

APPROVED

**MORAIN VALLEY COMMUNITY COLLEGE
9000 West College Parkway
Palos Hills, IL 60465**

The Governing Board of Moraine Valley Community College, District No. 524, Regular Meeting, was held on Tuesday, October 18, 2016, in the Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465.

I. CALL TO ORDER

The meeting was called to order by Chairman Joseph Murphy at 6:00 PM.

II. ROLL CALL

Present: Joseph Murphy, Chairman; John Coleman; Kimberly Hastings; Michael Murphy; Susan Murphy; Eileen O'Sullivan; Sandra Wagner; David Shipyor, Student Trustee

Absent: None

III. MINUTES

The Board of Trustees, having reviewed the unapproved Minutes of the Public Hearing of September 20, 2016, and the unapproved Minutes of the Regular Meeting of September 20, 2016, and there being no further corrections to the minutes, the minutes are approved as presented.

Ms. O'Sullivan asked about Concordia at the Southwest Education Center, indicating that she thought it was in the minutes. Dr. Jenkins indicated that it wasn't in a report, it was in her memo to the Board.

IV. AUDIENCE PARTICIPATION

None.

V. BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report

Mr. Shipyor reported that the Fall Fest was held September 21 to welcome students to or back to the campus for the fall semester and attendance was

excellent, despite the weather. Different departments of the college and student clubs and organizations were present to provide information to returning and new students. The Foundation held a dinner on Tuesday, September 27, for scholarship recipients and donors. More than 70 different scholarships totaling \$130,000 have been awarded to 104 different students. Mr. Shipyor expressed appreciation for the work that the Foundation does in providing scholarships to students and supporting the college. On October 6, a Day of Action was held on the campus. This is a national effort to make students and others aware of issues that affect colleges and students and included an event in the library with Senator Pat McGuire as the featured speaker. Schools across Illinois took a special focus on the impact the state's budget crisis is having on their campuses.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

- Audit Report – Bob Grapenthien, of Crowe Horwath, LLP, reviewed financial highlights from the college's audit and reported that the college was issued an unmodified "clean" opinion, based on its financial statements, state grant activity, schedule of enrollment data, and report for compliance for each major federal program. Mr. Grapenthien outlined a comparison of financial statements from FY2015 to FY2016, reporting that there were no deficiencies noted in the audit. Additionally, during FY2016, the college had to implement a new uniform guidance from the federal government. To come through with a clean opinion the first year of a new uniform guidance is a credit to the grants department and management in general. Mr. Grapenthien thanked the college and staff for the assistance and participation received during the audit process. He also indicated that the plan of action that the college has put into place to reduce spending shows good fiscal management and reporting.

Dr. Jenkins thanked Theresa O'Carroll, Controller, and Stephanie Meuris, Internal Auditor, and other staff for the work and recordkeeping that is done all year and for the yearly audit. She reminded the Board that the college will be reviewing requests for proposals (RFPs) for auditing services as promised in order to bring a recommendation to the Board in December. Volunteers are requested from the Board of Trustees to work with the review committee.

- Enrollment Report – Dr. Sadya Khan, Director of Institutional Research and Planning, reported that for summer 2016, enrollments showed a

decrease in headcount of 6% and a decrease in credit hours of 7%, a smaller decrease than that experienced in summer 2015. Over five summers, remedial credit hours decreased by 19%, off campus hours remained flat, and alternative delivery courses increased by 17%. Credit headcount for fall 2016 was up slightly by .03%. Total fall headcounts have been decreasing, but the past two years for fall indicate that the decline is lessening and slowly leveling out. The numbers of graduating high school seniors has been down and projections indicate that this trend will continue. One of the reasons the college's enrollments have not dropped as much as other colleges is dual credit enrollment, which increased 59% in credit hours from last fall. There is continued growth in hybrid (8%) and online courses (7%), and also a 2% increase overall in credit hours at off-campus sites. Preliminary information indicates that statewide headcounts for Illinois community colleges have dropped by 4% in headcount and 8% in credit hours. Official enrollment reports will be available from ICCB later this month.

Mr. Shipyor asked if the college was looking at increasing offerings where enrollments are increasing, such as in online courses. Dr. Jenkins responded that being able to increase online sections depends on having faculty trained in teaching online courses. She indicated that the needs of students are always considered when reviewing the schedule each semester and making decisions to increase offerings to maximize enrollments.

Ms. O'Sullivan asked a question about how the enrollment numbers are compared and if there was a five-year comparison of enrollment information; Dr. Khan indicated that enrollments are compared year-to-year but there is data available for five years. She will prepare and provide this data for the Board.

VII. COMMUNICATIONS

- 7.1 Letter from United States Department of Commerce re Recertification as a StormReady University 2016-2019
- 7.2 Letter from Arbor Day Foundation re Moraine Valley Receiving Tree Campus USA Recognition for 2015

VIII. FINANCIAL STATEMENT

- 8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$150,975,772.92 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

CONSENT AGENDA (IX – XII):

It was moved by Mr. Coleman and seconded by Mrs. Murphy to approve the following consent agenda items, excluding Agenda Item 12.2:

IX. WARRANTS

Mr. Sterkowitz read the warrant summaries as presented to the Board.

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$8,029,597.14
9.3	Operation & Maintenance Fund	1,170,931.88
9.4	Operation & Maintenance Fund (Restricted)	392,721.28
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	2,436,570.09
9.7	Grants & Contracts Fund	338,421.48
9.7A	College Activity Clubs	7,063.23
9.8	Restricted Purpose Fund	142,998.33
9.9	Federal Fund	6,234,686.20
9.9B	Tort & Audit	1,879.00
9.9C	Working Cash Fund	60,000.00

(DOCUMENT C - SUPPLEMENT TO MINUTES)

X. REPORT OF PERSONNEL

Chairman Murphy publicly identified the nature of the agenda items contained in the Report of Personnel.

10.1-1 Full-Time

Sophia Cameron - Financial Aid Assistant, Financial Aid - effective 11/7/16
Shatha Froukh - Admissions Support Assistant, Admissions and Recruitment
- effective 10/24/16

Judy Healy - Accounting Systems Analyst, Finance - effective 10/31/16
Patti Stimatz - User Support Services Manager, Information Technology
- effective 11/14/16
Angela Wilson - Financial Aid Expeditor, Financial Aid - effective 11/28/16
(DOCUMENT D - SUPPLEMENT TO MINUTES)

10.1-1(a) Renewal of Appointment – Grant Funded

It is recommended that the appointment of the following grant-funded individuals be renewed, contingent upon the continuation of grant funding:

Gary Gecan	Tutor
Marie Harrell	Internship Manager
Corinne Johnston	Grant Writer
Christine Kuropas	Health Sciences Coordinator
James Lonergan	Tutor
Michelle McInerney	Tutor
Deborah Sievers	Director of Disability Services
Ed Trop	Laboratory Assistant
Anthony Wojno	Tutor
Adam Wouk	Educational Case Manager

(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

None.

10.1-5 Resignations/Terminations

Stacey Reichard - Electronic Resources and Serials Assistant, Learning
Resource Center – effective 10/7/16
(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-6 Reclassifications (Promotions, Transfers, Corrections, etc.)

Shari Sutter - from Sergeant, Police Department to Dispatcher – effective 10/24/16

Cara Williams – from Assistant Professor, Psychology, Liberal Arts to Associate Professor, Psychology - effective Academic Year 2016-2017
(DOCUMENT H - SUPPLEMENT TO MINUTES)

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

Chairman Murphy publicly identified the nature of the agenda items contained in New Business.

12.1 Acceptance of Audit

It is recommended that the Board of Trustees accept the Audit for the fiscal year ending June 30, 2016 as presented and authorize that a copy of the Audit be filed with the State of Illinois. (DOCUMENT I - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with Advocate Health & Hospitals Corporation, d/b/a Advocate Medical Group (Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Advocate Health & Hospitals Corporation, d/b/a Advocate Medical Group for Medical Assistant. (DOCUMENT J - SUPPLEMENT TO MINUTES)

12.4 Affiliation Agreement with Advocate Health & Hospitals Corporation, d/b/a Advocate Occupational Health (Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Advocate Health & Hospitals Corporation, d/b/a Advocate Occupational Health for Medical Assistant. (DOCUMENT K - SUPPLEMENT TO MINUTES)

12.5 Affiliation Agreement with Crossmont & Associates (Addictions Studies)

It is recommended that the Board of Trustees approve the affiliation agreement with Crossmont & Associates for Addictions Studies.
(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.6 Mailing Processing System Lease Agreement

Whereas Pitney Bowes Inc, of Lombard, Illinois, provided all specifications for mail center, the Board of Trustees are being informed of the issuance of a lease with Pitney Bowes in the amount of \$367.04 per month fiscal year 2017 and \$458.01 per month for the remaining 48 months of the lease.
(DOCUMENT M - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Consent Agenda Items 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.7A, 9.8, 9.9, 9.9B, and 9.9C; 10.1-1, 10.1-2, 10.1-3, 10.1-4, 10.1-5, and 10.1-6; and 12.1, 12.3, 12.4, 12.5, and 12.6:

Yes: Coleman, Hastings, M. Murphy, S. Murphy, O’Sullivan,
Wagner, J. Murphy
Student
Advisory: Yes

Motion carried.

Mr. Michael Murphy requested background regarding the depository approval. Mr. Sterkowitz explained that Huntington Bank acquired First Merit, which is a depository of the college. Huntington Bank is an established bank but not a current depository used by the college, so he explained that he took the opportunity to have a ratings review done by PMA Financial, called a Prudent Man Analysis, for all the current depositories which are used by the college. That report was provided for the Board’s information.

It was moved by Mr. Michael Murphy and seconded by Ms. O’Sullivan to approve the following agenda item:

12.2 Depository Approval – Huntington National Bank

It is recommended that the Board accepts the attached resolution to add said banking institution to the Approved Depository listing.
(DOCUMENT N - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 12.2:

Yes: Coleman, Hastings, M. Murphy, S. Murphy, O’Sullivan,
Wagner, J. Murphy
Student
Advisory: Yes

Motion carried.

XIII. MISCELLANEOUS

Ms. O’Sullivan indicated that she didn’t recall seeing the agreement with Concordia for the Southwest Education Center.

Dr. Jenkins responded that the Concordia agreement was drawn up in August, and was for rental of classroom space as the college has done in the past for other colleges who rent space. Ms. O’Sullivan sought clarification that it was for rental of space at a fair amount of rent. Dr. Jenkins indicated that there is a rental amount that is established for rental of classroom space. Ms. O’Sullivan asked whether the Board needed to approve those kinds of contracts. Dr. Jenkins responded that a Board policy authorizes the president to go into certain contractual agreements for the college. She indicated that the draft contract shared with the Board this month for Nova Care is currently being reviewed by the attorney for rental of a small space in the fitness center for a physical therapy service.

Chairman Murphy reported that along with Dr. Jenkins, Dr. Lehner, and Dr. Haney, he attended the ACCT annual conference a couple of weeks ago. Moraine Valley made a presentation on retention at the conference that was extremely well attended for an early morning session. He indicated that it was nice to see Moraine Valley represented at a national level and he commended the college for its commitment and its work.

Chairman Murphy also reported that, along with Trustee O’Sullivan and Trustee Shipyor, he attended a legislative breakfast on campus this morning that was also well attended. He thanked the college for putting this event together and also commended MJS Associates for the work they do on behalf of the college.

Ms. O'Sullivan added that she felt the breakfast was very well done and indicated that while the legislators don't agree on everything, they seemed to agree that the college is fortunate to have the services of MJS Associates.

XIV. AUDIENCE PARTICIPATION

None.

XV. ADJOURNMENT

The meeting adjourned at 6:42 PM.