

**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**

September 20, 2023

ROLL CALL

The meeting was called to order by James Voyles, Chair, at 7:00 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, Bianca Green, Carolyn Ragsdale, Dana Trimble, and James Voyles. Also present were President Pamela Lau, representatives of the administration, faculty, staff, and public. Trustees Banks and Clem were absent. Student Trustee Lauren Mobo joined the meeting at 7:02 p.m.

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

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

CONSENT AGENDA MOTION

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

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

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Regular Meeting held on July 19 and Special Meeting held on August 22, 2023.
- Approved the voucher checks listing thru April 30, 2023, including Board travel, totaling \$2,454,126.35.

- Approved the disposal of the following items as surplus property:

<u>Description</u>	<u>Qty</u>
○ Geriatric mannikins – estimated 5-7 years old	4
○ Mannikin # 5982 – estimated 20 years old	1
○ Nursing Lab Mannikin – estimated 20 years old	1
○ Phlebotomy Chairs – estimated 10 years old	2
○ Hoyer Lift – estimated 15 years old	1
○ 2009 Ford Econoline Van	1
VIN: 1FTNE24WX9DA56101, Mileage: 171,923	

- Approved the awarding of funds from the following external sources:
 - Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study Program (ICWS)
 - Local Workforce Development Board 17—LWIA 17 Youth Committee: WIOA Youth Programming
 - Illinois Department of Transportation (IDOT): FY24 Highway Construction Careers Training Program (HCCTP)
 - Illinois Arts Council Agency (IACA): 2024 General Operating Support Grant
 - Illinois Green Economy Network (IGEN): Illinois Green Economy Network (IGEN): Renewable Energy Resources Trust Fund (IEPA funding) – General Membership Award
 - Illinois Department of Human Services and Illinois Network of Child Care Resource & Referral Agencies (INCCRRA): Smart Start Transition Grant
 - Illinois Community College Board (ICCB): FY2024 Pipeline for the Advancement of the Healthcare Workforce (PATH)
 - Secretary of State (SOS) Illinois State Library (ISL): Penny Severns Family Literacy Grant
 - Illinois Community College Board (ICCB): Early School Leaver Transition Program (ESLTP)
 - Illinois Community College Board (ICCB): Mental Health Early Action on Campus Act
 - Secretary of State (SOS) Illinois State Library (ISL): Adult Volunteer Literacy Grant (Project READ)
 - U.S. Department of State—Bureau of Educational and Cultural Affairs (ECA): 2023 IDEAS Grant (Phase Two)
- Approved the filing of the following grant applications:
 - Ameren Illinois Energy Efficiency Business Program: Staffing Grant
 - Economic Development Administration (EDA), U.S. Department of Commerce (DOC): FY 2023 Regional Technology and Innovation Hub Program Phase 1—Illinois Fermentation and Agriculture Biomanufacturing (iFAB) Tech Hub

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 was no report.

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

Enrollment: Our 10th Day numbers indicate an increase of 5.8% compared to fall semester 2022. Last fall, we had 5686 students enrolled in credit-bearing classes. This year we have 6018. This headcount excludes non-credit community education students. We expect this number to increase as we continue to enroll students through mid-term. Our FTE shows an increase of 3.2%. Current 10th Day numbers exceed enrollment counts for 2022FA, 2021FA, and 2020FA; but we have not leveled with 2019FA just yet.

Transfer Exploration Night – September 5 - Dean Kristin Smigielski, in collaboration with the University of Illinois, launched this new transfer event. Program presentations focused on career exploration, the transfer process, as well as the tools and resources for successful transfer from Parkland College to a four-year university, with a particular focus on transferring to any one of the University of Illinois' three campuses – UIUC, UIC, and UIS. 50 students registered for this event and came with parents and other guests. Dean Smigielski plans to take this event to Urbana and Rantoul high schools. This event speaks directly to our efforts not only to publicize our transfer preparation value to the community but to improve the rate at which our students actually transfer.

Illinois Regional College Fair – September 13 - This is an annual event that Parkland hosts where we invite and welcome District 505 students and families to talk to various colleges and universities across the nation. Information is available to both freshman and transfer students, so our own students are able to find value in this event as they explore their post-Parkland options. This year, we welcomed over 60 colleges and universities, and we had over 700 total people walk through our gymnasium that evening. It was a great event!

Apprenticeship Accelerator event – September 15 - The CTE division under Dean Derrick Baker hosted an Apprenticeship Accelerator event. Program manager Aimee Densmore brought excellent coordination skills to the fore to make this event a success. Parkland College partnered with Jobs for the Future, IMEC, Regional Planning Commission, and the Champaign County Chamber of Commerce. The Apprenticeship Training Representative from the U.S. Department of Labor, Bruce Hallam, was present. Caterpillar Logistics, with whom Parkland has developed a successful apprenticeship for incumbent workers, provided

insights from their experience. The event focused on explaining apprenticeship as a form of “future proofing” for employers and explaining how registered apprenticeships work and where employers can get funding help.

Senator Duckworth’s visit – September 9 - Senator Duckworth visited Parkland and we provided highlights of our hallmark programs. This included transfer partnerships like the Pathway program to the different career programs. We also discussed apprenticeships and community colleges’ statewide manufacturing initiative to agriculture. Given the senator’s interest in aviation, we spent time explaining our program at the Institute, the growth in interest as well as the challenges we face moving ahead with program expansion and updating our equipment and facilities. We discussed federal opportunities for funding.

AGCO Groundbreaking – October 19 - We are planning a groundbreaking ceremony on the morning of October 19. VP Stuart is coordinating with AGCO on the programming details of the ceremony.

Reed-Richardson Room Dedication – September 29 - The Parkland Foundation will host the grand opening of the Reed-Richardson Room on Friday, September 29 at 3 p.m.

The room is located in the lower level of the Donald C. Dodds Jr. Athletic Complex. The room formerly functioned as the multipurpose media room and was recently renovated. It is dedicated to two individuals who played pivotal roles in Parkland College’s early years, building up our physical education programs and Parkland College athletics. Trustees who have served with us for many years will remember Connie Richardson and Jim Reed.

Ms. Richardson developed a wide range of courses in the program we now call Kinesiology – aerobics, dance, health and first aid. She was the assistant coach for women’s basketball and track and field. Connie retired from Parkland in 2004. Mr. Reed started at Parkland in 1970. He started Cobra baseball and served as coach through 1982. He was named Athletic Director in 1988, and he served in this role until his retirement in 2000. The naming of this room in honor of Connie Richardson and Jim Reed is made possible through a generous donation from Tim Wulf who is a member of the Parkland Athletics Hall of Fame.

EXCELLENCE AWARDS

Nancy Sutton Introduced Krishna Thomas as Director of the Center for Excellence in Teaching and Learning (CETL).

Krishna Thomas, Director of the Center for Excellence in Teaching and Learning, presented the following awards:

- **Britt Carlson** – Teaching Excellence Award
- **Julie Weishar** – Leadership Award for Outstanding Full-Time Faculty
- **Virginia Lehmann** – Leadership Award for Outstanding Adjunct Faculty
- **Sara Stone** – Outstanding Staff Award - Gold
- **HeatherAnn Layman** – Outstanding Staff Award - Green

LEGISLATIVE UPDATE

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

Ms. Stuart also reviewed the 2023-2024 Government Relations Plan. The goal of this plan is to advance the strategic priorities of Parkland College.

Kathleen McAndrew, Director of Human Resources, updated that the new law regarding time off benefits for part-time employees will begin January 1. The law states that employees may use the time for any reason, not just sick leave. She also noted that there is also a change to determine when employees should receive overtime pay. HR is looking into all these changes to ensure that we stay compliant with the law.

Mike Trame reviewed the FAFSA Simplification Act and the upcoming changes to the FAFSA.

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

The Generation Lab

Information Requested

Open Records Request IX.

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for August reflect the results of operations of the College for the first two months of fiscal year 2024. The revised budget estimates indicate that expenses will exceed revenues by \$93,078.

- 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.
- FORVIS (formerly BKD) has been on campus for field work on the FY2023 audit.
- The FY2024 unaudited beginning operating fund balance is \$41.3M. 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 will be presented in September.
- The FY2023 College audit will be presented in October.

- The TY2023 tax levy will be presented in November or December.

Mr. Randles noted that we are still waiting on figures from ICCB to complete the final audit. We will continue to monitor and hope to present that in October. We know that there is a potential of one finding related to reporting, which has already been corrected. IX. BUSINESS & FINANCE—Item C*

PUBLIC HEARING

A public hearing was held on the proposed 2023-2024 (FY2024) budget.

There were no public comments at the hearing.

2023-2024 BUDGET

The final 2023-2024 (FY2024) budget was presented for approval.

It was moved by Mr. Ayers and seconded by Ms. Ragsdale to approve the budget for the 2023-2024 year (FY2024) to be adopted in accordance with the document provided to the Board.

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

PROTECTION, HEALTH, AND SAFETY PROJECTS/CAMPUS MASTER PLAN UPDATE

Protection, Health, and Safety (PHS) project plans are presented annually to the Board. PHS funds have been used to provide much needed structural and mechanical improvements to the campus. It is proposed that the PHS projects in the FY2024 capital plan be approved for funding purposes.

These projects relate to the following strategic goal:

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.

Requested projects for approval:

Reconstruct Access Areas	\$1,300,000
Drainage Improvements North Campus	\$1,400,000

Mr. Randles noted that there is a statutory max of \$.05 that can be used for PHS. Historically, Parkland always taxed at the full \$.05; however, when we issued the bonds, the Board thought it prudent to reduce PHS to reduce the burden on taxpayers. He noted that we are still planning to keep this levy at less than \$.05, which allows the board to be strategic if needed in the future.

Mr. Jim Bustard, Director of the Physical Plant, provided a Campus Master Plan update and reviewed the projects on the list. They will keep the Board updated on the boiler project.

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the Protection, Health, and Safety projects listed above for FY2024 to be filed in accordance with the documents which were presented to the Board.

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

BOARD APPROVAL – MULTI-PROCESS WELDERS AND BOTTLE CARTS

A legal bid ad was placed in the News-Gazette requesting bids for sixteen multi-process welders and bottle carts. The bid also appeared on the Parkland College website. Bid invitations were sent to three vendors. Two vendors submitted a bid.

The sixteen multi-process welders and bottle carts will update the current equipment and expand the capacity of Parkland's welding program by adding additional capacity for welding students who participate in open labs through a new competency-based format.

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.

Bids have been received from two vendors. The bids are as follows:

SJ Smith \$197,685.00
Urbana, Illinois

Depke \$200,358.47
Urbana, Illinois

Administration recommended the acceptance of the bid from SJ Smith of Urbana, IL for a total cost of \$197,685.00. Funds are available from the Department of Labor Access to Training Opportunities in Manufacturing and Technology grant for this purchase.

It was moved by Ms. Ragsdale and seconded by Mr. Ayers to approve the bid from SJ Smith for a total cost of \$197,685.00.

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

PRECISION AGRICULTURE/AGCO NEW BUILDING CONSTRUCTION

A legal bid ad was placed in the News-Gazette seeking bids for the construction of the Parkland AGCO Agricultural Education Building. Bid documents were provided to sixteen vendors. Seven vendors submitted a bid.

The College's Precision Agriculture program is partnering with AGCO Corporation to provide needed service technician training for AGCO dealerships. To provide for this new program, the College and AGCO, through donations to the Parkland College Foundation, will be funding the construction of a new training facility to be located between the Tony Noel Agricultural Education building and the Parkhill Applied Technology Center on the west side of the campus. This new facility will have three classrooms, faculty offices, and an 18,000 SF equipment laboratory space.

The purchase relates to the following strategic goals:

Goal C: Enrich the Community: Parkland College will work collaboratively to enrich the District 505 community.

C1: Sustain Parkland College's role as a regional leader in economic and workforce development, forging partnerships with industry and government that spur job creation, expand the workforce pipeline, upskill incumbent workers, accelerate innovation, and foster a thriving entrepreneurial ecosystem within District 505.

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.

E5: Develop and implement plans for external sources of funding through Parkland Foundation fundraising, state and federal grants, public/private partnerships, and alumni outreach.

Bids have been received from seven vendors. The bids are as follows:

Petry-Kuhne Company Champaign, IL	\$5,443,500
CCC Holdings, Inc Tinley Park, IL	\$5,514,000
Barber & DeAtley, Inc. Urbana, IL	\$5,606,000
Broeren Russo, Inc. Champaign, IL	\$5,632,500
PJ Hoerr, Inc. Peoria, IL	\$5,904,000
FH Paschen Champaign, IL	\$5,964,000
CAD Construction Tremont, IL	\$6,171,000

Administration recommended acceptance of the bid from Petry-Kuhne Company of Champaign, IL for a total cost of \$5,443,500. Funds are available from Master Plan Bond Funds and Parkland College Foundation.

It was moved by Ms. Green and seconded by Mr. Trimble approve the bid for the construction of a new Precision Agriculture/AGCO training facility from Petry-Kuhne Company of Champaign, IL for a cost of \$5,443,500.

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

EXEMPT PURCHASE – ACADEMIC SERVICES FURNITURE LEARNING COMMONS

The Learning Commons has identified three classrooms, used for bridging and/or developmental courses, that require new furnishings. The furniture currently within the classrooms of M235, X238, and C232 no longer meets the learning needs of students or faculty.

The furniture 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 classrooms identified support students in bridging classes, developmental level courses, and first year experience courses—all of which seek to increase student success in college level coursework.

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 from Krueger International of Green Bay, WI for a total cost not to exceed \$60,000. 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 ICCB Innovative Bridges and Transitions Grant.

It was moved by Ms. Green and seconded by Mr. Ayers to approve the purchase of furniture from Krueger International of Green Bay, WI, for a total cost not to exceed \$60,000.

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

EXEMPT PURCHASE – FERRILLI PROFESSIONAL SUPPORT SERVICE FOR CROA UPGRADE

In support of our educational and institutional infrastructure, Campus Technologies plans to purchase professional support services from Ferrilli to facilitate upgrading and migrating the Colleague Reporting Operation Analytics (CROA) platform to a supported infrastructure. This upgrade is critical to comply with security requirements and ensure the viability of a supportable system. CROA is a product supplied by Ellucian, designed to handle data from the Colleague system for the purposes of business reporting and analytics. These reports are used for both regulatory reporting requirements and operational purposes.

Ferrilli will evaluate the current CROA/Business Objects Environment, install and set up Business Objects Production, migrate the ODS database to a 2022 database server, and upgrade Business Objects on the 2022 server.

Ferrilli is a trusted partner of Parkland College and has worked with the College to complete multiple Colleague and other related projects. As a consulting firm that partners with Ellucian, Ferrilli specializes in providing services related to higher education technology solutions, including software implementation, support, and consulting.

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.

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

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

Administration recommended purchasing professional support services from Ferrilli of East Haddonfield, NJ for a total cost not to exceed \$40,000. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (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 Mr. Trimble and seconded by Ms. Ragsdale to approve the purchase of professional support services from Ferrilli of East Haddonfield, NJ for a total for a total cost not to exceed \$40,000.

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

EXEMPT PURCHASE - FERRILLI COLLEAGUE CONSULTING FOR FINANCIAL AID AND BUSINESS OFFICE FOR 2024-2025

Due to the FASFA Simplification Act, several Colleague changes surrounding the 2024-2025 award year will be required. Financial Aid plans to contract with Ferrilli to complete the necessary changes. Ferrilli will review and update all necessary Colleague fields and rules based on new FAFSA requirements as continuing information is released from the Department of Education. Ferrilli will also assist with reviewing Business Office operations impacted by 2024-25 FAFSA changes and updating configurations and processes to maintain compliance.

Ferrilli is a trusted partner of Parkland College and has worked with the College to complete multiple Colleague and other related projects. As a consulting firm that partners with Ellucian, Ferrilli specializes in providing services related to higher education technology

solutions, including software implementation, support, and consulting. Ferrilli's knowledge of Parkland's systems will allow setup to be completed by December 2023 so that Financial Aid will be prepared to accurately award and disburse financial aid in Spring 2024 while remaining compliant.

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 purchasing professional support services and consulting services from Ferrilli of East Haddonfield, NJ for a total cost not to exceed \$45,000. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY 2024 operating budget for this purchase.

It was moved by Ms. Green and seconded by Mr. Ayers to approve the purchase of professional support services and consulting services from Ferrilli of East Haddonfield, NJ for a total cost not to exceed \$45,000.

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

EXEMPT PURCHASE – HUMAN RESOURCES OFFICE FURNITURE

After the recent addition of five new offices, Human Resources plans to purchase new furniture to provide working spaces for HR employees. The furniture will consist of desks and chairs that are moveable and can be configured to the office space.

This purchase relates to the following strategic goal:

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 purchasing furniture for Human Resources from Knoll Inc of Greenville, PA for a total cost of \$27,462.99. 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 \$20,000.00. Funds are available from the FY 2024 operating budget for this purchase.

It was moved by Mr. Ayers and seconded by Ms. Green to approve the purchase of office furniture for Human Resources from Knoll Inc of Greenville, PA for a total cost of \$27,462.99.

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

EXEMPT PURCHASE – ADOBE ENTERPRISE TERM LICENSE AGREEMENT (ETLA)

In support of our educational and institutional infrastructure, Campus Technologies plans to renew the Adobe Enterprise Term License Agreement (ETLA). This agreement allows the College access to various software for both teaching and learning, such as Creative Cloud, and operational needs, such as Acrobat Professional. This three-year agreement from October 1, 2023, through September 30, 2026, will lock in the annual cost at \$118,000.

Adobe's software tools are industry standards in various creative and professional fields, ranging from graphic design, photography, and video production to web development and digital marketing. Although the approval for renewal was presented at the May board for \$88,000 based on initial projections, the contract cost has materially changed, which necessitated bringing this resolution back for approval.

This purchase relates to the following strategic goals:

Goal A: Empower Our Students: Parkland College will empower all students for success.

Goal A3: Enhance student success and resilience through comprehensive and accessible learning support systems in and outside the classroom.

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.

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

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

Administration recommended renewing the Adobe Enterprise Term License Agreement from October 1, 2023, through September 30, 2026, from CDW of Vernon Hills, IL for a total cost of \$354,000. 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 operating budget for this purchase.

It was moved by Ms. Ragsdale and seconded by Mr. Trimble to approve the renewal of Adobe Enterprise Term License Agreement (ETLA) from CDW of Vernon Hills, IL for a total cost of \$354,000.

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

EXEMPT PURCHASE – CLUB EUROPA

Based on responses to a community survey, Parkland College Community Education is planning a 10-night customized Journey to Athens and the Islands of Santorini and Mykonos for 20-29 travelers in Fall 2024. It includes superior tourist or moderate first-class hotels, meals, deluxe motorcoach services, airport transfers, licensed local guides, three boat journeys, local taxes and gratuities for local guides and coach drivers.

Parkland College Community Education works with Club Europa, a tour designer and operator specializing in customized group travel to purchase group travel tours for community members including transportation, accommodations, private and public tours, guides, gratuity, and some meals. Club Europa, a leader in international travel to and through Europe, was founded in 1959 and boasts fifty percent European senior staff with travel experience. Their on-site staff of tour directors, local guides, assistants, and chauffeurs are carefully chosen and trained by Club Europa, guaranteeing the highest quality professional service.

Community Education has developed a reputable and long-standing partnership with Club Europa. They are knowledgeable about our audience, experts in European travel, and have designed high-quality European tours for our community for more than 15 years. Community Education regularly evaluates the program and services and has continued to partner with Club Europa because their programs and services meet or exceed our customers' expectations.

This purchase relates to the following strategic goal:

Goal C: Enrich the Community: Parkland College will work collaboratively to enrich the District 505 community.

C3: Provide and develop relevant credit and non-credit lifelong learning opportunities for District 505, with a particular focus on engaging with historically underserved communities.

Administration recommended purchasing the group tour from Club Europa of Urbana, IL, for a total cost not to exceed \$134,000. 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 FY2024 and FY2025 Community Education budgets for this purchase.

It was moved by Ms. Green and seconded by Ms. Ragsdale to approve the purchase of services from Club Europa of Urbana, IL, for a total cost not to exceed \$134,000.

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

AVIATION – INTERGOVERNMENTAL AND BAILMENT AGREEMENTS WITH THE UNIVERSITY OF ILLINOIS

Administration recommended the Board approve extensions to the Intergovernmental and Bailment agreements with the University of Illinois through July 31, 2028.

It was moved by Ms. Ragsdale and seconded by Ms. Green to approve the extensions for the Intergovernmental and Bailment agreements with the University of Illinois which will be incorporated in the official minutes.

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

AVIATION – COMMERCIAL SPACE LEASE AMENDMENT (EXTENSION) WITH THE UNIVERSITY OF ILLINOIS-WILLARD AIRPORT

Administration recommended the Board approve an extension to the Lease Agreement (dated July 24, 2014) for leased space including portions of the Institute of Aviation Administration Building, Willard hangar #1, and Q3 at the U of I Willard Airport through July 31, 2028.

It was moved by Ms. Ragsdale and seconded by Mr. Ayers to approve the Lease Amendment with the University of Illinois per the handouts provided to the Board.

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

Trustee Ayers asked if Parkland has anyone on that Board. Dr. Lau noted that we were taken off because we are considered tenants and tenants should not be on the Board making rent, as explained to us. She noted that we are working on a meeting to discuss this topic.

ANNUAL GRANTS REPORT

Josh Birky, Director of Grants and Sponsored Programs, provided the annual grants report to the Board of Trustees.

Josh thanked Lily Worby for her work on the report and noted that Parkland is unique in that they get a lot of support from the President and the Business Office. The fact that Parkland works as a team is a testament to some of our success.

Mr. Birky reviewed their goals and explained that they try to stay at a success rate above 70% of the grants they apply for, so they don't take time and effort in grants that don't get funded. He noted that they have reorganized the Grants Office and will hopefully add another person to help with some of the grant processes.

CLOSED SESSION

It was moved by Mr. Ayers and seconded by Ms. Ragsdale to go into Closed Session at 8:25 p.m., for the purpose of discussing the following topic:

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

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

The open meeting resumed at 8:50 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Ms. Ragsdale to approve the audio recording made of the Executive Session of September 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, Green, Ragsdale, Trimble, Mobo (Advisory Vote), Voyles; NAYS—None; ABSENT—Banks, Clem.

PERSONNEL REPORT

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

TRUSTEE REPORTS

Trustee Ayers updated that he attended the ICCTA Retreat at Joliet Junior College and was impressed by their culinary arts program, The building is six stories tall and five of those are dedicated to culinary. He noted that it is an unbelievable program and beautiful venue.

Trustee Ayers also shared information about a few trustees and friends who have fallen ill or passed away the past couple weeks.

Chair Voyles- thanked everyone for their support with the Honor Flight.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Mr. Trimble for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:59 p.m.

James Voyles, Chairman
Board of Trustees

Maureen Banks, Secretary
Board of Trustees