

**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**

July 17, 2024

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, Maureen Banks, Jarrett Clem, Bianca Green, Carolyn Ragsdale, Dana Trimble, Jaden Campbell (Student Trustee), and James Voyles. Also present were President Pamela Lau, representatives of the administration, faculty, staff, and public.

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

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

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

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

Trustee Ayers joined the meeting at 7:05 p.m. due to technical difficulties.

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 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, Green, Ragsdale, Trimble, Campbell (Advisory Vote), Voyles; NAYS—None; ABSENT—None.

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Regular Meeting held on June 19, 2024.
- Approved the voucher checks listing thru June 30, 2024, including Board travel, totaling \$4,362,681.79.
- Declared as surplus property the following items:

<u>Description</u>	<u>Qty</u>
• 1997 BMW 540i VIN: WBADE6327VBW57440 Mileage: approximately 180,000	1
• 2006 Honda Accord VIN: 1HGCM65546007241 Mileage: approximately 230,000	1
• 2005 Ford Taurus VIN: 1FAFP53245A263180 Mileage: approximately 30,000	1
• 2005 Ford Taurus VIN: 1FAFP53285A263179 Mileage: approximately 30,000	1
• 2007 Ford Focus VIN: 1FAFP34N97W256003 Mileage: approximately 1,000	1
• 2001 Honda Accord VIN: 1HGCG56481A017593 Mileage: approximately 250,000	1
• 2009 Chevrolet Tahoe VIN: 1GNEC03039R263382 Mileage: approximately 50,000	1
• 2012 Ford Fusion VIN: 3FADP0L30CR440913 Mileage: approximately 50,000	1
• 2008 Chevrolet Suburban VIN: 3GNFK16398G143054 Mileage: approximately 800	1

- 2003 Audi A6 1
VIN: WAULT64B33N051578
Mileage: approximately 200,000
- 2005 Saturn Ion 1
VIN: 1G8AJ52F65Z135030
Mileage: approximately 230,000
- 1998 Nissan Frontier 1
VIN: 1N6DD21S1WC323933
Mileage: approximately 175,000
- 2011 Subaru Legacy 1
VIN: 4S3BMCA66B3229091
Mileage: approximately 150,000
- 2009 Dodge Grand Caravan 1
VIN: 2D8HN54119R546721
Mileage: approximately 165,000
- Adopted the Resolution identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of Series 2008 and Series 2009 Debt Certificates in accordance with the Resolution.
- Approved the awarding of funds from the following external sources:
 1. Illinois Arts Council Agency (IACA): Summer Youth Employment in the Arts
 2. Illinois Community College Board (ICCB): FY2024 Taking Back the Trades Grant
 3. Illinois Department of Commerce & Economic Opportunity (DCEO): Illinois Clean Jobs Workforce Network Program (“CEJA”)—East Central Illinois Hub (ECIH)
- Approved the filing of the following grant applications:
 1. USDA-NIFA-Agriculture and Food Research Initiative (AFRI): Sustainable Agriculture Systems (SAS): Quantifying and Transforming Agricultural and Food Industry from Linear to Circular Bioeconomic Systems
 2. Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study (ICWS)
 3. Illinois Community College Board (ICCB): Workforce Equity Initiative (WEI)—Support for Workforce Training (SWFT)
 4. Illinois Community College Board (ICCB): FY2024 Pipeline for the Advancement of the Healthcare Workforce (PATH)—SWFT Healthcare

- Approved changes to the following policies:
 1. Policy 6.05 Copyrights and Patents
 2. Policy 8.05 Suspension and Probation
 3. Policy 8.10.02 Athletics Scholarships
 4. Policy 8.12. Accommodation and Grievance Process for Students and Visitors with Disabilities
 5. Bylaws of the Parkland College Association; Article I – Committees

PUBLIC COMMENTS

The Chair opened the floor for public comments. The following people shared the following summarized statements:

Amy Frasca – Serves as curriculum specialist and employed at Parkland for seven years. She recalled the last negotiation of 2020-2021, during the time of the pandemic, where the staff and faculty of the college went all in, found solutions, and served students during those hard times. She requested that the Board now support staff and faculty in a time of financial need.

Curtis Shoaf – Serves as president of the faculty union and senior faculty member for the past 20+ years. He is concerned about the deterioration of the working relationship between Parkland and the union and asked the Board to consider his request of a meeting, the message to students if the recruitment and retention of quality faculty is not a priority, and the message conveyed to employees if a fair compensation package is not agreed upon.

REPORT FROM THE PRESIDENT OF PCA

Adam Karch, President of PCA, stated that there was no update.

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

1. **Presentation Accepted for ACCT Leadership Congress in Fall 2024:** The college's proposal for the 2024 ACCT Leadership Congress titled "Scaling Apprenticeships at Parkland College" has been accepted. Our college presenter leads are Dr. Stephanie Stuart, Vice President for Strategic Partnerships and Workforce Development, and Aimee Densmore, Director of Apprenticeships together with Trustees Ayers, Banks, and Ragsdale.
2. **Summer Children and Youth Engagement:**

Every summer, Community Ed provides a wide array of learning engagement opportunities for youth. Its College For Kids programming, ages 6-13, is well-known and a staple in C-U's summertime offerings. In recent years, Community Education has added opportunities through the DiscoverU Teen Camps, ages 10-18, and include

Automotive Camp, Girls Rock! Vet Med Camp, and Culinary Thyme. This summer's enrollment is 747 students.

3. **Surgical Technology Lab** - We have been cleared to receive the congressionally directed funds designated by Congressman Rodney Davis for the Surgical Technology lab remodel. This has been nearly an 18 month process to complete the federal requirements to receive the funding for this project, and we are very pleased.

4. Upcoming Events:

Reminded the Board of the following dates:

- July 18: Annual Board Retreat
- October 15: Hold as tentative date for AGCO Ribbon Cutting

FY2025 ANNUAL PLAN REPORT

Dr. Pamela Lau provided an overview of the Annual Plan summary. Requests have been entered into the annual plan database and include approved personnel and remodel requests, action plans from departments as to what they're going to do this coming year to fulfil the strategic plan, equipment requests, and software requests. A handout was provided.

ENROLLMENT REPORT

Kristin Smigielski, Dean of Enrollment Management, provided the following enrollment reports:

1. Spring 2024 end-of-semester enrollment data and related enrollment trends
2. Summer 2024 preliminary enrollment data and related enrollment trends

LEGISLATIVE UPDATE

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

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

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

<u>Requestor</u>	<u>Information Requested</u>
Sheri Reid, SmartProcure	Purchasing Records
Kristi Walton, ACME	Public Spending Information
Justin Cunningham	Purchase Orders
David Asari	PTK Records
David Asari	PTK GPA Breakdown
David Asari	Academic Organization Documentation
Jeff D'Alessio	Public Safety Data
Sid Kincaid	NSLVE Report

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for June reflect the unaudited results of operations of the College for fiscal year 2024. The revised budget estimates indicate that expenses will exceed revenues by \$1,249,170. However, our budget modeling projects a potential surplus of \$2.0M. This includes some approved projects and capital purchases being carried over to FY25.

- The key factors for the College's operating results in FY2024 will be year-end adjustments including medical claims expense allocation, vacation and retirement payable adjustments, student accounts bad debt, and accounts payable at June 30.
- The FY2024 audited beginning operating fund balance is \$41.2M. This amount is 66% of current budgeted operating expenditures.
- The FY2024 final budget projected a \$43,429 surplus.
- The FY2024 College tentative budget was lodged in July.
- The FY2024 College final budget was approved in September.
- The FY2023 College audit was approved in October.
- The TY2023 tax levy was approved in November.
 - Tax levy documents were delivered to all twelve counties in November.
- The budget workshop was presented in February.

TENTATIVE BUDGET

Chris Randles reviewed the tentative budget for FY2025 and a handout was provided. The tentative budget will be on display for public viewing prior to final budget approval. Notice of the tentative budget will be placed in the News-Gazette.

The final budget will be presented for approval at the September 2024 Board meeting. Any questions regarding the budget prior to the September meeting may be directed to Chris Randles or Dave Donsbach.

Trustees had the opportunity to ask questions about the budget. Mr. Randles clarified information regarding the corporate replacement tax and the payment schedule, total revenues, tuition and fees, the fund balance and its impact on investments.

EXEMPT PURCHASE - INDOOR CLIMATE RESEARCH TRAINING

Parkland College Community Education partners with Indoor Climate Research & Training (ICRT) to provide energy auditor training to underserved populations through the

Clean Energy Jobs Act (CEJA) grant. ICRT conducts basic research at the intersection of energy efficiency and indoor air quality, and provides accredited, high-quality building science training for assessors, inspectors, and associates from the Illinois community action agencies. ICRT was previously a part of the Applied Research Institute (ARI) within the University of Illinois College of Engineering and is now housed at the Regional Planning Commission (RPC). ICRT was one of the first training centers accredited by the Interstate Renewable Energy Council (IREC) to deliver quality building science training. Parkland will utilize the training and expertise of ICRT to train participants in weatherization work such as energy audits, quality control inspections, insulation, air sealing, and HVAC inspection and improvements.

In FY2024, we researched ICRT and participated in their open house prior to applying for the CEJA funding. They came highly recommended, are experts in their field, and run the training program for the Illinois Home Weatherization Assistance Program, providing weatherization services to families around the state of Illinois.

This purchase relates to the following strategic goal:

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

1. 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.

3. 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 energy auditor training services from Indoor Climate Research and Training of Champaign, IL, for a total cost not to exceed \$87,000. 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 FY2025 Community Education budget and the Clean Energy Jobs Act (CEJA) grant for this purchase.

It was moved by Dr. Banks and seconded by Mr. Trimble to approve the purchase of services from Indoor Climate Research and Training of Champaign, IL, for a total cost not to exceed \$87,000.

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

EXEMPT PURCHASE - MODERN CAMPUS CATALOG AND CURRICULUM SYSTEM

The College recommended purchasing the Catalog and Curriculum Management system from Modern Campus, Camarillo, CA. Current catalog and curriculum processes involve a great deal of duplicated, manual work and effort to propagate changes to all locations. The current catalog is a static PDF that lacks accessibility; catalog content is not able to be integrated throughout the college website. Acquiring a Catalog/Curriculum solution will allow the creation of workflows and a “Change Once, Publish Everywhere” approach for better content management. Content can be propagated throughout the website using APIs, and can be pushed to update Colleague course data using a bidirectional integration. The intended modules will allow us to engage with prospective and current students in a more meaningful way, providing fewer steps in course selection and degree planning, encouraging greater interaction with career pathways, and addressing new Gainful Employment financial value transparency requirements from the federal government.

Following demonstrations by the four leading vendors providing curriculum and catalog software, the College has selected Modern Campus, Camarillo, CA, as the provider for these services.

This purchase relates to the following strategic goals:

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

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

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

4. Effectively market and promote the college, its programs, and services to raise awareness of opportunities for social and economic mobility and career advancement; increase awareness of the college's priorities among key stakeholders, including policymakers.

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.

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

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

This purchase relates to the following IT strategic vision and objectives and key results:

IT Objectives and Key Results:

Objective 2: Empower faculty and staff with innovative IT solutions to drive student enrolment, enhance retention, and ensure student success.

C. Support Academic Services efforts in procuring and implementing Curriculum and Course Management to centralize academic program organization and course content delivery. This system simplifies administrative tasks, enhances student-faculty collaboration, offers performance analytics, and creates better opportunities to serve our students. The measure of success is Academic Services satisfaction.

Objective 3: Employ IT capabilities to modernize and simplify administrative processes, promoting efficiency and stakeholder satisfaction.

C. Identify and eliminate or simplify at least ten redundant or outdated administrative steps or procedures using newly employed IT capabilities. Leverage artificial intelligence (AI) and other automation tools that are already available to the college.

Administration recommended purchasing the Catalog and Curriculum Management system from Modern Campus, Camarillo, CA, at an annual cost of \$33,000 and a one-time implementation service fee of \$22,000. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000. Funds for this purchase are available from the FY2025 operating budget.

It was moved by Ms. Ragsdale and seconded by Dr. Banks to approve the purchase of Catalog and Curriculum System from Modern Campus, Camarillo, CA, for a total cost of \$55,000.

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

EXEMPT PURCHASE - AGCO BUILDING INSTRUCTIONAL TECHNOLOGY PURCHASE

As part of the AGCO project, the Administration recommended purchasing and deploying the necessary technology in the new K building to support instructional needs. These purchases include audiovisual and lecture capture equipment. The equipment will be procured from an IPHEC-approved vendor, Presidio, New York, NY.

This purchase will include classroom technology, including overhead projectors and cameras, to support faculty and instructional needs. It will allow for course resource creation

by lecture captures. Lectures can be archived and used to create a repository of learning materials for current and future students. This will also allow students to view past lectures to reinforce the content or view it if they cannot attend a lecture.

This purchase relates to the following strategic goals:

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

3. 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.

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

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

This purchase relates to the following IT strategic plan vision and mission:

IT Vision: Campus Technologies empowers the Parkland College community through technology.

IT Mission:

1. Enhance the student digital experience to create a seamless, inclusive, and engaging journey from admission through alum engagement.

2. Empower faculty and staff with innovative IT solutions to drive student enrollment, enhance retention, and ensure student success.

Administration recommended the purchase of audiovisual and lecture capture equipment not to exceed a total cost of \$175,000. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services; (g) contracts for duplicating machines and supplies. Board authorization is requested since the cost exceeds \$20,000. Funds that are available from restricted project funds.

It was moved by Ms. Green and seconded by Mr. Trimble to approve the purchase of audiovisual and lecture capture equipment from Presidio, New York, NY, for a total cost not to exceed \$175,000.

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

EXEMPT PURCHASE - ACADEMIC SERVICES OFFICE FURNITURE

Academic Services has identified a need to update the office furniture in the spaces for recently hired faculty and staff and those who have changed positions within the divisions since 2022. Upgrading furnishings is an ongoing project to replace furniture between 25 and 50 years old in academic wings. The older furniture does not address current technological, ergonomic, or accessibility concerns.

This purchase relates to the following strategic goal:

Goal D: Invest in our Employees: Parkland College will invest in the enrichment and development of all employees as they fulfill the mission.

1. Foster a mission-driven work environment.

Administration recommended purchasing furniture and installation for up to 12 offices and workspaces for a cost not to exceed \$62,000, from Krueger International, Green Bay, WI. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2025 operating budget for this purchase.

It was moved by Dr. Banks and seconded by Ms. Ragsdale to approve the purchase of furniture and installation from Krueger International, Green Bay, WI, for a total cost not to exceed \$62,000.

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

EXEMPT PURCHASE - LENEL S2 SOFTWARE UPGRADE AND SUPPORT PLAN LICENSE AND MAINTENANCE SERVICE HOURS

In support of our educational and institutional infrastructure, the College plans to renew the Lenel S2 Software Upgrade and Support Plan License. This agreement allows the College to work with Midwest Integrated Solutions, an approved Lenel S2 partner, to have software upgrades and patches installed in the coming year. This one-year agreement will likely run from July 18, 2024, through July 17, 2025, and cost \$33,151.

Additionally, the college is purchasing 120 hours of preventative and corrective maintenance hours from Midwest Integrated Solutions for a cost of \$18,600. These service hours will be used over the next year for any adjustment, programming, configuration, repair, and replacement services that the College needs to maintain and utilize its electronic security

system. Midwest Integrated Solutions was the subcontractor that performed all the system's initial implementation, programming, and configuration for the general contractor, Bodine Electric, over the past three years.

This purchase relates to the following strategic goals:

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

3. 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.

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

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

Administration recommended renewing the LenelS2 Software Upgrade and Support Plan License and the service hours from Midwest Integrated Solutions, Bradley, IL, for a total cost of \$51,751. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000. Funds are available from PHS funds and Campus Master Plan bond funds for this purchase.

It was moved by Dr. Banks and seconded by Ms. Ragsdale to approve the purchase of the LenelS2 Software Update and Support Plan and maintenance service hours from Midwest Integrated Solutions, Bradley, IL, for a total cost of \$51,751.

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

EXEMPT PURCHASE - TESLA MODEL Y

The Automotive Technology curriculum provides training to prepare students for entry-level positions within the automotive service industry. Changes in vehicle technology are increasing the prevalence of hybrid and battery-electric vehicles. These high-voltage systems require specific safety and repair procedure training. The purchase of this vehicle will allow us to expand our automotive technology curriculum to current standards and better prepare our graduates for industry employment.

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.

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

Administration recommended the purchase of a used 2022 Tesla Model Y Long Range, VIN# 7SAYGAEE9NF316758, with 44,560 miles from SERRA Champaign, Savoy, IL, for a total cost of \$28,452.03. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (i) purchases of equipment previously owned by some entity other than the district itself. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2024 ICCB Rev Up grant for this purchase.

It was moved by Ms. Green and seconded by Ms. Ragsdale to approve the purchase of a used 2022 Tesla Model Y from SERRA Champaign, Savoy, IL, for a total cost of \$28,452.03.

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

BOARD APPROVAL - PHS – RECONSTRUCT SOFTBALL FIELD PARKING LOT AND ACCESS DRIVE

A legal bid notice was placed in the News-Gazette for general contractors to reconstruct the softball field parking lot and access drive. The bid notice was also posted on Clark Dietz's Quest website. Three contractors were given the project plans.

At the September 2023 Board of Trustees meeting, Protection, Health, and Safety funds were approved for the reconstruction of the Softball parking lot and access drive.

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.

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

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

Mid Illinois Concrete Urbana, IL	\$ 978,300
Petry-Kuhne Company Champaign, IL	\$ 1,204,800

Administration recommended accepting the bid for reconstructing the softball field parking lot and access drive from Mid Illinois Concrete, Urbana, IL, in the amount of \$978,300. Board authorization is requested since the cost exceeds \$20,000. PHS funds are available for this project.

It was moved by Ms. Ragsdale and seconded by Dr. Banks to approve the bid for reconstructing softball field parking lot and access drive from Mid Illinois Concrete, Urbana, IL, for a total cost of \$978,300.

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

ATHLETIC DEPARTMENT - OFFICE RENOVATION

The offices for Parkland College's Athletic Department are located on the main floor in the southeast corner of the P-Building/Gymnasium. The current offices are original construction from 1976. The complex of offices is dated and small, with an obsolete, high maintenance HVAC system. IGW Architects of Urbana, IL, were engaged to assist with the design of a new office space and develop construction plans. The proposed plans call for expanding the footprint of the Athletic offices into the existing south lobby. The new space will provide for an inviting and professional-looking front reception desk area, a small copy room, and more spacious offices for the Athletic Director, Administrative Assistant, and Coaches. The new professional appearance will also assist coaches with facility tours as they recruit athletes to Parkland College. A new HVAC system will also be added that will integrate into the campus building automation system allowing for better comfort and cost savings.

A legal bid notice was placed in the News-Gazette for general contractors to make renovations to the Athletic Offices. The bid was also posted on Eastern Engineering Online Plan Room. Five contractors were given the project plans.

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.

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

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

Commercial Builders, Inc. Champaign, IL	\$324,200
Barber & DeAtley, Inc. Urbana, IL	\$357,500
Petry-Kuhn Company Champaign, IL	\$385,200
Broeren Russo Builders, Inc. Champaign, IL	\$398,400
Johnco Construction Makinaw, IL	\$417,000

Administration recommended accepting the bid for renovation of the Athletic Department offices from Commercial Builders, Inc., Champaign, IL, for a total cost of \$324,200. Board authorization is requested since the cost exceeds \$20,000. Funds are available from FY2025 operating budget and fund balance for this purchase.

It was moved by Dr. Banks and seconded by Mr. Trimble to approve the bid for Athletic Office renovations from Commercial Builders Inc. Champaign IL, for a total cost of \$324,200.

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

BOARD APPROVAL - FOOD SERVICE CONTRACT

The College had a contract with Hendrick House, Inc. to provide food service on campus from August 2018 through June 2024. Hendrick House, Inc. decided not to complete their contract. A Request for Proposal (RFP) was released by the College to identify potential dining service providers. One company responded to the RFP, Campus Culinary Solutions, LLC, (CCS) Champaign, IL.

CCS brings fresh, from scratch healthy meals to clients, and its mission is to take catering services beyond just food service. They also provide services on the University of Illinois Urbana-Champaign campus.

Representatives of CCS have met with the College Administration to discuss the vision and mission of their operation of providing food service on campus. Parkland College and CCS have agreed tentatively to a contract for providing dining services on campus from August 1, 2024, through May 31, 2027. The contract would provide for CCS to operate on

campus with no revenue sharing. Parkland College will provide the food serving and preparation areas to CCS at no cost.

The contract agreement is related to the following strategic goal:

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.

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

Administration recommended approving Campus Culinary Solutions, LLC, Urbana, IL, as the food service provider for Parkland College beginning August 1, 2024. Terms and conditions of the contract will be contained with the official Board materials.

It was moved by Mr. Campbell (Student Trustee) and seconded by Mr. Ayers to approve Campus Culinary Solutions, LLC, Champaign, IL, as the food service provider for Parkland College beginning August 1, 2024. Terms and conditions of the contract will be contained with the official Board materials.

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

CLOSED SESSION

It was moved by Dr. Banks and seconded by Ms. Ragsdale to go into Closed Session for the purpose of discussing the following topics:

1. Appointment, employment, compensation, resignation, or performance of specific employees.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

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

The Open Meeting resumed at 10:35 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Dr. Banks and seconded by Ms. Ragsdale to approve the audio recording made of the Executive Session of July 17, 2024 and that the secretary of the

Board make provisions for its safe keeping and that it be made available only upon the proper order of the court and a finding by a judge that such audio tape should be released, and that such audio recording will be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the Executive Session in question.

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

PERSONNEL REPORT

It was moved by Mr. Clem and seconded by Dr. Banks to approve the Personnel Report for July 2024, in accordance with the documents provided to the Board.

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

TRUSTEE REPORTS

Trustee Trimble asked if we would be invited back to the State Fair. Dr. Stuart noted that we plan to be there on opening day.

ADJOURNMENT

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

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

The meeting adjourned at 10:38 p.m.

James Voyles, Chairman
Board of Trustees

Maureen Banks, Secretary
Board of Trustees