

**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**

November 20, 2024

ROLL CALL

The Meeting was called to order by James Voyles, Chair, at 7:00 p.m. The meeting was held electronically via Teams and in room U325. At the direction of Chair Voyles, Krystal Garrett, Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Jarrett Clem, Bianca Green, Carolyn Ragsdale, Dana Trimble, Jaden Campbell (Student Trustee), and James Voyles. Also present were President Pamela Lau and representatives of the administration, faculty, staff, and public. Trustees Banks and Trimble were absent.

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

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

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

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

CONSENT AGENDA MOTION

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

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

The consent agenda adopted included approval of the following items:

- Approved Minutes from the Regular and Closed Session Meetings held on October 16, 2024.
- Approved the voucher checks listing thru October 31, 2024, totaling \$3,409,081.98.
- Approved the awarding of funds from the following external sources:
 - Illinois Community College Board (ICCB): FY2025 Federal Postsecondary Perkins Basic Grant - Career and Technical Education
 - Illinois Community College Board (ICCB): Adult Education and Literacy: Integrated English Language and Civics Education (IELCE)
 - Illinois Community College Board (ICCB): Illinois Community College Board (ICCB): Adult Education & Family Literacy Activities (AEFLA)
 - Illinois Community College Board (ICCB): Workforce Equity Initiative (WEI)—*Support for Workforce Training (SWFT)*
- Approved the filing of the following grant applications from the following external sources:
 - Illinois Community College Board (ICCB): FY25 Innovative Bridge and Transition Grant
 - Community Colleges for International Development (CCID): Technical and Vocational Educational Training (TVET) Exchange to Advance U.S.-Singaporean Relations Program
 - Illinois Community College Board (ICCB): FY25 Noncredit Workforce Training Initiative Grant
 - Illinois Community College Board (ICCB): Mental Health Early Action on Campus Support Expansion Project
- Approved the 2026-2027 Academic Calendar as presented to the Board.
- Approved the time and place of meetings for 2025.

PUBLIC COMMENTS

Chair Voyles opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Adam Karch, President of PCA, noted that tomorrow is the last PCA meeting for the semester. They just went through their election process, so there is movement throughout their committees. He thanked Myriah Benner-Coogan for her help with the process.

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

1. **Enrollment** - Fall: Enrollment has closed for the current fall semester. Unofficial numbers from IAR stand at 6325 students this fall against 6280 students, a 0.7% increase. These students took more credits than a year ago, so our FTE shows an increase of 2.2% (3641 FTE vs 3563 FTE).

Spring: Spring 2025 enrollments are rolling in. Due to the case management approach adopted by our academic success advising team as well as early college team, students are registering early. Thus, our year-to-year comparisons are promising. As of 11/19, we are 16.8% ahead of last spring. Reality tells us that these apparent increases will level off as we approach January.

2. **International outreach:** The college continues to work on ways to attract international students to Parkland. We believe that we have much to offer students from other countries who are interested in pursuing post-secondary opportunities in the U.S.
 - a. Dr. Joe Walwik, Dean of Arts and Sciences and Kristin Smigielski, Dean of Enrollment Management, developed connections with several high schools in India. Dr. Walwik was recently in India to cement those relationships and promote Parkland as an ideal place to start the U.S. higher education journey to students, parents, and high school counselors.
 - b. ACCT is interested in building international partnerships for community colleges. Dr. Robin Matross Helm, ACCT VP for Membership and Educational Services, convened an India-US Workforce Partnership Workshop as a pre-ACCT event. Dr. Lau was among the CC presidents invited to participate.

Our conversations identified priority industries for workforce training in both countries. These include cybersecurity, data analytics and other technical fields, automated manufacturing, and global health. The group underscored the importance of fundamental skills such as applied mathematics, critical thinking, problem solving, and the ability to contribute to diverse teams. The importance of engaging with industry partners in designing curricula was emphasized.

Two community colleges (not Parkland) and two Indian institutions have been chosen to develop a partnership framework through a grant-funded India-U.S. Workforce Partnership Lab. A second Partnership Workshop will be held in D.C. in the summer of 2025; exact dates have yet to be announced. Dr. Lau plans to attend, schedule permitting.

3. **Foundation:**
 - a. **Creating Impact Celebration:** Thanks to Trustees Ayers, Ragsdale, and Campbell who joined us on November 7 for the Creating Impact Celebration. It was well attended by Parkland friends and community supporters. Parkland alum, Michelle Gonzales, now Executive Director for the CU Schools Foundation, was our featured speaker. We raised more than \$70,000 that single evening. Special thanks to Executive Director Wahlfeldt and the Foundation team, Lesa Brandt,

Susan Goldenstein, and Sal Castronovo for organizing a welcoming, classy, and effective fund-raising event.

- b. Search for new executive director: Tracy Wahlfeldt, current executive Director of the Parkland Foundation, retires at the end of April 2025. The search for her replacement is on the way. The committee is co-chaired by Ron Bensyl, Foundation board president, and Vice President Dr. Stephanie Stuart. Trustee Carolyn Ragsdale will represent the BOT on the committee.

4. **Equity and Adequacy in CC Funding:** The ICCB has formed a working group to review the community college funding model. Two subcommittees have been formed to provide feedback and ideas to the main working group. CFO Chris Randles is on the Adequacy funding committee. Trustee Banks and Dr. Lau sit on the Equity funding subcommittee. So far, the primary points for consideration include:

- Costs that face all institutions regardless of size, tax base, and ability to levy
- Funding mechanisms beyond the traditional credit hour calculations for apportionment (e.g., non-credit initiatives are expanding but we receive no unrestricted state-funding to support this avenue of workforce development)
- Consideration for funding high-need, high-cost programs
- Start-up costs for setting up new programs
- Funding for institutions serving underrepresented high-need populations
- Funding for support services to meet student basic and educational needs
- Investing in strategies that improve student access and student outcomes
- Investing in strategies to ensure students attain credentials of value

The timeline is for the working group to present a set of recommendations to the ICCB board in March 2025. Work continues on developing a more adequate and equitable funding model despite projections of significant funding shortfalls in the next two fiscal years.

5. **National Apprenticeship Week celebration.** This week is National Apprenticeship Week. Parkland will host its first National Apprentice Week celebration on November 22 in our Student Union. Dr. Lau will provide welcome remarks at the start of the program. We have the honor of having Illinois DCEO Chief of Staff Becky Locker in attendance. She will deliver a proclamation from Governor Pritzker. Participating employers and their student apprentices will be recognized.

You have heard about the work that Aimee Densmore, Director of Apprenticeships, has done to stand up our work in apprenticeships. Aimee has helped to cultivate strong relationships with our employers who are giving strong support for the program. For example, for this Friday's NAW celebration,

- Birkey's has ensured that all of their completers are attending by allowing them to use paid work time, including the drive time from other parts of the state.
- Birkey's also purchased custom-made polos for their journeyworkers to wear at this event.
- Caterpillar employees are also being paid for work time to attend.

Caterpillar is so enthused about the apprenticeship program at their Logistics Division in Champaign, they are starting a similar program in the Indiana and Mississippi plants. Currently, we have 20 applicants slated for the program to start remotely in January.

Trustee Ayers noted that as the East Central Illinois Workforce Chair, he issued a proclamation on workforce apprenticeships as well.

6. **Trustee Elections.** The filing period for candidates interested in the two open 6-year trustee positions closed this past Monday, November 18. Our office received two petitions – one from Trustee Bianca Green, the other from Dan Marker of Hickory Point Bank and past chair of our Foundation board. Objections can be filed through Monday, November 25. Barring none, Krystal will complete work on certifying the candidates running for trustee seats in the consolidated elections in April 2025.
7. **Volleyball update** – Dr. Trame updated that Women's Volleyball qualified for the NJCAA National Tournament, which starts today and will be held in Cedar Rapids, IA.
8. **Upcoming events:**
Dec. 3 – AGCO Ribbon cutting and lunch at 11.00 a.m., and the Holiday Reception from 3–6 p.m.

CAMPUS TECHNOLOGIES UPDATE

Amin Kassem, Associate Vice President/Chief Information Officer (CIO) provided an update on the information technology and security at Parkland as well as an update of the Technology Strategic Plan. A handout was provided.

The Board discussed the benefits and risks of AI in teaching and learning and examples of how it is being used at Parkland. Mr. Kassem updated on the Colleague project and noted that they hope to go live with the system in Spring 2026. He also reviewed and updated on information security and security improvements.

FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, provided an update on the 1st quarter FY25 achievements of the Foundation. A handout was provided.

Student Trustee Jaden Campbell thanked Ms. Wahlfeldt and the Foundation for the work they do and the impact it has on students.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Strategic Partnerships and Workforce Innovation, provided a legislative update. A handout was provided. Dr. Stuart added that there is a lot of

angst regarding the uncertainty of the Department of Education. Financial aid is our top priority and we will handle situations as they arise.

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>
Aaron Sureshkumar	Email Correspondence
Honor Society Research	PTK Eligibility Standards
Allium Data	Insurance Policies

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for October reflect the results of operations of the College for the first four months of fiscal year 2025. The revised budget estimates indicate that expenses will exceed revenues by \$3,749,774.

- 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 will be presented in November.

Mr. Randles noted that Brian Moody, executive director of the Douglas County Economic Development Board has been pursuing a number of manufacturing type entities. Brian and team are trying to recruit some new manufacturing. He wanted to be here to show support of that project, and there may be a future action item coming to the Board.

Mr. Randles noted that in the past, Parkland has signed onto some enterprise zones and TIF districts. He added that taxing bodies tend to use some recruiting tools for areas that need an incentive for someone to build. One of the ways is to tax less than what the value is, with

the idea that it is still a better value than when it was vacant. Generally, Parkland has been supportive of those concepts and has let other taxing bodies lead the way. K-12 is the main taxing body and if it is good for our K-12 colleagues, it is generally good for us. If a new employer needs training, Parkland can be collaborative in that effort. Mr. Randles will provide further information as it becomes available, but if the Board has questions about enterprise zones or TIFs, please let him know.

He noted that the Budget Workshop will be held in February. We will have more data on spring enrollment and several months of self-funded health insurance, and plan to discuss tuition. The EAV looks to be up more than projected, so if the Board approves the proposed tax levy, which will generate more revenue than projected. In May, we will have Tammy from PMA. Mr. Randles plans to speak to the Board about the different options to generate new revenues for the college. He noted that we would need to be doing something in '27 and no later than February '28.

PUBLIC HEARING – PROPOSED PROPERTY TAX LEVY INCREASE

Chair Voyles opened the floor for a Public Hearing regarding the proposed Property Tax Levy increase.

There were no public comments.

The hearing was closed by Chair Voyles.

CERTIFICATE OF TAX LEVY

The Board approved the Budget for the 2024-2025 fiscal year in September 2024. The Certificate of Tax Levy Resolution is presented for adoption.

Mr. Randles provided a handout and reviewed the property tax information.

It was moved by Mr. Ayers and seconded by Mr. Clem to adopt the Certificate of Tax Levy for 2024 in accordance with the Resolution.

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

RESOLUTION ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2024 TO PAY DEBT SERVICE ON GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2018C, OF THE DISTRICT

The College issued \$5,860,000 in G.O. (Alternate Revenue Source), Series 2018C bonds to help fund the College Master Plan. These bonds are intended to be retired with revenues raised from a student facility fee. As such, the tax levy needs to be abated in its entirety with the County Clerks.

Mr. Randles added that when this bond drops off in a few years, it will generate about \$550,000 that can be earmarked for other capital things or incorporated into lowering fees, or other opportunities to consider.

It was moved by Mr. Ayers and seconded by Ms. Ragsdale to adopt the Abatement of Tax Levy for 2024 for \$5,860,000 G.O. Bonds (Alternate Revenue Source) Series 2018C in accordance with the resolution.

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

BOARD APPROVAL - PHS - ELECTRICAL DISTRIBUTION PANEL SAFETY IMPROVEMENTS -PHASE I

At the September 2024 Board of Trustees meeting, Protection, Health, and Safety funds were approved for upgrading the electrical panels and switch gear in the North X-Wing, to meet current electrical safety codes and as part of broader campus-wide electrical system enhancements.

A legal bid notice was placed in the News-Gazette for general contractors to replace the electrical switch gear in North X-Wing, relocate electrical panels located throughout North X-Wing to a new centralized electrical room in the lower-level basement, and replace existing electrical transformers. The bid was also posted on Eastern Engineering Plan Room.

This purchase relates to the following strategic goals:

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

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

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

Bodine Electric Decatur, IL	\$ 712,395
--------------------------------	------------

Davis Electric Champaign, IL	\$ 780,375
---------------------------------	------------

Administration recommended accepting the bid for the Electrical Distribution Panel Safety Improvements -Phase I project, from Bodine Electric, Decatur, IL, for a total cost of \$712,395. Board authorization is requested since the cost exceeds \$20,000. PHS funds are available for this project.

It was moved by Ms. Green and seconded by Mr. Ayers to approve the bid for the Electrical Distribution Panel Safety Improvements - Phase I project from Bodine Electric, Decatur, IL, for a total cost of \$712,395.

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

SEARCH FIRM SERVICE - PAULY GROUP

Parkland College is seeking to hire a Chief Financial Officer (CFO) and Vice President (VP) for Administrative Services due to the impending retirement of the current CFO, Chris Randles. Three vendors were contacted and reviewed by the College administration. The College conducted an employment search in spring 2024 which resulted in a finalist; however, the finalist declined the offer for employment. As such, the administration seeks to employ the use of an academic search firm to assist the College in locating a suitable replacement.

In mid-September, Human Resources was instructed to contact three firms to assist in this effort: RH Perry, Pauly Group Inc., and AGB Search. Each firm responded positively to the College's request. A College team, comprising representatives from Human Resources, Chris Randles, and Dr. Lau, held virtual meetings with each firm, providing an opportunity to present their search processes and gather initial data from Human Resources and President Lau which would need to be incorporated into their proposals.

The College recommended contracting Pauly Group Inc. to conduct a comprehensive search for the next Parkland College CFO/VP for Administrative Services. Founded in 1990, Pauly Group Inc. has over 25 years of experience providing dependable academic search consulting services to community and technical colleges. As a local organization based in Springfield, IL, Pauly Group is well acquainted with the District 505 area and comes highly recommended by colleagues at other community colleges who have previously used their services.

Scope of Services:

- Search Preparation
- Applicant Recruiting
- Decision Maker and Search Committee Assistance
- Applicant and Candidate Contact
- Candidate Referencing
- Background Services

This purchase relates to the following strategic goals:

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

2. Provide comprehensive and consistent professional and leadership development for all faculty and staff.

4. Sustain competitive compensation and benefits packages that attract new talent, retain existing employees, and ensure competency and excellence of Parkland employees across the institution.

Administration recommended contracting with Pauly Group, Springfield, IL, for a total cost of \$62,000. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the operating budget for this purchase.

Dr. Lau noted that Dr. Provak from Pauly Group will speak to the team to help shape the profile and use that to build a pool of applicants who fit our needs. They will also help us sift through applicants to help narrow down the selection. Mr. Ayers noted that ICCTA had a program for professional recruiters and that Pauly Group seemed to be very responsive. They have a lot of experience in leadership positions.

It was moved by Mr. Campbell (Student Trustee) and seconded by Ms. Green to approve the contract with Pauly Group, Springfield, IL, for a total cost of \$62,000.

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

ELECTRIC AND NATURAL GAS UTILITY CONTRACT

The College has been purchasing electricity and natural gas from 3rd party suppliers for the past 20 years. The current contract for this utilities supply is with Constellation Energy and will expire in December of 2024. In an effort to reduce the College's expenditure for this utility, a legal bid notice was placed in the News Gazette for a request for proposals from electrical and gas suppliers licensed in the State of Illinois. In the request for proposals, terms of supply were requested for periods of one-, two-, and three-year intervals, with fixed price terms. One vendor submitted a proposal.

The College retained the services of Webb Engineering Services of Champaign, IL, to assist in evaluating the submitted proposal. Webb Engineering Services has worked with the College over the previous 15 years in evaluating electricity and natural gas usage, billing, and market conditions.

Constellation Energy met all the requirements of the RFP. Constellation Energy is currently the largest private energy supplier in the Midwest, and they are a division of Exelon Energy Inc. They have a strong financial position, and the College has been very pleased with Constellation's supply and business operations over the past several years.

The motion relates to the following strategic goal:

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

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

Administration recommended acceptance of a 36-month contract with Constellation Energy Inc, Chicago, IL, starting on December 17, 2024. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27 items (h) contracts for the purchase of natural gas when the cost is less than that offered by a public utility and (1) contracts for goods or services which are economically procurable from only one source, such as for the purpose of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph. Funds are available from FY 2025 through FY 2028 operating budgets.

It was moved by Ms. Ragsdale and seconded by Ms. Green to approve Constellation Energy, Chicago, IL, to provide electricity and natural gas utility service for a period of 36 months starting in December of 2024.

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

EXEMPT PURCHASE – ATHLETICS DEPARTMENT OFFICE FURNITURE

At the July 2024 Board of Trustees meeting, funds were approved to remodel the Athletic Department's offices. Athletics has identified a need to update the office furniture in the newly remodeled office space. Upgrading furnishings is an ongoing project to replace furniture between 25 and 50 years old throughout the campus. The older furniture does not address current technological, ergonomic, or accessibility concerns.

This purchase relates to the following strategic goal:

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

1. Foster a mission-driven work environment.

Administration recommended purchasing furniture and installation for six offices and workspaces from Krueger International, Green Bay, WI, for a total cost of \$42,476.42. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2025 operating budget for this purchase.

It was moved by Ms. Green and seconded by Mr. Clem to approve the purchase of furniture and installation from Kruger International, Green Bay, WI, for a total cost of \$42,476.42.

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

EXEMPT PURCHASE – 2025 TESLA MODEL

The Automotive Technology programs at Parkland College rely on college-owned vehicles to achieve learning outcomes in its courses. Advancements in electric vehicle technology and advanced driver assist systems have increased the need to provide students access to the latest technology common on our local roadways.

Tesla is the sole manufacturer and distributor of Tesla vehicles featuring advanced electric vehicle technology and “Autopilot” technology. The purchase of a 2025 Tesla Model 3 Long Range all-wheel drive with Autopilot will be supported by Climate and Equitable Jobs Act (CEJA) grant funding and serve automotive technology programs, as well as automotive collision repair.

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 a 2025 Tesla Model 3 Long Range all-wheel drive vehicle from Tesla, Fremont, CA, for a total cost of \$58,630. This item is exempt from formal bid requirements per the Illinois Community College 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 CEJA grant.

It was moved by Ms. Ragsdale and seconded by Ms. Green to approve the purchase of a 2025 Tesla Model 3 vehicle from Tesla, Fremont, CA, for a total cost of \$58,630.

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

POLICY MANUAL UPDATE (LODGED)

The Parkland College Association (PCA) and Administration have completed the latest review of the Policies and Procedures Manual. The recommended change was lodged and will be presented as a consent motion for approval at the December meeting.

Policy 6.01 Purchasing and Contracts

The Board of Trustees (BOT) approved revisions which apply to both Policy 1.03.09¹ Contracts and to Policy 6.01 Purchasing and Contracts at its June 2024 board meeting. Current policy (prior to June 2024) states that the BOT approves all contracts in excess of \$20,000. The Board raised 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. Required board approval for contracts related to non-capital purchases remain unchanged at \$20,000.

The reasons for this revision 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, this eases the burden of administrative tasks related to RFPs; and four, this 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.*

¹ Changes to Policy 1.03 remain under the Board's sole purview. Revisions are not submitted and vetted through the college's shared governance PCA processes.

CLOSED SESSION

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

1. Appointment, employment, compensation, resignation, or performance of specific employees.
2. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

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

The Open Meeting resumed at 8:57 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Ms. Green to approve the audio recording made of the Executive Session of November 20, 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, Clem, Green, Ragsdale, Campbell (Advisory Vote), and Voyles; NAYS—None; ABSENT—Banks and Trimble.

PERSONNEL REPORT

It was moved by Ms. Ragsdale and seconded by Mr. Clem to approve the Personnel Report for November 2024, in accordance with the documents provided to the Board.

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

ADMINISTRATIVE CONTRACT AMENDMENTS

Administration recommended the approval of amendments to the contract for Dr. Pamela Lau, President of Community College District No. 505 (Parkland College), Executive Officer of the Board, and Chief Administrative Officer.

Proposed Amendments:

- Contract Term Adjustment: Revise effective dates from the original term of July 1, 2023 - December 31, 2026, to a new term of July 1, 2024 - June 30, 2028.
- Salary Increase: Adjust the base annual salary from \$300,000 to \$318,000.

It was moved by Mr. Ayers and seconded by Mr. Clem to approve the proposed amendments to Dr. Pamela Lau's contract as President of Community College District No. 505 (Parkland College), Executive Officer of the Board, and Chief Administrative Officer, as outlined above.

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

TRUSTEE REPORTS

Student Trustee Campbell updated that the Student Advisory Committee recently met and discussed Advocacy Day, mental health, and adequate funding for community colleges. He noted that he joined the Advocacy Committee and that they plan to work together to advocate for the same issues and make a large impact. He also had an opportunity to showcase our Aviation and AGCO programs.

Trustee Ragsdale thanked Chair Voyles for speaking at the Veterans Day ceremony here at Parkland.

ADJOURNMENT

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

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

The meeting adjourned at 9:05 p.m.

James Voyles, Chair
Board of Trustees

James Ayers, Secretary Pro Tem
Board of Trustees