

**MINUTES OF REGULAR MEETING OF THE
BOARD OF TRUSTEES
OF COMMUNITY COLLEGE DISTRICT #505
(Parkland College)**

**Counties of Champaign, Coles, Dewitt, Douglas, Edgar,
Ford, Iroquois, Livingston, McLean, Moultrie, Piatt, Vermilion, and State of Illinois**

June 19, 2024

ROLL CALL

The meeting was called to order by James Voyles, Chairman, at 7:04 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 Mr. Clem to allow Trustee Trimble to attend the meeting electronically via Teams due to family illness.

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

The consent agenda adopted included approval of the following items:

- Approved the Minutes of the Special and Regular Meetings held on May 15, 2024.
- Approved the voucher checks listing thru May 31, 2024, including Board travel, totaling \$2,886,689.87.

- Approved the reappointment of Meyer Capel as legal counsel for the Board for FY2025 at a monthly retainer fee of \$250.00.
- Approved the filing of the following grant applications:
 1. Illinois Community College Board (ICCB): FY2025 Illinois Community College Board (ICCB): Adult Education & Family Literacy Activities (AEFLA)
 2. Illinois Community College Board (ICCB): FY2025 Adult Education and Literacy: Integrated English Language and Civics Education (IELCE)
 3. Illinois Community College Board (ICCB): FY2025 Federal Postsecondary Perkins Basic Grant - Career and Technical Education
 4. Approved the recommendation by Legal Counsel that no closed session minutes be released at this time.
- Approved the recommendation by Legal Counsel that a portion of the December 20, 2023, Closed Session minutes be released.

PUBLIC COMMENTS

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

Beth Hewing – Currently serves as an accounts payable accountant and president of the PSSA Union, and has been employed at Parkland for 14 years. She noted that in May 2023, the Board approved the 2024-2028 Strategic Plan. The fourth pillar of the plan is to invest in Parkland's employees, including work environment, professional development, diversity, shared governance, and attracting and retaining good talent. Improving wages and affordable access to healthcare are vital components of this, and we need to make sure employees have the resources they need to learn, grow & thrive here at Parkland. She noted that there are many open positions that the college has not been able to fill. This trend will accelerate if the college cannot improve wages and affordable healthcare. Employees aim to fulfill the mission and help students find a livable wage. We as an institution must share the same support for employees. She asked that Parkland release additional funds from the college so employees can receive an adequate wage and affordable healthcare.

Laura Wright – Has worked in Accessibility Services for 7 years and is the associate vp & grievance chair of the PSSA Union. According to the MIT living wage calculator, the living wage for a single adult in Champaign County is \$41,000. Approximately half of our membership's starting wages do not meet this threshold. The starting wage for our lowest paygrade comes out to \$14.36/hour, which will be below the State minimum wage of \$15 starting January 1. As of May 16, there were 26 individuals in that pay grade. Employees struggle to make ends meet, which leads to high turnover, resulting in a loss of institutional knowledge and additional strain on other employees. She noted that the college proposed a 3.75% raise and a reduction in the stipend. This stipend reduction and low raise leads to a pay cut, which will result in more employees leaving the college.

Molly Murphy –Currently serves as an academic advisor and union representative for PSS, and has been at Parkland since 2004. She noted that her statement is compiled from other members' comments regarding the proposed contract - While the college does not view the monthly health stipend as part of my income, I need to utilize it for expenses and do not have the ability to save just for medical needs. This proposed raise and health care stipend reduction would result in a significant loss of money. Our member's grade 3 starting pay is barely above a student worker's hourly rate.

Elise Doody-Jones – Currently serves as the program manager of the Highway Construction Careers Training program. She noted that she is on an annual grant and is lucky to be at Parkland for 6 years. She added that her role is to help folks get higher wages and to educate them above the level of ALICE. Parkland's lower grade employees do not meet those standards, so how do we train when we don't meet those standards ourselves. Many coworkers work second jobs to make ends meet. Many can't use what healthcare we have with the high deductible system we have. She asked that Parkland find the money and a way to have our folks be able to feed and house ourselves appropriately. Take a look at what we are doing and align our values with what we are trying to do to train our community.

Eric Shell – Currently works as a technical coordinator in Student Life and has been at Parkland for 4 years. He noted that his position, as a pay grade 10, starts at a minimum ALICE level standard. He added that the stipend is placed into our checks as taxable income and part of our salary. The \$250 per month is an annual swing of \$20,000 when calculated to purchase a house. Unfortunately, with how that works, not too many people can use this for health costs, especially given the cost of living and the housing market. It's imperative to receive these wages to live on a day to day basis.

REPORT FROM THE PRESIDENT OF PCA

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

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

- 1. Juneteenth Celebration:** Dr. Lau thanked the trustees who joined the college-wide Juneteenth celebration. We were so glad that Dr. Zelema Harris accepted our invitation to be the Juneteenth guest speaker. This was not only a celebration of the momentous milestone in history when all enslaved individuals were finally freed, it was also a wonderful "welcome home" occasion to have a celebrated and respected past president return. Dr. Harris's legacy continues to live on here at Parkland.
- 2. Equity Plan:** Pursuant to Public Act 102-1046, institutions of higher education (IHEs), are required to develop and submit an equity plan and implement practices that close gaps in enrollment, retention, completion, and student loan repayment rates for underrepresented groups. Plans were due to ICCB and IBHE on May 31, 2024.

The agencies provided the IHEs with an Equity Plan Framework Guidance which included a prescribed outline and information.

Dr. Lau shared a copy of Parkland's submission, noting that we will discuss the college's findings at the Board's summer retreat. The report asked that the college include disaggregated data on student success, findings on equity gaps reflected by the data, responses that the college has taken to close equity gaps, assessment of those responses, and plans that the college will undertake in FY2025.

- 3. Summer Start:** Summer Start is one of the priority initiatives in the Equity Plan. This program focuses on low-income minority students who are rising juniors and seniors in local high schools. This is the second summer that we are offering Summer Start with two two-week sessions: the first session concluded on Thursday, June 13; the second session program began on Monday, June 17.

Dr. Sutton shared that Summer Start came out of a need of low college enrollment from racially diverse and low income populations in our District high schools and for a lack of opportunity for students, grades 8-12, who could not afford or did not have a background that encouraged them to seek opportunities at college. The goal is to create a pipeline of students from 6th grade through high school.

She updated that we invite high school students to attend at no cost to get experience with academic careers and learn academic skills and digital literacy. Parkland has a grant for next year to bring in freshman-senior year high school students. Cindy Smith is working to bring employers to campus to connect with students during their junior & senior years.

This year, they received 149 applications for 56 spots. The hope is to grow it to 200-400 students per summer. Trustee Ragsdale asked what the retention has been from start to finish. Dr. Sutton noted that last year, we lost 1-2 students; and this year, we had two students who did not show. We do an orientation with families at the start of the program, and they are invited back at the end of the two weeks for the completion celebration. Last year, we combined Summer start with the Parkland's Best program and of the 26 students, about half continued on in the Fall. Students receive a stipend for being here, which is paid for through grant funding. This works well for families who may want their student to be working and helps them prioritize their education. Parkland employees are the ones who run the program.

- 4. Congressionally Directed Spending:** U.S. Senator Tamy Duckworth and U.S. Senator Dick Durbin have announced their recommendations for FY2025 congressionally directed spending, and Parkland College is on both their lists. Senator Duckworth has approved our request for \$1,050,000 for upgrades to the Institute of Aviation's flight training program. Our plan is to use these federal funds

to for new airplanes. Senator Durbin has designated \$3.5 million to construct a new dental clinic and training facility to increase dental hygienist enrollments by 40% and to expand charity care services of dental patients.

Dr. Lau thanked Dr. Stuart for her role in helping the college get to this point and developing and maintaining relationships with legislative offices. It is due to her adept management of relationships with external and internal stakeholders that Parkland is on these coveted lists.

5. **Upcoming Events:** The board may want to take note of the following upcoming events:
- June 25: Women of Impact Scholarship Celebration and Selection
 - June 26: Parkland Family Night – a recruitment event for prospective RISE Scholars, 5 PM
 - July 18: The board will hold its annual summer retreat at the I-Hotel starting at 1 p.m. and ending with dinner that same evening.

MARKETING PLAN REPORT

Ruthie Counter, Director of Marketing and Public Relations, presented an overview of the FY2025 Strategic Communications plan and other marketing initiatives. Handouts were provided.

Dr. Stuart thanked Ms. Counter and the Marketing team for all they do.

LEGISLATIVE UPDATE

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

Trustee Ragsdale asked if Parkland has any obligations to match the funding from Senators Duckworth and Durbin. Dr. Stuart stated that these particular programs do not require a match.

Trustee Ayers asked about the status of the Surgical Tech funding from Rodney Davis. Dr. Stuart noted that these funds take a long time to come to fruition. There are a lot of requirements, studies, and paperwork required for construction projects. The Grants Office and Physical Plant have been stewarding this along, but we do not have an exact timeline.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

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

<u>Requestor</u>	<u>Information Requested</u>
Justin Cunningham	RFP Documentation
Sarah Roper	Public Safety Data

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for May reflect the results of operations of the College for the first eleven months of fiscal year 2024. The revised budget estimates indicate that expenses will exceed revenues by \$888,778. However, our budget modeling projects a potential surplus of \$1.3M

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

Mr. Randles noted that our portion of the pie from the system budget dropped about \$37,000. This is likely due to a decrease in credit hours or a shift in enrollment categories and what each category pays. He noted that for the first time in over 30 years, Parkland did not qualify for the equalization grant. Some other schools also fell out of eligibility. He noted two reasons - EAV up considerably and the corporate replacement tax tripled. This puts us down about \$87,000 in budgeted dollars compared to last year.

A few things to note as we wrap up the fiscal year – the auditors have been on campus and have done some auditing in Financial Aid; health care claims are still coming in and were delayed due to a data breach; and we are waiting on one month of unknown

replacement tax revenues. Unless things change with one of these, we are estimating about \$1M surplus.

EXEMPT PURCHASE – INFOBASE

Infobase is a cloud-based provider of research databases for colleges and universities. Due to the discontinuation of an agreement between CARLI and Infobase, the Learning Commons and other consortium member libraries were required to renew resources directly with Infobase.

Through Infobase, Parkland College Learning Commons offers the following scholarly collections of materials to faculty, staff, and students:

Ferguson’s Career Guidance Center	\$2,224.81
Issues & Controversies	\$1,266.91
Films On Demand: Master Academic Package	\$16,474.22
Archival Films & Newsreel Collection	\$0.00
Credo: Academic Core with Backfile	\$3,057.60
Total	\$23,023.54

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 database subscription via Infobase for a total cost of \$23,023.54. 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 procured 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 FY2025 operating budget for this purchase.

It was moved by Dr. Banks and seconded by Mr. Ayers to approve the purchase agreement for the Infobase database subscription for a total cost of \$23,023.54.

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

EXEMPT PURCHASE – CARLI LEARNING COMMONS DATABASE COLLECTION

CARLI, the Consortium of Academic and Research Libraries of Illinois, is a collective of 89 libraries in the state of Illinois 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.

Of note in this request is the increase in costs of databases through CARLI compared to last year. In addition to the standard price increases for most publishers, several EBSCO databases have been migrated from a standalone agreement with EBSCO to a consortium agreement with CARLI. The EBSCO discovery service renewed in FY2024 at a cost of \$36,508, underwent a review process, and the Learning Commons elected to discontinue the EBSCO agreement in favor of a CARLI-supplied discovery tool known as PRIMO, as well as migrate selected databases to the CARLI model. PRIMO is offered gratis as part of the regular membership fee with CARLI, and thus will not have a separate submission (Fee for 2025 is \$13,940). As a result of this change, the Learning Commons will save approximately \$22,000 annually, which can be redistributed to purchase ongoing eBooks, books, and other learning materials as part of the regular Learning Commons collection development process. All materials are made available to students at no cost.

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	\$2,806.00
EBSCO	The American Mosaic: The African American Experience	\$792.24
EBSCO	CINAHL Ultimate	\$14,331.61
EBSCO	Veterinary Source	\$2,498.49
EBSCO	EBSCO eBooks Academic Subscription Collection	\$8,357.33
EBSCO	EBSCO eBooks Nursing Subscription Collection	\$2,062.21
EBSCO	Academic Search Ultimate (Upgrade Price)	\$9,593.12
EBSCO	EBSCO eBooks Community College Subscription Collection	\$7,729.81
EBSCO	Dental and Oral Science Source	\$4,002.54
EBSCO	OmniFile Full Text Select	\$749.22
Gale Group	Gale in Context: Opposing Viewpoints	\$4,267.99
Lexis Nexis	Nexis Uni	\$5,165.77
Oxford University Press	Oxford English Dictionary	\$796.94
ProQuest	Syndetics Unbound	\$591.98
TOTAL		\$63,745.25

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 \$63,745.25. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (1) 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 FY2025 operating budget for this purchase.

It was moved by Ms. Ragsdale and seconded by Dr. Banks to approve the purchase agreement for the CARLI databases renewal through the University of Illinois System, Urbana, IL, for a total cost of \$63,745.25.

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

EXEMPT PURCHASE – ARCHER AVIONICS SYSTEMS

The Institute of Aviation at Parkland College recommends purchasing the remainder of the avionic system from Flightstar for six Piper Archers for \$152,334.90. This includes the removal of existing flight instruments and installation of the following: GARMIN G-500 TXi System with 10.6" widescreen with optional GARMIN SVT Synthetic Vision Technology and a G 5 ADI "Stand-by". The GARMIN G500 TXi system will be installed per GARMIN STC # SA02571SE. The GARMIN G 5 ADI will be installed per GARMIN STC # SA01818WI. Also, an MCI MD-93 Clock / USB port will be added to the pilot's panel as a minor change.

The GARMIN radio package, which was previously approved, will be installed concurrently with the items listed above (GMA-350c audio panel, a GTN-750Xi GPS/NAV/COM system, a GNC-255A NAV/COM, a GI-106B CDI, a GTX-345 ADS-B Transponder).

These installations will make the current Archer fleet consistent across all 12 of our primary trainers. The items for approval above were inadvertently left off the previous board approval request.

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 purchasing avionic systems from Flightstar, Savoy, IL, for a total cost of \$152,334.90. This item is exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part and (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 FY2025 Aviation budget.

Mr. Randles noted that this purchase is in addition to the ones last month, bringing the total spent to around \$1.5M.

It was moved by Ms. Green and seconded by Mr. Trimble to approve the purchase of avionic systems from Flightstar, Savoy, IL, for a total cost of \$152,334.90.

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

EXEMPT PURCHASE – AGS PRIME SUBSCRIPTION SERVICES

As a condition of the U.S. Department of Labor Employment and Training Strengthening Community College's Training Grant, Parkland College and its partner colleges in the ATOMAT project (Access to Training Opportunities in Manufacturing and Technology) are required to upload participant-level data into the USDOL's Workforce Integrated Performance System (WIPS). Parkland College is the lead college for this project; the partner institutions are Illinois Valley Community College, John A. Logan College, John Wood Community College, Lincoln Land Community College, Rend Lake College, and Shawnee Community College. American Government Services, LLC, has developed a platform that will provide a streamlined process with end-user training and support for the collection and upload of student-level data into the WIPS system each quarter.

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.

Administration recommended purchasing the AGS Prime Platform Subscription and Annual Strengthening Community College Program Management System Subscription Services from American Government Services, LLC, Hudson, WI, for a total cost of \$60,000. 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 Board authorization is requested since the cost exceeds \$20,000. Funds for this purchase are available from the U.S. Department of Labor ETA Strengthening Community Colleges Training Grant.

It was moved by Dr. Banks and seconded by Mr. Ayers to approve the purchase of AGS Prime Platform Subscription and Annual Strengthening Community College Program Management System Subscription Services from American Government Services, LLC, Hudson, WI, for a total cost of \$60,000.

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

EXEMPT PURCHASE – EMERGENCY REPAIR IT SERVER ROOM CONDENSING UNIT

After several months of operational issues, it has been determined that the condensing unit that serves the HVAC system for the campus IT Server Room is failing. The IT Server Room is located on the 2nd floor of the D Wing and has a separate HVAC system that provides necessary cooling and dehumidification for all of the College's computer servers and related hardware. Should this condensing unit completely fail, the IT Server Room will not have adequate cooling capability to continue to keep the room at an acceptable temperature and the computer servers will start to shut down.

The College has solicited three proposals to replace the condensing unit from reputable mechanical contractors that have completed work for the College in the past several months. The proposals are:

- | | | |
|-------------------------------|------------|--------------|
| 1. A&R Mechanical Contractors | Urbana, IL | \$ 66,860.32 |
| 2. DHM Mechanical Contractors | Urbana, IL | \$ 80,038.06 |
| 3. Entec Services | Peoria, IL | \$101,369.00 |

The 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.

These items are exempt from formal bid requirements per the Illinois Community College Act, Section 805/3-27.1 (m) where funds are expended in an emergency and such emergency expenditure is approved by $\frac{3}{4}$ of the members of the board. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2024 operating budget.

It was moved by Mr. Trimble and seconded by Ms. Ragsdale to approve contracting with A&R Services, Urbana, IL, to provide replacement of the IT Server Room condensing unit for a total cost of \$66,860.32.

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

EXEMPT PURCHASE – 160 DRIVING ACADEMY

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

160 Driving Academy has 19 locations in Illinois and another 100 plus locations out of state. They provide a tuition reimbursement program for those students that qualify. Their goal is to train students according to the trucking regulations, promote safe and secure driving, and place students with one of the top U.S. trucking companies.

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

This purchase relates to the following strategic goal:

Goal 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 truck driver training services from Rock Gate Capital, DBA 160 Driving Academy, Evanston, IL, for a total cost not to exceed \$1,100,000. 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 the FY2025 Community Education budget for this purchase.

Dr. Stuart noted that Parkland only pays for students enrolled and only after we collect our portion. We're training around 200 students this upcoming year.

It was moved by Dr. Banks and seconded by Mr. Ayers approve the purchase of services from Rock Gate Capital, DBA 160 Driving Academy, Evanston, IL, for a total cost not to exceed \$1,100,000.

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

EXEMPT PURCHASE – BDI DATALYNK, LLC

Parkland College Community Education partners with BDI DataLynk, LLC to provide the subject matter expertise, program content, curriculum, and instruction as well as maintain an approved provider status for the Certified Fiber Optic Technician “track,” including the following:

- Certified Fiber Optics Technician (CFOT)
- Certified Fiber Optics Testing & Maintenance Specialist Course (CFOS/T)
- Certified Fiber Optic Specialist in Splicing (CFOS/S)

BDI DataLynk is located in Atlanta, Georgia, and teaches onsite in over 20 locations across the United States. They provide students with a thorough understanding of fiber installation standards and offer FOA Sanctioned Fiber Optics Training Courses. Each of their courses consists of hands-on skills labs paired with lecture and book learning to prepare for the respective FOA Certification Exam.

In FY2024, Volo was interested in starting a fiber optic apprenticeship, so Community Education researched The Fiber Optic Association's approved provider list. We selected BDI DataLynk after multiple conversations and after receiving three great recommendations from other colleges, including John Wood Community College. We intend to continue this partnership in FY2025 after running a successful pilot program which was funded by WIOA.

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 certified fiber optic training services from BDI DataLynk, Atlanta, GA, for a total cost not to exceed \$60,000. 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 the FY2025 Community Education budget for this purchase.

It was moved by Ms. Green and seconded by Dr. Banks to approve the purchase of services from DBI DataLynk, Atlanta, GA, for a total cost not to exceed \$60,000.

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

EXEMPT PURCHASE – CLUB EUROPA

Based on responses to a community survey, Parkland College Community Education is planning an 11-night customized Journey to Austria, Switzerland, and Southern Germany for 20-29 travelers in Spring 2025. It includes superior tourist or moderate first-class hotels, meals, deluxe motorcoach services, airport transfers, licensed local guides, river cruises, 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.

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.

5. Maintain an open door for the community to visit campus and engage in enriching programs, events, and experiences.

Administration recommended purchasing the group tour from Club Europa, 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 the FY2025 Community Education budget for this purchase.

Dr. Stuart noted that Parkland recoups the cost of this 100% and it always has a waitlist.

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

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

EXEMPT PURCHASE – GREY & ASSOCIATES

Parkland College Community Education uses Grey & Associates to provide various safety training and consulting services. Grey & Associates is a full-service safety provider whose goal is to provide services to our customers so they can achieve successful safety performance and compliance within their workforce. They help employers and employees achieve greater personal, financial and operating success, develop and maintain a higher safe work environment, increase the responsibility and accountability of their core safety organization, and improve overall safety performance.

Community Education has a long-term working relationship with Grey & Associates and has confidence in their quality, variety of services, availability, and skills. Grey &

Associates is a trusted vendor, providing the best quality and service with competitive pricing in our area. In the past six years, other vendors have been used but their services did not meet 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.

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 safety training services from Grey & Associates, Champaign, IL, for a total cost not to exceed \$30,000. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2025 Community Education budget for this purchase.

It was moved by Dr. Banks and seconded by Mr. Ayers to approve the purchase of services from Grey & Associates, Champaign, IL, for a total cost not to exceed \$30,000.

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

EXEMPT PURCHASE – PROTRAIN

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

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

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

This purchase relates to the following strategic goal:

Goal 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 courses, certificates, and certifications from ProTrain, Raleigh, NC, for a total cost not to exceed \$30,000. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2025 Community Education budget for this purchase.

Trustee Ragsdale asked if we do price comparisons since these don't go out for bid. Dr. Stuart noted that we are looking for specialized services not necessarily the lowest bid but the costs have been evaluated and compared to the market.

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

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

EXEMPT PURCHASE – STRATEGIC DEVELOPMENT INSTITUTE

Parkland College Community Education purchases books, training materials, and assessment services from Strategic Development Institute (SDI), a distributor for our leadership and customer service training programs. They are a certified trainer for the DiSC assessments and DiSC programs. SDI also provides curriculum for four additional topics in

the Leading EDGE Certificate series, as well as multiple customized classes offered by Community Education.

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

This purchase relates to the following strategic goal:

Goal 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 various leadership and soft skills books, training materials, and assessment services from SDI, Champaign, IL, for a total cost not to exceed \$50,000. 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 the FY2025 Community Education budget for this purchase.

It was moved by Ms. Ragsdale and seconded by Mr. Trimble to approve the purchase of services from Strategic Development Institute, Champaign, IL, for a total cost not to exceed \$50,000.

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

EXEMPT PURCHASE – ACADEMIC SERVICES FURNITURE LEARNING COMMONS

The Learning Commons has identified additional classrooms, used for bridging and/or developmental courses, that require new furnishings. The furniture currently within classrooms M209, M212, and C132 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.

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

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

PRINTING & BULK MAILING SERVICES – COMMUNITY EDUCATION

A legal bid notice was placed in The News-Gazette. The bid also appeared on the RFP page of the Parkland College website. Bid invitations were sent to fourteen companies requesting bids for printing and bulk mailing services for Community Education brochures for FY25-Q2, FY25-Q3, FY25-Q4, and FY26-Q1. Four vendors returned a bid.

This purchase relates to the following Strategic Goals:

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

1. Implement evidence-based instructional practices to create welcoming, inclusive learning environments for transformational educational experiences for students across the diversity spectrum.

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

5. Identify and support professional development opportunities for faculty to stay current in their respective disciplines and emerging technologies.

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.

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.

5. Maintain an open door for the community to visit campus and engage in enriching programs, events, and experiences.

Bids were received from four companies. The bids are as follows:

Woodward Printing Platteville, WI	\$54,304.66
K.K. Stevens Astoria, IL	\$55,250.98
Indiana Printing and Publishing Company Indiana, PA	\$55,950.00

Liberty Creative Solutions \$140,176.00
Tinley Park, IL

Administration recommended acceptance of the bid from Woodward Printing, Platteville, WI, for a total cost of \$54,304.66. Funds are available from the FY2025 Community Education budget and operating funds.

It was moved by Mr. Trimble and seconded by Ms. Green to approve the bid for printing and bulk mailing services from Woodward Printing, Platteville, WI, for a total cost of \$54,304.66.

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

EXTENSION - AUDIT FIRM

Administration recommended that Parkland College's annual audit services with FORVIS (formerly BKD) be extended for an additional year through FY2025. FORVIS has provided audit services for the College and Foundation for FY2022 – FY2024. The extension recommendation is based on the following factors:

- The firm's proven ability to perform high-quality audit services in a timely manner.
- The firm's continuity of staff. This allows the audit to be performed with less interruption to the College and its staff while allowing the audit firm to conduct an even more effective audit. This efficiency is even more critical given the College's Vice President for Administrative Services/CFO is retiring in June 2026.
- The firm's pricing. FORVIS was originally selected via a competitive RFP process. Their bid was 18.9% lower than the next lowest bid. The firm's annual base audit fees have increased at a modest rate.

The proposed fees for the annual service are as follows:

June 30, 2025 (FY2025) \$68,900 (5% increase)

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 extending the audit service with FORVIS, Decatur, IL for a total cost of \$68,900. 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 \$20,000.00. Funds are available from the audit fund budget for this purchase.

It was moved by Mr. Ayers and seconded by Dr. Banks to extend the audit services for FY2025 with FORVIS, Decatur, IL, for a total cost of \$68,900.

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

POLICY AMENDMENT

Current board policy states that the Board of Trustees will approve all contracts and purchases in excess of \$20,000.

Policy 1.03.09 Contracts states: “The Board of Trustees shall approve all contracts that involve a financial obligation of \$20,000 or more regardless of the source of the funds.”

Policy 6.01 Purchasing and Contracts states:

“It is the policy of Parkland College whereby the bid limits, purchasing, and contractual agreements shall be consistent with and in conformance to the Illinois Public Community College Act, Chapter 110, par. 805/3-27.1 and 27.2 as amended.

Procedure

Requests for purchases are initiated by faculty and staff members and must be approved by the department chair or director, and appropriate administrative supervisor before forwarding to the Business Office. Any purchase in excess of \$20,000 shall require the approval of the Board of Trustees prior to purchase.”

Administration seeks board approval to raise the limit on contracts for small capital projects (such as repair, maintenance, remodeling, construction, or single smaller scale capital projects that do not involve changes to the size and extent of existing facilities) from \$20,000 to \$35,000. Board approval on contracts for non-capital purchases remain unchanged at \$20,000.

The reasons for this request are as follows: one, the IL Public Community College Act, Chapter 110, par. 805/3-27.1, sets the no-bid limit on small capital projects at \$50,000; two, the cost of small repair and remodeling jobs have increased significantly in recent years; three, eases the burden of administrative tasks related to RFPs; and four, allows

administration more latitude to award contracts to smaller firms that are minority, female, or persons with disabilities owned. These business owners are either Business Enterprise Program (BEP) certified or may be eligible for certification. This constitutes one prong of a broader institutional strategy to diversify participation in procurement as prime vendors and subcontractors. This aligns with college policy Policy 6.01.01 Business Enterprise for Minorities, Females, and Persons with Disabilities and public act Business Enterprise for Minorities, Females, and Persons with Disabilities Act 20, ILCS 575.01, *et.seq.*

This recommendation for policy amendment aligns with:

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.

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.

It was moved by Ms. Ragsdale and seconded by Dr. Banks to approve increasing the limit on contracts for small capital projects from \$20,000 to \$35,000.

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

RESOURCE ALLOCATION MANAGEMENT (RAMP)

The Illinois Community College Board compiles a list of capital improvement projects for community colleges that request State of Illinois funding under a program entitled Resource Allocation Management Program (RAMP). Projects submitted to ICCB under RAMP require the local community college Board of Trustees approve the project and the College must also fund a minimum of 25% of the total cost of the project. Projects submitted under RAMP are funded by the State of Illinois in the order they were submitted and by funds allocated by the State.

Parkland College will be submitting a project under RAMP for a new Physical Sciences Training Center, a new construction addition to the campus. This addition would be approximately 27,000 Square Feet of new classroom, laboratory, study, and office space potentially located adjacent to the L Wing of the main campus. The majority of the spaces would be new Chemistry and Biology laboratories and classrooms with the latest technology

available. With the growth locally in health professions and in Science, Technology, Engineering, and Math (STEM), this new addition will allow for expanding enrollment in these curriculums and for the newest technology.

The current estimate (FY26) for this new construction addition is \$30,555,995.00. This cost estimate has been calculated using formulas provided by the ICCB documents in the RAMP submission procedures. The College has also retained IGW Architects of Urbana, IL to assist in the preparation of the RAMP submission and to work with the Administration and Health Professions faculty to detail the needs of this new project. The College's portion of the construction would currently be estimated at \$7,642,435.00 which is 25% of the total estimated cost.

It was moved by Dr. Banks and seconded by Ms. Ragsdale to approve the submittal of the Illinois Community College Board project under the Resource Allocation Management Program for a new Physical Sciences Training Center as per the attached documents.

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

Dr. Banks asked if the cost for IGW Architects was included in the \$7.6M. Mr. Randles explained that the \$7.6M is the college match. He explained the college has to put about 25% of the total. ICCB and the Capital Development Board (CDB) allow you to increment it each year. He noted that there is a selection process for the architect, and it goes through an RFQ approved by the CDB.

Mr. Ayers added that typically ICCB decides what projects get funded and it is supposed to be maintained without projects jumping the list, although that does happen.

Ms. Green asked that if we get selected but can't fund the project, are we required to do it. Mr. Randles stated that we are not bound to do it and noted that the working cash bond law changed this year, which might impact some strategies that we could employ in the future. He noted that it could take several years to get funded.

Dr. Banks asked how this works into the Master Plan. Chris Randles explained that when the plan was created it wasn't thought that we'd do much more in the foreseeable future. So much of our space is specialized, which is why we hired consultants to help us determine if we're using what we have effectively knowing that needs change.

POLICY MANUAL UPDATES (LODGED)

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

Policy 6.05 Copyrights and Patents

Recent concerns raised by faculty concerning the sharing of materials among faculty led to formation of a faculty committee to rewrite and clarify the intent and interpretation of the policy.

Policy 8.05 Suspension and Probation

The old version of this policy had not been updated since 1989 and it needed updated to reflect changes in practice that have come about as a result of legislation, legal precedent, and institutional need. Once this policy is passed, appropriate and corresponding edits to the sanction definitions and clarifications of readmission possibilities in the Student Code of Conduct will be made.

Policy 8.10.02 Athletics Scholarships

This proposal accomplishes three things:

1. It adds in the 7 scholarships needed for the new Women's Cross Country/Half Marathon team.
2. It corrects an error where the old scholarship distribution table did not match the scholarships allocated elsewhere in the policy.
3. It cleans up old process language policy that was out of date and adds in the exclusion of Aviation flight fees for athletic scholarships.

Policy 8.12. Accommodation and Grievance Process for Students and Visitors with Disabilities

The Illinois legislature passed P.A. 103-0058 effective 1/1/24.

Bylaws of the Parkland College Association; Article I – Committees

This change was initially motivated by the merging of the former Departments of Fine and Applied Arts and Social Sciences and Human Services into Arts, Media, and Social Sciences. This created a large and diverse new department with 14 different prefixes. We believe that allowing, but not requiring, additional representatives from academic departments as well as the other groups within the college that are represented in the committee (e.g., non-teaching faculty or part-time faculty) will benefit the work of this committee. We have added language that shows that a department or other group can have two co-representatives. However, no more than two co-representatives are permitted and of these two only one can vote for that department.

CLOSED SESSION

It was moved by Dr. Banks 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. 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), and Voyles; NAYS—None. ABSENT – None.

The Open Meeting resumed at 10:06 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 June 19, 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), and Voyles; NAYS—None. ABSENT – None.

PERSONNEL REPORT

It was moved by Ms. Green and seconded by Dr. Banks to approve the Personnel Report for June 2024, in accordance with the documents that will be incorporated in the official minutes.

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

ADMINISTRATIVE CONTRACT APPROVAL

Administration recommends renewal of the employment contract for Tracy Wahlfeldt as Executive Director of the Parkland College Foundation effective July 1, 2024, through April 30, 2025.

It was moved by Dr. Banks and seconded by Ms. Green to renew the employment contract for Tracy Wahlfeldt as Executive Director of the Parkland College Foundation effective July 1, 2024, through April 30, 2025.

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

Dr. Banks inquired about policy changes mid contract and how we ensure it follows the edition when the contract was created versus the latest edition. It was noted that policy is addressed in the sections of the contract and is noted that they may be amended.

Mr. Clem asked about administration raises. Mr. Randles explained that historically they are matched to what the unions do.

ADMINISTRATIVE CONTRACT APPROVAL

Administration recommends renewal of the employment contract for Stephanie Stuart as Vice President for Strategic Partnerships and Workforce Innovation/Chief Communications Officer effective July 1, 2024, through June 30, 2027.

It was moved by Ms. Green and seconded by Mr. Trimble to renew the employment contract for Stephanie Stuart as Vice President for Strategic Partnerships and Workforce Innovation/ Chief Communications Officer effective July 1, 2024, through June 30, 2027.

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

TRUSTEE REPORTS

Trustee Ayers presented the education awards for Dr. Lau and Dr. Banks, from the ICCTA meeting, which represents 15 hours of seat time.

Trustee Ragsdale thanked Dr. Lau for her remarks at the Juneteenth event.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Clem and seconded by Ms. Green for adjournment and voted AYE by all trustees present. The meeting was adjourned at 10:15 pm.

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

James Voyles, Chair
Board of Trustees

Maureen Banks, Secretary
Board of Trustees