

## **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, December 20, 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 a 6:03 PM.

#### **II. ROLL CALL**

Present: Joseph Murphy, Chairman; John Coleman; Kimberly Hastings; Michael Murphy (arrived 6:07 PM); Susan Murphy; Eileen O'Sullivan; David Shipyor, Student Trustee

Absent: Sandra Wagner

#### **III. MINUTES**

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of November 15, 2016, and there being no further corrections to the minutes, the minutes are approved as presented.

#### **IV. AUDIENCE PARTICIPATION**

None.

#### **V. BOARD REPORTS AND/OR REQUESTS**

##### **5.1 Student Trustee Report**

Mr. Shipyor reported that a Thanksgiving Dinner was held on Tuesday, November 22, attended by students and staff. The students played board games after the meal. The winter dance was attended by 146 students; Mr. Shipyor publicly thanked the students who helped decorate for the dance. Among other activities for the holidays, there was a letter-writing campaign by students for patients at a children's hospital.

**VI. REPORTS OF ADMINISTRATION****6.1 President's Report**

- Certificates of Achievement in Financial Reporting
- Distinguished Budget Presentation Award

On behalf of the Board and administration, Mr. Murphy presented these awards to Theresa O'Carroll, Controller, and Stephanie Meuris, Internal Auditor. Theresa O'Carroll provided some background about the Distinguished Budget Presentation award, indicating that it was the first time the college had submitted for the award for budget development. She reported that it took a lot of hard work, but receiving it on the first submission was an exceptional honor. The hard work of the Finance staff and those across the college who contributed to the college receiving both of these awards was recognized.

- Grants Report – Dr. Sharon Katterman, Director of Resource Development and Institutional Effectiveness, provided a report on grants received by the college, which totaled \$5,239,764 for FY16. She reviewed the various funding sources and highlighted new grants, including a new Building Bridges grant for arts to deepen relationships for arts and culture with roots in the Muslim culture. Dr. Katterman provided a comparison of funding changes over the last several years. She indicated that the report shared with the Board members also includes a brief summary of the college's current active grants.

Dr. Jenkins reported that this month, the college received the emergency funding dollars from the state in one lump sum. She had no other updates regarding the state budget. She reported that Trustee John Coleman had been nominated for Representative Lipinski's Senior Citizen of the Year award for community engagement and was recognized at a community ceremony on December 12, along with other award nominees. A photo was taken of Trustee Coleman with the Board members. Dr. Jenkins noted a revision to Agenda Item 10.1-1 to correct a salary amount and shared the revised agenda item with the Board members. She also reported that she sent information in her Board memo on renovation work that will be done over the break and thanked the Campus Operations staff for all the work they do in making sure people can get into the campus and into the buildings safely.

**VII. COMMUNICATIONS**

None

**VIII. FINANCIAL STATEMENT**

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$145,056,354.99 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 Ms. O’Sullivan to approve the following consent agenda items, with Agenda Item 10.1-1, revised, and excluding Agenda Item 12.12:

**IX. WARRANTS**

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

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$6,041,149.79
9.3	Operation & Maintenance Fund	869,880.21
9.4	Operation & Maintenance Fund (Restricted)	720,721.66
9.5	Bond & Interest Fund	5,863,338.26
9.6	Auxiliary Enterprise Fund	663,349.68
9.7	Grants & Contracts Fund	214,462.00
9.7A	College Activity Clubs	14,821.18
9.8	Restricted Purpose Fund	756,402.47
9.9	Federal Fund	968,536.44
9.9B	Tort & Audit	26,701.50
9.9C	Working Cash Fund	-0-

(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 (Revised)

Esmeralda Diaz - Departmental Assistant, Learning Enrichment & College Readiness - effective 1/9/17

John Golden - Police Officer, Police Department - effective 12/21/16

Cieara Harvey - Departmental Assistant, Multicultural Student Affairs - effective 1/9/17

Stanley Kostka - CAE Regional Resource Center Manager, Science, Business & Computer Technology - effective 1/9/17

John Mangan - Manager, Accounting Services, Finance Department – effective 1/9/17

Peter Placas - Cross-Disciplinary Lab Technician, Science, Business & Computer Technology - effective 1/9/17

Michelle Stewart - Police Officer, Police Department - effective 12/21/16  
(DOCUMENT D - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

Geoff Davis - Athletic Training & Equipment Manager, Athletics - L.O.A. (FMLA) Intermittent 12/5/16-12/4/17

Paula DeAnda-Shah - Assistant Professor, Developmental Mathematics, Learning Enrichment & College Readiness - L.O.A. (FMLA) 1/17/17-5/19/17

Bonnie Keating - Financial Aid Expeditor, Financial Aid - L.O.A. (FMLA) 12/19/16-1/27/17

Amanda Mesirov - Coordinator, Code of Conduct, Students and Compliances - L.O.A. (FMLA) Intermittent 11/2/16-11/1/17

Cathleen Pike - Library Monitor, Learning Resource Center - L.O.A. (FMLA) 1/9/17-2/24/17

Cathleen Russell - Registration Representative, Registration & Records - L.O.A. (FMLA) Intermittent 12/2/16-12/1/17

David Sutko - Warehouse Worker, Purchasing - L.O.A. (FMLA) 12/19/16-1/20/17  
(DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-4(a) Sabbatical Leave - Faculty

It is recommended that the following faculty members be granted a sabbatical leave:

Mitchell Baker, Associate Professor, Psychology  
Fall 2017 semester with full pay

Dr. Prabhjot Menon, Associate Professor, Chemistry  
Fall 2017 semester with full pay

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Randall D. Guinn - Police Officer - effective 12/2/16  
(DOCUMENT H - SUPPLEMENT TO MINUTES)

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

Mitchell Huenecke – from Groundskeeper, Campus Operations to  
Carpenter/Locksmith, Campus Operations - effective 1/9/17

Beatriz Ruiz – from P.T. Financial Aid Expeditor, Financial Aid to Financial  
Aid Coordinator - effective 1/9/17

Kevin Warchol – from Lead Groundskeeper, Campus Operations to Supervisor  
of Roads & Grounds, Campus Operations - effective 1/9/17

(DOCUMENT I - 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 Affiliation Agreement with Franciscan Communities, Inc., dba  
Franciscan Village (Nursing, Basic Nurse Assistant Training)

It is recommended that the Board of Trustees approve the affiliation agreement with Franciscan Communities, Inc., d/b/a Franciscan Village for Nursing and Basic Nurse Assistant Training.

(DOCUMENT J - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with Little Company of Mary Hospital and Health Care Centers, Inc., (Nursing, Basic Nurse Asst, EMS, Sleep Technology, Respiratory Therapy, Medical Office Asst, Health Information Technology, PHB, RN Refresher, Central Processing Tech, Mammography)

It is recommended that the Board of Trustees approve the affiliation agreement with Little Company of Mary Hospital and Health Care Centers, Inc., for Nursing, Basic Nurse Assistant, EMS, Sleep Technology, Respiratory Therapy, Medical Office Assistant, Health Information Technology, PHB, RN Refresher, Central Processing Technician, and Mammography.

(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.3 Program Addendum to Institutional Agreement of Affiliation with Little Company of Mary Hospital and Health Care Centers, Inc. (Medical Assistant)

It is recommended that the Board of Trustees approve the program addendum to institutional agreement of affiliation with Little Company of Mary Hospital and Health Care Centers, Inc., for Medical Assistant.

(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.4 New Board Policy #4610: Student Religious Observances

It is recommended that the Board of Trustees approve new Board Policy #4610, Student Religious Observances, as presented.

(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.5 Resolution and Revised Board Policy #6537 re Sale/Use of Alcohol on Campus

It is recommended that the Board of Trustees approve the attached resolution to approve the types of events at which alcohol is allowed and also approve the revised Board Policy #6537 (Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs).

(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.6 Resolution re Local Government Travel Expense Control and Travel Procedures

It is recommended that the Board of Trustees approve the attached resolution to adopt travel procedures for reimbursement of travel, meal and lodging expenses. (DOCUMENT O - SUPPLEMENT TO MINUTES)

12.7 Resolution Adding Public Funds Money Market Account

It is recommended that the Board accepts the attached resolution which allows the College to open an additional bank account at Orland Park Bank and Trust, a WINTRUST Community Bank.  
(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.8 Adoption of Resolution Setting Forth Tax Levies for 2016 and Approval of Tax Certificate of Tax Levy for 2016

It is recommended that the Board of Trustees adopt the Resolution Setting Forth Tax Levies for 2016 and approve the Certificate of Tax Levy for 2016.  
(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.9 Property Tax Limitation Resolution

It is recommended that the Board adopt the Property Tax Limitation Resolution as presented. (DOCUMENT R - SUPPLEMENT TO MINUTES)

12.10 Building F Roof Replacement Bid

Whereas, Knickerbocker Roofing & Paving Co., Inc., of Harvey, Illinois is the lowest responsible responsive bidder, it is recommended that the Board of Trustees award and authorize the issuance of a purchase order in the amount of \$593,800.00 to Knickerbocker Roofing and Paving Co., Inc, for the Building F Roof Replacement Bid.  
(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.11 Scheduling Software Recommendation

It is recommended that the Board of Trustees approve the SARS Software Inc. proposal and enter into an agreement with SARS Software Inc. The first year cost is \$40,000.00. SARS Software's proposal includes a perpetual license

purchased in year one, and an annual maintenance cost of \$6,400.00. To best serve this broad need across the College, funds for this purchase are provided collaboratively between Student Development and Academic Affairs. Fifty percent (50%) of the year one costs are also provided out of Perkins funding since this software will assist both special populations and the general student population. (DOCUMENT T - 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, 10.1-4(a), 10.1-5, and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, 12.10, 12.11, and 12.12:

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

Motion carried.

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

12.12 Review of Closed Session Written Minutes and Audio Tapes

It is recommended that the written minutes of the closed session held on October 13, 2015 not be released. Additionally, it is recommended that the audio tapes of February 18, 2015; March 18, 2015; and April 15, 2015 closed session meetings be destroyed.

(DOCUMENT U - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE taken on Agenda Item 12.12:

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

Motion carried.



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

Mrs. Murphy read the title of Agenda Item 12.13 into the record.

12.13 Resolution Abating the Tax Heretofore Levied for the year 2016 to Pay Debt Service on the Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District 524

It is recommended that the Board of Trustees approve the resolution abating the tax heretofore levied for the year 2016 to pay debt service on the taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District 524.

(DOCUMENT V - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE taken on Agenda Item 12.13:

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

Motion carried.

**XIII. MISCELLANEOUS**

None.

**XIV. AUDIENCE PARTICIPATION**

None.

It was moved by Ms. O’Sullivan and seconded by Mr. M. Murphy to move to closed session to discuss pending or probable litigation against, affecting or on behalf of the public body and collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees pursuant to Section 2(c)(11) and Section 2(c)(2) of the Illinois Open Meetings Act.

ROLL CALL taken on the motion to move to closed session:

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

Motion carried.

Chairman Murphy indicated that there would be no business following the closed session and wished everyone a happy holiday.

The Board moved to closed session at 6:40 PM, returning to open session at 8:03 PM.

Roll Call: Coleman, Hastings, M. Murphy, S. Murphy, O'Sullivan,  
J. Murphy, Shipyor

**XV. ADJOURNMENT**

The meeting adjourned at 8:05 PM.