from employers.

It was moved by Ms. Ragsdale and seconded by Mr. Trimble to approve the purchase of services from Strategic Development Institute of Champaign, IL, for a total cost not to exceed \$35,000.

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 – PROJECT MONARCH**

Parkland College Community Education plans to partner with Project Monarch to provide Camp Monarch: Evolving with Dyslexia. This camp helps dyslexic students ages 7-14 who have an IEP, 504 plan, or are in a reading intervention program, gain confidence in reading, math, and writing through individualized tutoring using multisensory and Orton-Gillingham-based teaching methods. Camp Monarch aims to create an environment that focuses on developing the whole child, including academic subjects (reading, writing, and math) and activities that support the child's social and emotional development.

Project Monarch is local and has unique expertise and experience in understanding the challenges students face when diagnosed with dyslexia or other learning disabilities and will provide trained instructors, staff, volunteers, curriculum, and administration for Camp Monarch.

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 Camp Monarch services from Project Monarch of Champaign, IL, for a total cost not to exceed \$40,000. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Board

authorization is requested since the cost exceeds \$20,000. Funds are available from FY 2023 Community Education budget for this purchase.

It was moved by Ms. Green and seconded by Mr. Clem to approve the purchase of services from Project Monarch of Champaign, Illinois, for a total cost not to exceed \$40,000.

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 – 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 of 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 not to exceed \$320,000. 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 FY2024 Aviation budget.

Trustee Trimble inquired about the number of aviation students we have, and whether we are still having trouble finding instructors. Dean Baker noted that we have around 120

students, and they are working with Human Resources to develop and make the offers more appealing.

It was moved by Dr. Banks and seconded by Mr. Ayers to approve the purchase of aviation fuel from AvFuel Corporation of Ann Arbor, MI for a total cost not to exceed \$320,000.

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 – AVIATION MAINTENACE 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 3300 annual hours at a rate of \$87.84 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.

**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 maintenance services from FlightStar of Savoy, IL for a total cost not to exceed \$289,872.00. 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 \$20,000.00. Funds are available from the FY2024 Aviation budget.

It was moved by Dr. Banks and seconded by Ms. Green to approve the purchase of maintenance services from FlightStar, Savoy, IL for a total cost not to exceed \$289,872.00.

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 – AVIATION REPAIR SERVICES**

The Institute of Aviation at Parkland College requires engine and engine component overhaul services for 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 3 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.

**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 repair services from Poplar Grove Airmotive, Inc. of Poplar Grove, IL for a total cost not to exceed \$90,000. 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2024 Aviation budget.

It was moved by Mr. Trimble and seconded by Dr. Banks to approve the purchase of repair services from Poplar Grove Airmotive, Inc., Poplar Grove, IL 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 – 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 line services from FlightStar of Savoy, IL for a total cost not to exceed \$78,000. 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2024 Aviation budget.

Trustee Clem asked for clarification on who negotiates the Aviation contracts. Dr. Sutton explained that they work through the chief instructor and staff, along with Dean Baker. Trustee Green stated that the Board would love to have a visit to see the Aviation program and speak with the instructor.

It was moved by Ms. Green and seconded by Ms. Ragsdale to approve the purchase of line services from FlightStar, Savoy, IL for a total cost not to exceed \$78,000.

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 –FLIGHT SCHEDULE PRO**

The Institute of Aviation requires aviation management software to enable instructors to check out aircraft for instructional use, document aircraft discrepancies to alert maintenance personnel, and support other routine functions. The software chosen must also provide minimal reporting capability to enable staff to see cumulative flight hours for each student.

Aviation has reviewed other software options, including Talon ETA and Flight Circle, but found that the instructor workloads were too high, they did not have adequate security, or were not cost effective. Flight Schedule Pro was found to best meet the function and security needs of the department. The cost for the first year of the product will include a \$2,500 one-time onboarding fee and a cost of up to \$28,500 for software for 23 aircraft and simulators.

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

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

Administration recommended the purchase of aviation management software from Flight Schedule Pro of Overland Park, KS for a total cost not to exceed \$31,000. 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 from the FY 2024 operating and Aviation budgets for this purchase.

It was moved by Mr. Ayers and seconded by Mr. Clem to approve the purchase of aviation management software from Flight Schedule Pro of Overland Park, KS for a total cost not to exceed \$31,000.

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 – 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. Purchasing as a collective with member libraries results in significant savings off the list price for electronic books, databases, journals, and other materials. 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 (CARLI)	PRODUCT	COST
Chronicle of Higher Education	Chronicle of Higher Education	\$2,672.00
Credo Reference	Credo Reference - Academic Core	\$2,940.00
EBSCO	African American Experience: The American Mosaic	\$761.77
EBSCO	CINAHL Ultimate	\$13,780.40
EBSCO	Veterinary Source	\$2,402.40
EBSCO	EBook Academic Subscription Collection	\$8,035.90
EBSCO	eBook Community College Collection	\$7,432.51
EBSCO	OmniFile Full Text Select	\$720.41
Gale Group	Gale in Context: Opposing Viewpoints (formerly Opposing Viewpoints in	\$4,103.84

	Context)	
LexisNexis	Nexis Uni (formerly LexisNexis Academic)	\$4,991.09
Oxford University Press	Oxford English Dictionary	\$770.00
Sydnetics Unbound	ProQuest	\$574.74
		TOTAL: \$49,185.06

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 \$49,185.06. 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 \$20,000.00. Funds are available from FY 2024 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 cost of \$49,185.06.

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 – 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.

EBSCO and the associated discovery interface were originally purchased as part of a collective agreement with CARLI. The agreement for the discovery service with CARLI and EBSCO has now ended, and this agreement is now between Parkland Learning Commons and EBSCO directly. Other EBSCO databases used by the Learning Commons are still covered by the CARLI agreement and are included in the CARLI renewal that has been submitted to the Board. As the discovery system is at the center of all Learning Commons databases, migrating to a new vendor, if identified, will be a significant project that will need to be completed over a multiple-month timeframe. Learning Commons will continue to review other potential vendors, but at this time maintaining the EBSCO contract is the most cost and time effective option.

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 \$36,508.00. 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 FY2024 operating budget for this purchase.

It was moved by Dr. Banks and seconded by Ms. Ragsdale to approve the purchase agreement for the EBSCO Parkland Learning Commons Package renewal from EBSCO Information Services of Ipswich, MA for a total of \$36,508.00.

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

**PRINTING & BULK MAIL 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 eight companies requesting bids for printing and bulk mailing services for Community Education brochures for FY24-Q2, FY24-Q3, FY24-Q4, and FY25-Q1. Four vendors returned a bid.

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.

Bids for this project have been received from four companies. The bids are as follows:

Indiana Printing and Publishing Company Indiana, PA	\$50,228.00
K.K. Stevens Astoria, IL	\$52,657.18
Woodward Printing	\$53,300.00

Platteville, WI

Premier Print Group Champaign, IL	\$75,996.00
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Administration recommended acceptance of the bid from Indiana Printing and Publishing Company for a total cost of \$50,228.00. Funds are available from the FY2023 and FY2024 operating funds and Community Education budget.

It was moved by Mr. Clem and seconded by Mr. Ayers to approve the bid for printing and bulk mailing services from Indiana Printing and Publishing Company of Indiana, PA for a total cost of \$50,228.00.

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 – LOCAL MEDIA PURCHASING CONSULTANT**

A legal notice for a Request for Proposals (RFP) for local traditional media buying was placed in the New-Gazette. The RFP also appeared on the Parkland website. Invitations to submit proposals were sent to three vendors. Two vendors submitted a proposal.

The college retains the services of an independent media purchasing consultant to recommend the most effective means to reach the college's target audience, negotiate competitive rates with advertising companies on behalf of the college, and to ensure media outlets comply with advertising contracts. Consultants must navigate a complex landscape of media offerings and consult the institution in making strategic marketing ad buys to support its enrollment goals. Given their specialized experience and additional clients, independent media purchasing consultants bring more bargaining leverage to media negotiations than Parkland administrators would without this assistance. The college has budgeted up to \$130,000 for traditional media purchasing within District #505 for the upcoming year.

This purchase relates to the following strategic goals:

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

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

The following firms submitted proposals in response to the RFP:

VENDOR	LOCATION	COST
McKenzie Wagner	Champaign, IL	Option 1: 13% of gross media spend Option 2: \$75 - \$125/hour depending on task
Tracey Sholem	Champaign, IL	\$75/hour (estimated \$2,625 per month / \$31,500 per year)

The Marketing Department has reviewed both submissions and determined Option 1 from McKenzie-Wagner to be the most cost-effective option. McKenzie-Wagner also has more experience buying media and marketing for a higher education audience.

Administration recommended purchasing local media buying services from McKenzie-Wagner of Champaign, IL for a total cost not to exceed \$130,000. Funds are available from the FY 2024 operating budget for this purchase.

It was moved by Mr. Ayers and seconded by Dr. Banks to approve the purchase of services from McKenzie-Wagner of Champaign, IL for a total cost not to exceed \$130,000.

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

**EXEMPT PURCHASE – STRATEGIC DIGITAL MEDIA PURCHASING CONSULTANT**

The college retains the services of an independent strategic digital media purchasing agency to recommend the most effective means to reach the college’s target audiences, negotiate and place ads at competitive rates with advertising channels and companies on behalf of the college, and to ensure effective placement of media. Consultants must navigate a complex landscape of digital offerings and consult the institution in making strategic digital marketing ad buys to support its enrollment goals. Given their specialized experience, knowledge of the digital landscape, and understanding of the community college enrollment landscape, independent media purchasing consultants provide a strategic advantage to the college when planning and executing its digital marketing plan. The value of this expertise in ad placement, access to specialized ad networks, and overall strategic value make-up the fees paid to the consultant.

Following the award of a Request for Proposal in March 2022, the College has had a successful partnership with Central States Media (CSM) in FY 2023 and will receive a strategic benefit from continuity of continuing the partnership in FY 2024. CSM is an experienced digital advertising partner, is BEP certified, and brings experience in higher education digital advertising.

This purchase relates to the following strategic goals:

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

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

Administration recommended purchasing services for digital media buying from Central States Media of Peoria, IL for a total cost not to exceed \$190,000. These items are 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. Funds are available from the planned FY2024 operating budget for this purchase.

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the purchase of services from Central States Media of Peoria, IL for a total cost not to exceed \$190,000.

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 – EVALUATION SERVICES**

A request for proposals was placed in the News-Gazette and invitations for proposals were sent to four vendors for evaluator services. The Request for Proposals also appeared on the RFP page of the Parkland College website. Two vendors submitted a proposal.

Parkland College is writing a grant proposal to be the lead institution for an NSF-ATE National AgTech Center which will strengthen Parkland's role as a national leader in agricultural education and workforce development. An ATE national center award provides up to \$7,500,000 over five years. It is a collaboration of multiple colleges and serves as umbrella for all ATE funded projects within that discipline. The project award is distributed through subaward to consortium partners, but the lead college serves as the fiscal agent for the grant.

NSF strongly encourages colleges to secure the services of an evaluator prior to their application so that the evaluator can write the evaluation plan into the grant. The cost of an evaluator will exceed the threshold required for Board approval. Therefore, since Parkland intends to apply as the lead college and fiscal agent for the center, Administration is seeking Board approval prior to submission of the grant in order to allow an evaluator to be named in the grant and to include a specific evaluation plan in the grant proposal.

Project implementation and outcomes of all ATE-funded work must be evaluated. Project implementation evaluation includes the project's activities and deliverables. Project outcomes evaluation can include changes related to student learning, persistence, retention, graduation, employment, faculty knowledge and pedagogical skill, broadening participation in STEM, meeting workforce needs, enhancing institutional capacity, and advancing knowledge of technical education. The evaluation plan included in the grant proposal will include identification of the specific data sources, data collection instruments, methods that will be employed to address the evaluation questions or criteria, and timeline for the evaluation.

This RFP is proactive in anticipation of receiving a grant, but the RFP indicated that no payment would be made unless the grant is awarded.

This purchase relates to the following Strategic Goal:

**Goal A: Quality:** Parkland College will maintain the highest educational standards providing ongoing continuous learning for all citizens of District 505.

**A1:** Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

**A2:** Implement evidence-based policies and practices that support student learning and success in and outside the classroom.

Pricing for the proposals were as follows:

Evaluation & Grant Support Collaborative, LLC (EGSC)  
Mt Pleasant, SC                      \$379,395

Washington State University Social and Economic Sciences Research Center  
Torrance, CA                      estimated 7-10% of grant (\$525,000-\$750,000)

Administration recommended acceptance of the proposal for evaluation services from Evaluation & Grant Support Collaborative, LLC of Mt. Pleasant, SC for a total cost of \$379,395. Funds for this service will be written into the NSF-ATE Center grant application.

It was moved by Ms. Green and seconded by Mr. Trimble to approve the proposal to include a cost of \$379,395 to Evaluation & Grant Support Collaborative, LLC for evaluator services in the NSF-ATE AgTech Center grant proposal.

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 – CULTURAL AND COLLEGE TOUR, WASHINGTON D.C.**

A legal ad for a Request for Proposals was placed in the News-Gazette. The RFP also appeared on the Parkland website. Requests for Proposals were sent to three vendors for a travel company to partner with Parkland College TRiO/Student Support Services, for a 4-day, 3-night trip to Washington, D.C., July 20-23, 2023. Three vendors submitted a proposal.

Per federal regulations, a permissible service for TRiO students (1<sup>st</sup> generation, low income, and/or students with a disability) is exposure to cultural events and academic programs not usually available to disadvantaged students. This trip serves to broaden our students' horizons historically, culturally, academically, and socially. It also serves to encourage students to remain engaged with and connected to TRiO and Parkland, helping to bolster their retention, success, and graduation.

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:

WorldStrides Educational Travel Charlottesville, VA	\$38,050
GL Travel Granite Bay, CA	\$39,607
Diversity Study Trips Arlington, VA	\$43,776

The Director of Academic Advising and the Associate Director of TRiO/Student Support Services reviewed the three submissions and determined that WorldStrides best met the needs as listed in the RFP, giving the most favorable cost, and included amenities for all participants.

Administration recommended acceptance of the proposal for TRiO's Washington, D.C. Cultural and College Tour from WorldStrides Educational Travel of Charlottesville, VA for a total cost of \$38,050. Funds are available from the FY 2023 TRiO grant for this purchase.

Trustee Clem asked how many students this would include. Mr. Randles stated this would include 10 students and 2 staff chaperones. Dr. Trame added that there will be no cost for the students, as costs are covered by the TRiO grant.

It was moved by Dr. Banks and seconded by Mr. Clem to approve the proposal for the cultural and college tour from WorldStrides Educational Travel of Charlottesville, VA for a total cost of \$38,050.

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 – TRAINING EQUIPMENT FOR THE INDUSTRIAL MAINTENANCE PROGRAM**

A legal bid notice was placed in the News-Gazette. Bid invitations were sent to three companies requesting bids for equipment for an Industrial Maintenance program. One vendor submitted a bid.

Parkland College's Career and Technical Education division has recently developed a competency-based education program in Industrial Maintenance. The College requested bids for integrated curriculum and training equipment aligned with defined curricular goals for this program. This curricular and training equipment will expand capacity for the number of students who can participate in the Industrial Maintenance CBE program.

The bid was as follows:

Moss Enterprises	\$396,580
Johnston, IA	

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.

**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.

Administration recommended acceptance of the bid for integrated curricular and training equipment from Moss Enterprises of Johnston, IA, for a total cost of \$396,580. Funds are available from the U.S. Department of Labor Employment and Training Administration Grant (ATOMAT Project) and from the FY 2024 Perkins grant for this purchase.

Trustee Green inquired as to why we only received one bid. Dean Baker noted that it's tied to specific curriculum and with multiple types of equipment, so they were not surprised.

It was moved by Mr. Clem and seconded by Dr. Banks to approve the bid for integrated curricular and training equipment for the industrial maintenance program from Moss Enterprises of Johnston, IA, for a total cost of \$396,580.

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 – M WING BOILER REPLACEMENT**

During routine maintenance operations, the hot water boiler system in the M wing was found to have serious structural cracks inside the pressure vessel of the shell and was leaking water externally. In addition, when the boiler was opened to investigate the problems, the internal water tubes and support structures were badly corroded. This boiler system provides hot water for the heating of the M-Wing, C-Wing, and portions of X-Wing of the College and has been in operation since 1972. A local mechanical engineering firm, Henneman Engineering, was brought in to determine the extent of the problems and whether repairs could be made to the boiler in a safe manner. It has been determined that repairs to this boiler are not feasible and it must be replaced.

A legal bid ad was placed in the News-Gazette. Bids for this construction have been received from four contractors.

The bids were as follows:

Reliable Plumbing & Heating Champaign, IL	\$649,900
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A&R Mechanical	\$656,982
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**Goal B: Completion:** Parkland College will increase student retention, persistence, and completion.

**B2:** Improve student success by providing comprehensive support systems.

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

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

Administration recommended purchasing food services from Hendrick House Catering of Urbana, IL for a total cost not to exceed \$50,000. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY 2024 Child Development Center budget for this purchase.

It was moved by Dr. Banks and seconded by Ms. Ragsdale to approve the purchase of food services from Hendrick House Catering, of Urbana, IL for a total cost not to exceed \$50,000.

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 – CLOUD STORAGE BACKUP**

Campus Technologies plans to renew subscription services from AvePoint for cloud backup services. Office 365 (O365) is built for high availability and offers excellent data protection for primary storage, but it is still a single copy of data in one storage location. To protect against accidental deletion, file corruption, and malware such as ransomware, the O365 suite (Exchange email, OneDrive, SharePoint, Teams, and others) must be independently backed up. For the past three years, the College has relied on AvePoint to handle O365 backups and restoration, ensuring the safety and recoverability of critical data.

In addition to Avepoint, Veeam, and Microsoft native backups were evaluated by Campus Technologies. Microsoft native solutions were more expensive and more difficult to implement. Avepoint and Veeam have a similar cost and feature set, but Veeam does not have a method for moving existing backups into its service.

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 renewing cloud backup subscription services from Avepoint Public Sector, Inc of Arlington, VA for a total cost not to exceed \$65,000. 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 from the FY 2024 operating budget for this purchase.

It was moved by Mr. Trimble and seconded by Mr. Clem to approve the renewal of subscription services from Avepoint Public Sector, Inc of Arlington, VA for a total cost not to exceed \$65,000.

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 – ACADEMIC SERVICES FURNITURE**

The Divisions of Academic Services have identified several classrooms, faculty, staff and student work areas, and storage areas of the institutional archives that require new or upgraded furnishings. The upgrade of furnishings in instructional spaces is an ongoing project with the intent to replace aging seating and storage that no longer meets the needs of the students or faculty. Instructional spaces are prioritized for upgrades and Academic Services will be attempting to refurbish all spaces over the next few years.

The furniture consists 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 archival areas, and maximum learning outcomes. The spaces identified support students in both general education core curriculum as well as career and technology, and health professions.

This purchase relates to the following strategic goal:

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

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

Administration recommended purchasing furniture for learning spaces, archives, and office spaces from Krueger International of Green Bay, WI for a total cost not to exceed

\$150,000. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27(k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY24 operating budget for this purchase.

It was moved by Dr. Banks and seconded by Ms. Ragsdale to approve the purchase of furniture from Krueger International of Green Bay, WI, for a total cost not to exceed \$150,000.

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

### **POLICY MANUAL UPDATES (LODGED)**

The Parkland College Association (PCA) and Administration have completed the latest review of the Policy and Procedures Manual. The recommended changes are being lodged and will be presented as a consent motion for approval at the July meeting.

#### **Policy 6.02 Bad Check Fees and Responses**

Public Act 102-0998 was passed by the State of Illinois that necessitates these changes.

#### **Policy 6.03 Student Debt and Hold/Drop of Academic Records and Registration**

Public Act 102-0998 was passed by the State of Illinois that necessitates these changes.

#### **Chapter 5 End: Procedures for Other Instructional Issues**

Public Act 102-0998 was passed by the State of Illinois that necessitates these changes.

#### **Policy 8.12 Support for Students with Disabilities and Accessibility of Campus Programs and Facilities**

Changes are being made to clarify policy and procedures. Time frames were clarified by making all days as school days. Title of staff member was changed to be consistent with current title. Language was added to provide alternative resolution options.

### **CLOSED SESSION**

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

### **PERSONNEL REPORT**

It was moved by Ms. Green and seconded by Dr. Banks to prove the Personnel Report for June 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**

The Board discussed their availability for the Board Retreat. It was agreed that August 22, 2:00-6:00 p.m., with a dinner to follow. The Board would like to invite former trustees Mr. Knott, Mr. Dixon, and Mr. Uken, since Covid prevented them doing a farewell dinner.

Trustee Ayers updated on some recent and upcoming ICCTA and ACCT events:

- ACCT President, Dr. Jee Hang Lee recently visited Parkland. He was welcomed by Trustee Ayers, Dr. Lau, and VP Stuart and given a tour of campus.
- The ICCTA annual banquet had a great turnout with around 300 people attending.
- Trustees Ayers and Banks will attend an ICCTA retreat in September.

### **ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Ms. Green for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:44 pm.

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James Voyles, Chair  
Board of Trustees

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Maureen Banks, Secretary  
Board of Trustees