

**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**

**May 28, 2025**

**ROLL CALL**

The Meeting was called to order by Chair Banks 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 Banks, Krystal Garrett, Executive Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Daniel Marker, Carolyn Ragsdale, Pascalinegrace Phongo (Student Trustee), and Maureen Banks. Also present were President Pamela Lau and representatives of the administration, faculty, staff, and public. Trustee Jarrett Clem was absent. Trustee Green joined the meeting at 7:06 p.m.

**APPROVAL OF ELECTRONIC ATTENDANCE**

Approval of attendance by electronic means, pursuant to Section 7(a) of the Illinois Open Meetings Act (OMA).

Trustees may attend by video or audio conference for the purpose of (i) personal illness or disability; (ii) employment purposes or the business of the public body; (iii) a family or other emergency; or (iv) unexpected childcare obligations.

It was moved by Ms. Ragsdale and seconded by Mr. Ayers to allow Trustee Trimble to attend the May 28, 2025, meeting electronically via Teams due to family illness.

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

**ROLL CALL OF TRUSTEES ATTENDING ELECTRONICALLY**

At the direction of Chair Banks, Krystal Garrett, Executive Assistant to the President/Board of Trustees, called the roll of members of the Board who attended electronically. The following trustee was present: Dana Trimble.

**CONSENT AGENDA MOTION**

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

It was moved by Mr. Ayers and seconded by Mr. Marker 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, Marker, Ragsdale, Trimble, Phongo (Advisory Vote), and Banks. NAYS—None. ABSENT: Clem and Green.

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Organizational, Regular, and Closed Session Meetings held on April 23, 2025.
- Approved the voucher checks listing thru April 30, 2025, including Board travel, totaling \$2,216,231.07.
- Approved the awarding of funds from the following external sources:
  - No grant funds were received in April.
- Approved the filing of the following grant applications:
  - FY25 Congressionally Directed Spending Request (Sen. Durbin)—Dental Clinic Expansion (resubmitted application)
  - FY25 Congressionally Directed Spending Request (Sen. Duckworth)—Aviation (resubmitted application)
  - Illinois Department of Commerce & Economic Opportunity (DCEO): Illinois Clean Jobs Workforce Network Program (“CEJA”)—East Central Illinois Hub (ECIH)—Year 2 Renewal
  - Illinois Community College Board (ICCB): FY25 Noncredit Strategies at Work Grant (Supplemental Funding)
  - Jobs for the Future (JFF): Industry Intermediary Incentive Funding

### **PUBLIC COMMENTS**

Chair Banks 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 provided the following report to the Board, and introduced Amie Loyd, who upon approval this evening, will become the new Vice President for Administrative Services/Chief Financial Officer.

1. **End of Academic Year activities.** We have just completed Academic Year 2024-2025 with an intensity of activities that included Community College Caucus reception and ICCTA Lobby Day in Springfield, Honors Convocation and Commencement, numerous cohort program celebrations such as the Ford ASSET graduation luncheon and Health Professions program pinning ceremonies, and the annual Leadership Conference at Pana, IL. She thanked the trustees for taking time out of their schedules to join us for many of these events, noting that their presence speaks loudly of their commitment and interest in the work of the college.
2. **Enrollment.** We are now into the summer session and summer enrollments continue to be strong. As of this morning, we are positive in headcount and FTE when we compare yesterday's numbers to the Tuesday before the start of the summer semester a year ago. Summer headcount stands at 3531: that is 1.6% more than last year; FTE is at 1166, an increase of 1.5% against last year.

As with previous summers, our strongest enrollments are with university students taking online physics and mathematics with us. Dean Walwik from the Arts and Sciences division reports more than 900 enrollments (910 to be exact) in 40 online physics classes. We are offering 19 sections of 200-level math classes with more than 425 students. As of this afternoon, only 2 math sections at the 200-level had open seats. Credits from Parkland enable these students to take the next course in a required sequence when they return to their campuses in the fall. The quality and rigor of Parkland courses as well as the adequacy of academic preparation for the next course continue to be recognized by universities.

3. **Music program – enrollments and ensembles.** In recent months, some community members have indicated an interest in our music programs which not only enroll students in academic courses but also include ensembles with community participants. Dr. Nancy Sutton, Vice President for Academic Services, provided an update and a handout was provided. She discussed the history of changes, enrollments and costs, and updated on future plans for the music ensembles.
4. **Federal Financial Aid Updates.** The Trump administration's downsizing of the federal budget impacts the work of the Department of Education. This in turn has implications for student financial aid. Dr. Mike Trame, Vice President for Student Services highlighted on what has been proposed and how the proposals could affect the college. He discussed the main changes regarding Pell grants eligibility, Workforce Pell, Title IV federal lending program, and the push for elimination of some long-existing federal grant programs such as TRiO and the CCampis grants.

Dr. Stuart added that for a lot of the shorter-term workforce programs that are not Pell eligible, we try to fund some of those through SWFT funding.

5. **Delegation to Singapore.** Dr. Lau noted that she has been invited to participate in a delegation of community college leaders on a visit to Singapore. The trip is organized by CCID (Community Colleges for International Development – Parkland has a board seat with CCID) and the U.S. Embassy in Singapore in collaboration with the polytechnics in Singapore. The three-day program will be held from June 30 to July 2. She noted that she plans to add some vacation days before and after to visit with family in Singapore.
6. **Board Retreat:** The Board will hold its annual retreat at the I-Hotel on June 19 starting at 1:00 p.m. Chair Banks and Dr. Lau will draw up an agenda which will include the president's annual evaluation. As part of that evaluation, a survey instrument on her performance will be sent to trustees via email. The results of this survey as well as the results from a similar survey sent to members of the College Leadership Team (aka the E-Team) will be shared with trustees prior to the retreat for review.
7. Dr. Lau reminded the board of the following upcoming events:
  - a. **Entrepreneur of the Year (EOTY) on June 5.** This is an annual event organized by the Foundation. Each year, we present the V. Dale Cozad Entrepreneur of the Year Award to a member of the community who has achieved remarkable goals in the area of entrepreneurship. This year's award winner is Chris Saunders, founder and owner of Green Street Realty and CRS Hospitality. The EOTY event is held at the I-Hotel. The reception begins at 5 p.m. Dinner and program begin at 6 p.m.
  - b. **ICCTA Annual Convention on June 6–7.** The ICCTA Annual Convention will be held at the Bloomington-Normal Marriott Hotel and Conference Center from June 6 – 7. The annual awards banquet will be on the evening of June 6. Please liaise with Krystal for registration if you plan on attending and have not already done so.
  - c. **Juneteenth Celebration on June 17.** The college will hold its annual Juneteenth celebration on June 17. Our speaker this year is the new mayor of Urbana, DeShawn Williams. The buffet lunch will be catered by Neil Street Blues and the lunch line will open at 11.15 a.m. Mayor Williams will speak at 12 noon. Please let Krystal know if you can join us.

Trustee Ayers noted that there will be 8 hours of trustee professional development training at the annual convention for those who need it.

### **FOUNDATION UPDATE**

Danielle Wilberg, Associate Vice-President/Executive Director of the Parkland Foundation provided an update on the activities of the Foundation. She provided updates on: FY25 financial overview, scholarship allocations, previewed the FY26 budget, and discussed future plans and priorities.

### **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 the following requests made under the FOIA during the month and the disposition of the requests.

<u>Requestor</u>	<u>Information Requested</u>
Alexandra Ellison	Bidder's List
Sheri Reid (SmartProcure)	Purchasing Records
Michael Ayele (W)	Records Request
Collin Dillinger	Grade Distribution
Myles Spence	Student Handbooks
Myles Spence	Aviation Program Policies and Records
Myles Spence	Aviation Program Records
Myles Spence	Aviation Program Records

### **FINANCIAL STATEMENTS**

Mr. Randles reported that the financial statements for April reflect the results of operations of the College for the first ten months of fiscal year 2025. The revised budget estimates indicate that expenses will exceed revenues by \$4,112,835.

- As noted in the February annual budget workshop, the current financial models project a deficit very close to the original budget of \$3.7M.
- The key factors for the College's operating results in FY2025 will be tuition & fee revenues (enrollment), CPPRT revenues, and self-funded health claims' expenses and planned fund balance spending.
- The FY2025 audited beginning operating fund balance is \$44.2M. This amount is 62% of current budgeted operating expenditures.
- The FY2025 final budget projected a \$3,660,338 deficit.
- The FY2025 College tentative budget was lodged in July.
- The FY2025 College final budget was presented in September.

- The FY2024 College audit was presented in October.
- The TY2024 tax levy estimated amounts necessary were presented in October.
- The TY2024 final tax levy was presented in November.
- The annual budget workshop was presented in February.

### **GENERAL OBLIGATION BOND UPDATE**

The College issued \$67M in general obligation community college bonds in March 2009 & February 2010 to refund three outstanding debt certificates. The debt certificate proceeds were utilized to implement the College's \$92M Capital Master Plan. This Plan included construction of the Student Union, the FAA Addition, the Parkhill facility, and extensive campus-wide deferred maintenance & remodeling.

On December 1, 2018, the College issued General Obligation Refunding Bonds 2018A and 2018B and General Obligation Refunding Bond (Alternative Revenue Source) 2018C to refund all outstanding bonds held by the College at that time.

All three series 2018 bonds will be fully retired by 2028-2029. These bonds are currently being retired via \$0.08/\$100 EAV property tax rate and \$525,000/year student facility fees. Retirement of the debt provides the College with some flexibility with its overall tax rate. New laws governing community college working cash funds afford additional flexibility for future planning and budgeting.

Tammie Beckwith Schallmo, Senior Vice President & Managing Director of PMA, reviewed potential strategies available to the College. A handout was provided.

Ms. Schallmo reviewed Parkland's existing debt and discussed future funding strategies for deferred maintenance. She provided a review of municipal bonds and borrowing mechanisms as required by the State of Illinois.

The College's Bond and Interest Levies will begin to decline in Levy Year 2026, and the College will be debt free in Levy Year 2028.

She highlighted non borrowing vs. borrowing funding strategies, focusing on working cash bonds, and reviewed the statutory debt capacity formula.

She noted that Parkland's policy is a minimum of 30% of operating fund balance to expenditures. Based on the FY24 results, a \$8M operating balance drawdown would lower the College's fund balance to 30%. There is some room to address deferred maintenance, but we could not address all the items from the fund balance.

She reviewed Parkland's operating fund revenue sources, noting that 8% comes from the State and less than 1% comes from the Federal government. That being, funding from State and Federal sources should not be relied on for deferred maintenance.

In the past, the College executed a two-step financing plan to fund capital projects. There was a significant law change 2 years ago which enabled community colleges to use working cash funds bond proceeds for any allowable purpose, including capital projects. Not going through this two-step process saves on interest costs and issuance costs.

She reviewed the formula that tells how much a community college can issue in working cash bonds. Based on this formula, the maximum amount of working cash fund bonds that Parkland could issue is ~ \$24.5M.

She discussed 3 potential scenarios to address deferred maintenance in the future:

1. \$20M of Working Cash Proceeds & Target \$0.01 Decrease for Levy Year 2027.  
This strategy allows the College to roll debt in and pay debt off in increments.
2. Max Working Cash Proceeds & Target Flat Rate for Levy Year 2027.  
This pays the Bonds back in a longer term.
3. Max Working Cash Proceeds & Target \$0.01 Decrease for Levy Year 2027.  
This will be extended out a little longer and cost a little more.

If the College wanted to issue working cash bonds, they would want to start the process in August 2027 to give time for the Board to adopt the Resolution, call for a hearing, and allow time for public comments. Working cash bonds would be sold in November 2027, and we would close on the Bonds in December 2027.

The significance of taking out this debt versus remaining debt free is to maintain our facilities. We do not have the operating funds to do that without borrowing funds. This is the most responsible way to do it while maintaining a healthy fund balance. In addition, the College has an opportunity to manage its total tax rate and to structure future Working Cash Bonds around existing debt service payments, which have a natural drop off in LY27.

#### **EXEMPT PURCHASE – ANNUAL SOFTWARE CONTRACTUAL/MAINTENANCE RENEWALS**

In support of the ongoing administrative and academic needs of the college, the following recommendations are being made to renew the annual license/maintenance software:

- **25Live software** licensing from CollegeNET, Inc., Portland, OR, for approximately \$36,000.
- **Amazon Web Services (AWS)** subscription from Amazon Web Services, Inc., Seattle, WA, for approximately \$40,000.
- **Apporto Virtual Desktop** from Apporto Corporation, Palo Alto, CA, for approximately \$135,000.

- **Augusoft-Lumens software** licensing from Modern Campus USA, Inc., Camarillo, CA, for approximately \$93,000.
- **Azure overages** from CDW, Vernon Hills, IL, for approximately \$80,000.
- **Cadence (Mongoose) higher education texting software** from Mongoose Research Inc., Orchard Park, NY, for an annual cost of approximately \$41,050 from July 1, 2025, through June 30, 2028.
- **CDW professional service** from CDW, Vernon Hills, IL, for network, infrastructure, and data center consultation services for \$100,000.
- **Cisco SmartNet** contract from CDW, Vernon Hills, IL, for approximately \$40,000.
- **Cornerstone talent management software** system from Cornerstone OnDemand Inc., Santa Monica, CA, for a total cost of approximately \$195,021 from July 1, 2025, through June 30, 2030.
- **Dell Absolute Resilience** endpoint security assets from Dell Marketing, Round Rock, TX, for approximately \$30,000.
- **File360** from Information Management Services, Columbus, OH, for approximately \$36,000.
- **Flight Schedule Pro software** licensing from Flight Schedule Pro Holdings LLC., Overland Park, KS, for approximately \$30,000.
- **Info-Tech** services from Info-Tech Research Group, Las Vegas, NV, for an annual cost of \$45,000 from June 1, 2025, through June 1, 2027.
- **LinkedIn Learning** from LinkedIn Corp., Sunnyvale, CA, for an annual cost of \$25,500 from July 1, 2025, through June 30, 2028.
- **Microsoft Premier Support** from Microsoft Corp, Redmond, WA, for approximately \$60,000.
- **Microsoft Site license** from CDW, Vernon Hills, IL, for approximately \$200,000.
- **Modern Campus Catalog Curriculum Software** from Modern Campus USA, Inc., Camarillo, CA, for approximately \$35,000.
- **Nintex form software** from Nintex, Bellevue, WA, or ImageTech, McHenry, IL, for approximately \$33,000.
- **KnowBe4** security training from KnowBe4 Inc., Clearwater, FL, for approximately \$23,000.
- **OKTA software** maintenance from CDW, Vernon Hills, IL, for approximately \$53,000.
- **Rapid7 Managed Threat Complete software** from Rapid7 Inc., Boston, MA, for approximately \$240,406.63.
- **Regroup** from Regroup Mass Notification, San Francisco, CA, for approximately \$25,000.
- **Smartsheets** from Smartsheet, Bellevue, WA, for approximately \$25,000.
- **TeamDynamix Service Management software** from TeamDynamix, Columbus, OH, for an annual cost of \$99,500 from July 1, 2025, through June 30, 2030.
- **Turnitin** from Turnitin LLC, Oakland, CA, for approximately \$31,495.
- **Veeam** backup system support from CDW, Vernon Hills, IL, for approximately \$30,000.
- **YuJa Enterprise Video Platform** video solutions tool and **YuJa Panorama** accessibility assessment from Yuja Inc., San Jose, CA, for approximately \$50,000.

These purchases relate 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.

1. Conduct the work of the college in alignment with the core values.
2. Create an environment of accessible technology that supports and secures the college's learning experiences, business operations, and digital assets.
3. Maintain sustainable resources and maximize efficiency to support the learning mission of the college.

These purchases relate 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.
3. Employ IT capabilities to modernize and simplify administrative processes, promoting efficiency and stakeholder satisfaction.
4. Strengthen IT security measures to safeguard the college's digital assets, minimize vulnerabilities to attacks, and ensure compliance with security rules and regulations.
5. Achieve operational excellence in IT by enhancing responsiveness, agility, and capabilities to meet and exceed the college's evolving needs.

Administration recommended the purchase of the annual software contractual/maintenance renewals for a total cost of \$1,831,972.63. 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 and (g) contracts for duplicating machines and supplies. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2025 and FY2026 operating budgets.

It was moved by Ms. Green and seconded by Ms. Ragsdale to approve the annual software contractual/maintenance renewals of items listed above from the vendors for a total cost of \$1,831,972.63.

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

**EXEMPT PURCHASE - INSTRUCTIONAL/OFFICE COMPUTER HARDWARE**

The following recommendations are made in support of the rotational plan for computer replacement, classroom instruction, updating servers/data storage, and security requirements. These purchases are necessary to keep up with our hardware refresh cycle and upkeep of the infrastructure. Purchases will be made only to the extent of the available budgeted dollars.

- Purchasing Windows Intel computers for instructional and office use from Dell Computer Corporation, Round Rock, TX, Lenovo computers, and HP computers Palo Alto, CA, for a total cost not to exceed \$900,000.
- Purchasing Apple computers for instructional and office use from Apple Computer, Cupertino, CA, for a total cost not to exceed \$100,000.
- Purchasing AV equipment, including TVs, projectors, microphones, speakers, and amps for instructional and office use from the IPHEC-approved vendors Bluum, Elgin, IL, or Presidio, New York, NY, or SHI, Somerset, NJ, for a total cost not to exceed \$500,000.
- Purchasing Dell infrastructure systems, such as servers and storage, and related services for instructional and office use from Dell Computer Corporation, Round Rock, TX, for a total cost not to exceed \$100,000.
- Purchasing network switches and related peripherals from CDW Government, Vernon Hills, IL, or Presidio, New York, NY, for a total cost not to exceed \$800,000.
- Purchasing firewall hardware, licensing, and related services from CDW Government, Vernon Hills, IL, or Presidio, New York, NY, for a total cost not to exceed \$200,000

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.

1. Conduct the work of the college in alignment with the core values.
2. Create an environment of accessible technology that supports and secures the college's learning experiences, business operations, and digital assets.
3. Maintain sustainable resources and maximize efficiency to support the learning mission of the college.

These purchases relate 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.
3. Employ IT capabilities to modernize and simplify administrative processes, promoting efficiency and stakeholder satisfaction.
4. Strengthen IT security measures to safeguard the college's digital assets, minimize vulnerabilities to attacks, and ensure compliance with security rules and regulations.
5. Achieve operational excellence in IT by enhancing responsiveness, agility, and capabilities to meet and exceed the college's evolving needs.

Administration recommended the purchase of instructional/office computer hardware from the above vendors for a total cost not to exceed \$2,600,000. 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 and (g) contracts for duplicating machines and supplies. Board authorization is requested since the cost exceeds \$20,000. Funds for these purchases are available from the FY2026 operating budget and grant funds should they become available in FY2026.

Mr. Kassem noted that the current cycle of replacement is now 5 years, which is mostly up to date; and much improved from the 10-year cycle when he first started.

It was moved by Mr. Marker and seconded by Mr. Ayers to approve the purchase of instructional/office computer hardware for a total cost not to exceed \$2,600,000.

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

**EXEMPT PURCHASE - ELSEVIER DIGITAL COMMONS (SPARK)**

Elsevier Digital Commons is the host of SPARK; the institutional repository Parkland faculty, staff, and students use to share and promote creative works and research projects with the world. Currently, a total of 7,320 works are available in SPARK. As of May 2025, the repository has garnered more than 1.2 million views from more than 1,200 institutions across 148 countries. Popular collections include *A with Honors Projects*, *Natural Sciences*

*Student Research Presentations, The Prospectus (a full archive of published issues since inception), and PRECS posters.*

The Learning Commons seeks to renew our subscription with Digital Commons for SPARK for three years to lock in a discounted cost increase of 2% each year.

Year 1 (2025-2026)	\$19,248
Year 2 (2026-2027)	\$19,632
Year 3 (2027-2028)	\$20,025
Total	\$58,905

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 of the classroom.

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

2. Ensure consistent excellence and quality in teaching and learning through coordinated learning outcomes assessment and comprehensive, regular, and consistent program review.

**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.

**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.

3. Prioritize educational affordability for students.

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

Administration recommended renewing the subscription to SPARK from Elsevier, Maryland Heights, MO, for a total cost of \$58,905. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (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 operating budgets for each fiscal year of the contract renewal.

It was moved by Ms. Ragsdale and seconded by Mr. Marker to approve the purchase agreement for the SPARK repository from Elsevier, Maryland Heights, MO, for a three year total cost of \$58,905.

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

### **EXEMPT PURCHASE - CARLI LEARNING COMMONS DATABASE COLLECTION**

CARLI, the Consortium of Academic and Research Libraries of Illinois, is a collective of 90+ libraries in the state of Illinois that 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	Database	Amount
Chronicle of Higher Education	Chronicle of Higher Education	\$2,702.00
EBSCO	CINAHL Ultimate	\$14,904.87
EBSCO	Veterinary Source	\$5,539.56
EBSCO	EBSCO eBooks Academic Subscription Collection	\$8,691.62
EBSCO	EBSCO eBooks Nursing Subscription Collection	\$2,144.70
EBSCO	Academic Search Ultimate	\$9,976.84
EBSCO	EBSCO eBooks Community College Subscription Collection	\$8,039.00
EBSCO	Dental and Oral Science Source	\$4,162.64
EBSCO	OmniFile Full Text Select	\$779.19
Gale Group	Gale in Context: Opposing Viewpoints	\$4,438.71
Lexis Nexis	Nexis Uni	\$5,539.56
Oxford University Press	Oxford English Dictionary	\$820.85
ProQuest	Syndetics Unbound	\$609.73
TOTAL		\$68,349.27

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 of the classroom.

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

2. Ensure consistent excellence and quality in teaching and learning through coordinated learning outcomes assessment and comprehensive, regular, and consistent program review.

**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.

3. Prioritize educational affordability for students.

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

Administration recommended renewing the database subscriptions via CARLI through the University of Illinois System, Urbana, IL, for an additional year at a total cost of \$68,349.27. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (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 FY2026 operating budget for this purchase.

It was moved by Mr. Trimble and seconded by Ms. Green to approve the purchase agreement for the CARLI databases renewal through the University of Illinois System, Urbana, IL, for a total cost of \$68,349.27.

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

#### **EXEMPT PURCHASE – INFOBASE**

Infobase is a cloud-based provider of research databases for colleges and universities. Included with the subscriptions held by the Learning Commons are reference and feature film databases which support the curriculum and are offered at no cost to faculty and

students. Of particular note is the Films on Demand and the Archival Films & Newsreel collection, offering on-demand access to hundreds of documentaries, films, and historical footage.

Infobase subscriptions are negotiated directly with the publisher and are renewed annually based on review of usage and faculty/staff input. The following titles are to be renewed:

Ferguson's Career Guidance Center	\$2,313.80
Issues & Controversies	\$1,317.59
Films On Demand: Master Academic Package	\$17,133.19
Archival Films & Newsreel Collection	\$0.00
Credo: Academic Core with Backfile	\$6,170.18
Total	\$26,934.76

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 of the classroom.

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

2. Ensure consistent excellence and quality in teaching and learning through coordinated learning outcomes assessment and comprehensive, regular, and consistent program review.

**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.

3. Prioritize educational affordability for students.

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

Administration recommended purchasing the Infobase database subscription from Infobase Learning, New York, NY, for a total cost of \$26,934.76. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (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 FY2026 operating budget for this purchase.

It was moved by Ms. Ragsdale and seconded by Mr. Marker to approve the purchase of the Infobase database subscription from Infobase Learning, New York, NY, for a total of \$26,934.76.

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

### **BOARD APPROVAL - PURCHASE CHEMISTRY LAB WORK BENCHES AND CABINETS**

Room M227 was renovated from part-time faculty offices into additional Chemistry lab space adjacent to the existing chemistry lab complex. Funds for the project were allocated to Parkland College by State Senator, Scott Bennett. The funds were enough to reconfigure the space and install all the required mechanicals, but not the furnishings. Student work benches and cabinets are needed to complete the chemistry lab.

A legal bid notice was placed in the News Gazette for science lab equipment suppliers to provide the specified benches and cabinets. Email notifications were also sent to three suppliers.

This purchase relates to the following strategic goal:

**Goal E: Secure our Future:** Parkland College will strive for sustainable fiscal vitality emphasizing 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 were received from one vendor:

1. Scott Laboratory Solutions LLC	Knoxville, TN	\$62,102
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Administration recommended purchasing chemistry lab benches and cabinets for a cost of \$62,102 from Scott Laboratory Solutions, Knoxville, TN. Board authorization is requested since the cost exceeds \$20,000. Funds from the FY2025 and FY2026 operating budgets will be used for this purchase.

Mr. Randles noted that the bid notice was put on the website and was sent to three direct vendors. Dr. Sutton added that there were not enough funds for the benches because they had



to be custom built. We have worked with this vendor before, and they are familiar with our specific needs. No other vendor expressed interest.

It was moved by Ms. Green and seconded by Ms. Ragsdale to approve the purchase of chemistry lab student benches and cabinets from Scott Laboratory Solutions LLC, Knoxville, TN for a total cost of \$62,102.

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

### **CLOSED SESSION**

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

1. Appointment, employment, compensation, resignation, or performance of specific employees.
2. 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, Marker, Ragsdale, Trimble, Phongo (Advisory Vote), and Banks. NAYS—None. ABSENT: Clem.

The open meeting resumed at 9:25 p.m.

Pascalinegrace Phongo left the meeting at 9:25 p.m. and returned at 9:28 p.m.

### **CLOSED SESSION AUDIO APPROVAL**

It was moved by Ms. Ragsdale and seconded by Mr. Trimble to approve the audio recording made of the Executive Session of May 28, 2025 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, Marker, Ragsdale, Trimble, and Banks. NAYS—None. ABSENT: Clem and Phongo.

### **PERSONNEL REPORT**

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the Personnel Report for May 2025, in accordance with the documents provided to the Board.

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

#### **ADMINISTRATIVE CONTRACT APPROVAL**

It was moved by Mr. Marker and seconded by Mr. Ayers to approve the employment contract for Chris Randles as Senior Vice President, effective June 9, 2025, through June 30, 2026.

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

#### **ADMINISTRATIVE CONTRACT APPROVAL**

It was moved by Ms. Green and seconded by Ms. Ragsdale to approve the employment contract for Amie E. Loyd as Vice President for Administrative Services/Chief Financial Officer, effective June 9, 2025, through June 30, 2028.

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

#### **ADMINISTRATIVE CONTRACT APPROVAL**

It was moved by Ms. Ragsdale and seconded by Ms. Green to approve the employment contract for Dr. Nancy A. Sutton as Vice President for Academic Services, effective July 1, 2025, through June 30, 2028.

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

#### **ADMINISTRATIVE CONTRACT APPROVAL**

It was moved by Ms. Green and seconded by Mr. Marker to approve the employment contract for Dr. Michael Trame as Vice President for Student Services, effective July 1, 2025, through June 30, 2028.

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

#### **TRUSTEE REPORTS**

Trustee Green mentioned that she went to see Parkland's Theatre production of the Wedding Singer and was blown away by the quality of the show. Trustee Ayers added that Senator Rose was there and that he had also commented on the high-quality production of the show.

**ADJOURNMENT**

There being no further business to come before the Board, it was moved by Ms. Green and seconded by Ms. Ragsdale for adjournment.

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

The meeting adjourned at 9:33 p.m.

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Maureen Banks, Chair  
Board of Trustees

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Carolyn Ragsdale, Secretary  
Board of Trustees