

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

Governing Board of Moraine Valley Community College, Community College District #524,
Public Hearing, 6:00 PM, Tuesday, December 20, 2016, Board Room D219, 9000 West College
Parkway, Palos Hills, Illinois 60465.

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC HEARING ON THE TAX LEVY**
4. **ADJOURNMENT**

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

Governing Board of Moraine Valley Community College, Community College District #524, Regular Meeting, immediately following Public Hearing at 6:00 PM, Tuesday, December 20, 2016, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465.

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES**
 - 1) Unapproved Minutes of November 15, 2016 Regular Meeting
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
 - 1) Student Trustee Report (Shipyor)
6. **REPORTS OF ADMINISTRATION**
 - 1) President's Report
 - Certificates of Achievement in Financial Reporting
 - Distinguished Budget Presentation Award
 - Grants Report
7. **COMMUNICATIONS**
8. **FINANCIAL STATEMENT**
 - 1) Treasurer's Report
 - 2) Budget Summary Report

CONSENT AGENDA (Agenda Items 9 - 12) (*items included for action)

9. **WARRANTS**
 - 1) * Account Expenditure Summaries
 - 2) * Education Fund
 - 3) * Operation & Maintenance Fund
 - 4) * Operation & Maintenance (Restricted)
 - 5) * Bond & Interest Fund
 - 6) * Auxiliary Enterprise Fund
 - 7) * Grants & Contracts Fund
 - a. *College Activity Clubs
 - 8) * Restricted Purpose Fund
 - 9) * Federal Fund
 - a. * Tort & Audit
 - b. * Working Cash Fund

10. REPORT OF PERSONNEL

- 1) * Full-Time
- 2) * Part-Time/Supplemental/Other
- 3) Salary Revisions
- 4) * Leave of Absence (FMLA)
 - a. * Sabbatical Leave - Faculty
- 5) * Resignations/Terminations
- 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)

11. UNFINISHED BUSINESS**12. NEW BUSINESS**

- 1) * Affiliation Agreement with Franciscan Communities, Inc., dba Franciscan Village (Nursing, Basic Nurse Assistant Training)
- 2) * Affiliation Agreement with Little Company of Mary Hospital and Health Care Ctrs, Inc., (Nursing, Basic Nurse Asst, EMS, Sleep Technology, Respiratory Therapy, Medical Office Asst, Health Information Technology, PHB, RN Refresher, Central Processing Tech, Mammography)
- 3) * Program Addendum to Institutional Agreement of Affiliation with Little Company of Mary Hospital and Health Care Centers, Inc. (Medical Assistant)
- 4) * New Board Policy #4610: Student Religious Observances
- 5) * Resolution and Revised Board Policy #6537 re Sale/Use of Alcohol on Campus
- 6) * Resolution re Local Government Travel Expense Control and Travel Procedures
- 7) * Resolution Adding Public Funds Money Market Account
- 8) * Adoption of Resolution Setting Forth Tax Levies for 2016 and Approval of Tax Certificate of Tax Levy for 2016
- 9) * Property Tax Limitation Resolution
- 10) * Building F Roof Replacement Bid
- 11) * Scheduling Software Recommendation
- 12) * Review of Closed Session Written Minutes and Audio Tapes
- 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

13. MISCELLANEOUS**14. AUDIENCE PARTICIPATION****15. ADJOURNMENT**

16. **CLOSED SESSION** - Motion to adjourn 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.

MINUTES

Approved Minutes of the Regular Meeting of October 18, 2016

Enclosed

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.

BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report - Shipyor

Verbal

REPORTS OF ADMINISTRATION

6.1 President's Report

Verbal

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

**MORAIN VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
TREASURER'S REPORT
MONTH ENDED NOVEMBER 30, 2016**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$44,976,791.34	\$5,684,883.48	\$6,041,149.79	\$44,620,525.03
OPERATION & MAINT FUND	7,134,318.51	49,334.54	869,880.21	6,313,772.84
OPERATION & MAINT (RESTR.)	11,936,821.79	510,541.16	720,721.66	11,726,641.29
AUXILIARY FUNDS	7,697,384.10	353,519.98	663,349.68	7,387,554.40
RESTRICTED PURPOSE FUNDS	24,179,023.71	1,500,153.74	1,966,102.41	23,713,075.04
BOND & INTEREST FUND	55,381,594.77	1,644,262.91	5,863,338.26	51,162,519.42
TRUST & AGENCY FUNDS	141,013.06	6,075.09	14,821.18	132,266.97
TOTAL	<u>\$151,446,947.28</u>	<u>\$9,748,770.90</u>	<u>\$16,139,363.19</u>	<u>\$145,056,354.99</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$23,400.00
FIRST MERIT BANK	CHECKING ACCT	1,032,266.97
STANDARD BANK & TRUST	CHECKING ACCT	1,813,332.12
FIRST MERIT BANK	MONEY MARKET	1,004,221.96
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	3,750,046.77
IL SCHOOL DIST LIQUID ASSEST FUND	MONEY MARKET	3,418,069.99
SHORT TERM INVESTMENTS	VARIOUS	62,688,172.73
LONG TERM INVESTMENTS	VARIOUS	71,326,844.45
TOTAL		<u>\$145,056,354.99</u>

ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$6,041,149.79
9.3	OPERATION & MAINTENANCE FUND	869,880.21
9.4	OPERATION & MAINTENANCE (RESTR)	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	-
	TOTAL	<u><u>\$16,139,363.19</u></u>

10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	Enclosed
10.1-2	Part Time/Supplemental/Other	Enclosed
10.1-3	Salary Revisions	None
10.1-4	Leave of Absence (LOA)	Enclosed
10.1-4(a)	Sabbatical Leave – Faculty	Enclosed
10.1-5	Resignations/Terminations	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

SUBJECT REPORT – Full Time

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

RECOMMENDED ACTION

That the above be employed at the indicated salary.

SUBJECT REPORT – Leave of Absence (LOA)

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 Mesirow	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

RECOMMENDED ACTION

That the above leaves be granted.

Sabbatical Leave – Faculty

In accordance with the Faculty Negotiated Agreement, two (2) applications for sabbatical leave were received. The applications were reviewed by the Faculty Development Committee, the appropriate Dean and the Vice President of Academic Affairs. 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

RECOMMENDED ACTION

That the above leaves be granted.

SUBJECT REPORT - Resignations/Terminations

Randall D. Guinn

Police Officer
Police Department

Effective: 12/2/16

RECOMMENDED ACTION

That the above be approved as presented.

S U B J E C T R E P O R T – Reclassifications (Promotions, Transfers, Etc.)

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Mitchell Huenecke	Groundskeeper Campus Operations Support Staff	Carpenter/Locksmith Campus Operations Effective: 1/9/17
Beatriz Ruiz	P.T. Financial Aid Expeditor Financial Aid Support Staff	Reclassified to: Financial Aid Coordinator Effective: 1/9/17
Kevin Warchol	Lead Groundskeeper Campus Operations Support Staff	Supervisor of Roads & Grounds Campus Operations Effective: 1/9/17

R E C O M M E N D E D A C T I O N

That the above be approved as presented.

NEW BUSINESS

- *12.1 Affiliation Agreement with Franciscan Communities, Inc., d/b/a Franciscan Village (Nursing, Basic Nurse Assistant Training) Enclosed
- *12.2 Affiliation Agreement with Little Company of Mary Hospital and Health Care Centers, Inc., (Nursing, Basic Nurse Assistant Training, Emergency Medical Services, Sleep Technology, Respiratory Therapy, Medical Office Assistant, Health Information Technology, Phlebotomy, RN Refresher, Central Processing Technician, Mammography) Enclosed
- *12.3 Program Addendum to Institutional Agreement of Affiliation with Little Company of Mary Hospital and Health Care Centers, Inc. (Medical Assistant Program) Enclosed
- *12.4 New Board Policy #4610: Student Religious Observances Enclosed
- *12.5 Resolution and Revised Board Policy #6537 re Sale/Use of Alcohol on Campus Enclosed
- *12.6 Resolution re Local Government Travel Expense Control and Travel Procedures Enclosed
- *12.7 Resolution Adding Public Funds Money Market Account Enclosed
- *12.8 Adoption of Resolution Setting Forth Tax Levies for 2016 and Approval of Tax Certificate of Tax Levy for 2016 Enclosed
- *12.9 Property Tax Limitation Resolution Enclosed
- *12.10 Building F Roof Replacement Bid Enclosed
- *12.11 Scheduling Software Recommendation Enclosed
- *12.12 Review of Closed Session Written Minutes and Audio Tapes Enclosed

- 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 Enclosed

BOARD POLICY #4610:
STUDENT DEVELOPMENT: STUDENT RELIGIOUS OBSERVANCES

Recommended Action:

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

Student DevelopmentStudent Religious Observances

In accordance with the *University Religious Observances Act*, 110 ILCS 110/, the College will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements, provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or pending conflict. A student who believes that he or she has been denied an educational benefit due to his or her religious belief or practices may seek redress through the Student Complaint process.

The Vice President of Student Development, with the Vice President of Academic Affairs, is charged with implementing procedures consistent with this policy.

Legal Reference: *University Religious Observances Act*
 110 ILCS 110/

Policy
Adopted: XX/XX/XX

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

RESOLUTION
(ILLINOIS LIQUOR CONTROL ACT AMENDMENT)

Background and Effective Date

The Illinois *Liquor Control Act of 1934* (“Act”) was amended effective July 2016 (Public Act 99-0550) to permit community colleges to serve, sell or deliver alcohol in buildings under their control for events their boards determine are public events that are not student-related activities.

Section 6-15 of the Act provides generally that alcohol may not be sold or delivered in any building belonging to or under the control of the State of Illinois or any political subdivision unless there is an exception in the Act. Although all community colleges historically had some limited authority to sell and deliver alcohol in connection with conference and convention type activities of an educational, political or cultural nature, the amended Act now more broadly permits community colleges to sell and deliver alcohol.

In accordance with the Act, Moraine Valley Community College (“College”) must obtain a liquor license from the local municipality where its facilities are located and from the State of Illinois before liquor can be sold at retail. Within six months after the effective date of the amended Act, the College’s Board of Trustees must approve a written policy concerning the types of events at which alcohol would be allowed.

In preparing its written policy, the Board of Trustees is directed to consider:

- i) whether the event is a student activity or student-related activity;
- ii) whether the physical setting of the event is conducive to control of liquor sales and distribution;
- iii) the ability of the event operator to ensure that the sale or serving of alcoholic liquors and the demeanor of the participants are in accordance with State law and community college district policies;
- iv) the anticipated attendees at the event and the relative proportion of individuals under the age of 21 to individuals age 21 or older;
- v) the ability of the venue operator to prevent the sale or distribution of alcoholic liquors to individuals under the age of 21;
- vi) whether the event prohibits participants from removing alcoholic beverages from the venue; and
- vii) whether the event prohibits participants from providing their own alcoholic liquors to the venue.

Recommended Action:

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).

Resolution to Approve the Types of Events at Which Alcohol is Allowed

As required by the Illinois *Liquor Control Act of 1934*, 235 ILCS 5/1-1 et seq., the Moraine Valley Community College Board of Trustees will regulate the delivery of alcohol in all college facilities in connection with conferences, conventions, cultural, political, educational or other activities. As a general policy, alcohol is not to be served, sold or delivered on Moraine Valley Community College ("College") premises. Pursuant to the following guidelines, exceptions to the general policy may be made.

General

1. This policy applies to all persons and entities using College owned or operated facilities.
2. Every event at which alcohol will be served must have a designated sponsor. The sponsor may be either an individual of at least 21 years of age or an organization, association or entity recognized by the College.
3. No Moraine Valley Community College student or student organization will be permitted to schedule or sponsor a conference, convention, educational, cultural, political or other activity or event where alcohol is served.
4. The possession and consumption of alcohol by participants must be confined to the designated event area or room scheduled for the activity, and will not be permitted in public areas. Examples of appropriate facilities and locations include, but are not limited to the following: convention centers, multi-purpose rooms, conference rooms, classrooms, performing arts auditoriums and enclosed foyers. Designation of facilities is up to the discretion of the Board of Trustees and may include outside areas.
5. Consumption of alcohol is limited to persons 21 years of age or older. No one under the age of 21 shall be served alcohol.
6. Visibly intoxicated and/or disorderly persons shall not be served or permitted to consume alcohol.
7. The serving of alcohol at all approved events will be limited to a reasonable length of time with termination of service of alcohol sufficiently prior to the end of the event.
8. Any person or organization found in violation of this policy may be barred by the College from the sponsorship of further events or activities.
9. The College reserves the right to require additional precautions such as the use of trained persons to dispense alcohol, stricter limitations on times of service, or the use of security to assist in ensuring compliance with this policy.

10. The College reserves the right to take any actions deemed necessary to protect the general public and the reputation of the College in the enforcement of this policy, including the right to close the activity if any person or group of individuals appears to be intoxicated or otherwise uncontrollable.

College Events and Activities

1. Alcohol may be sold and served on College property only in conjunction with catered events, conferences, conventions, education, cultural or political events that are sponsored by a Moraine Valley Community College department, office, faculty/staff or alumni organization or the Moraine Valley Community College Foundation. Faculty, staff, alumni, or invited guests of the College must be active participants in the conference, convention or events.
2. Such events and activities must be scheduled through the appropriate College staff members, or contracted caterers, responsible for scheduling and coordinating College events and activities.
3. A substantial number of the active individuals who are in attendance as participants or guests must be College faculty, staff, alumni or invited guests of the College age 21 or older.

Business and Conference Center

1. Alcohol may be sold and served on College property by the Moraine Business and Conference Center only in conjunction with business/organizational banquets or conferences, conventions, education, cultural or political events. Such events must be approved by and scheduled through the Event Coordinator, or designated staff member, responsible for scheduling and coordinating such conference facilities and activities.
2. A rental agreement must be drawn between the College and the approved entity to use the College facilities for their banquet, conference, convention, or event.
3. A substantial number of the participants to be in attendance at the banquet, conference, convention, or event must be individuals age 21 or older.
4. Participants may not provide for their own alcohol at the event or activity, without prior approval of the Event Coordinator and limited only to those products which are necessary for the event.

Fine and Performing Arts Center

1. Alcohol is available for sale to any person 21 years of age or older, with appropriate identification, for on-premises consumption only. Alcohol sales must be limited to a reasonable duration prior to the start of performances and during intermissions, only to ticketed audience members.
2. Alcohol may not be made available for sale at any theater or music events which are solely academic in nature, or at which the audience demographics indicate significant proportions of students.
3. Only the appropriately trained staff of the Fine and Performing Arts Center may sell, serve or otherwise provide alcohol during a performance.
4. Payment for alcoholic beverages must be made at the time of service and consumption.

Academic Programs

1. The use of alcohol is permitted for educational purposes in conjunction with culinary arts programs and events and other related functions that have educational purposes.
2. All alcoholic beverages kept on College property shall be stored in a secure location.
3. Alcohol may be made available to students aged 18-21 to taste, but not imbibe, in certain classes or courses under appropriate supervision, in accordance with Section 6-20 of the Act.
4. Attending classes or events while visibly impaired by drugs and/or alcohol is cause for disciplinary action, including possible dismissal from the program.

The College will comply with all other requirements of the Illinois Liquor Control Act of 1934 (Public Act 99-0550), which will supersede any College policies or procedures in the event of conflicting provisions with the Act.

Support Services

Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, the Board of Trustees of Moraine Valley Community College intends to comply with the requirements of that Act, and

Whereas, the Board of Trustees recognizes the danger posed by the abuse of alcoholic beverages an illegal drugs and intends to abide by and strictly enforce all state and federal laws governing possession, use and sale of alcoholic beverages and illegal drugs including but not limited to the Drug-Free Workplace Act of ~~1988~~¹⁹⁸⁹, ~~and~~ the Drugs-Free Schools and Communities Act ~~Amendments~~ of 1989, and the Illinois Liquor Control Act of 1934.

NOW, THEREFORE, the Board of Trustees adopts the following policy:

A. –Students and employees are prohibited from bringing onto the campus or using alcohol or illegal drugs on campus or during any college activity. An exception to the alcohol possession and use rule may be made in accordance with the Illinois Liquor Control Act of 1934, 235 ILCS 5/1-1 et seq. The Board of Trustees shall determine the types of events that would be eligible for an exemption pursuant to this Act. ~~by direction of the President or his/her designee in specific circumstances and designated campus areas.~~

B. The Dean of Students ~~and Compliance Officer Services~~, Human Resources, the Moraine Valley Police Department, and the Moraine Valley Community College Alcohol and Other Drugs (AODADQ) Taskforce shall develop appropriate materials to be distributed to all students and employees, addressing the Drug and Alcohol policies of the college.

C. The ~~ADOAOD~~ taskforce will insure the college meets all requirements of the Drug-Free Schools and Campuses Regulations [EDGAR Part 86] Alcohol and Other Drug Prevention Certification requirements and provided notifications to all campus employees and prospective/current students.

Policy
Adopted: 2/17/93
Reviewed: 10/12/95
Amended: 11/12/14

MORAINÉ VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

RESOLUTION
(LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL)

Background and Effective Dates

The *Local Government Travel Expense Control Act* (Public Act 99-604) was signed into law in July 2016, and becomes effective on January 1, 2017. The law requires Moraine Valley Community College (the “College”) to regulate, either by resolution or ordinance, the reimbursement of all travel, meal and lodging expenses of its employees, officers, and board members. Effective dates for certain provisions of the Act are summarized here, with additional detail included in the Resolution.

January 1, 2017 – The College is prohibited from reimbursing any employee, officer, or board member for any entertainment expense, unless such expense is ancillary to the purpose of the program or event.

March 2, 2017 – The College’s Board of Trustees must approve the following expenses for travel, meals, and lodging by roll call vote at an open meeting: (1) expenses incurred by any employee or officer that exceed the maximum allowable amount under the regulations, established herein; and (2) expenses incurred by any board member.

June 30, 2017 - No travel, meal or lodging expenses may be approved or paid by the College unless a resolution or ordinance establishing the regulatory framework for reimbursement of travel, meal, and lodging expenses has been adopted.

Recommended Action:

It is recommended that the Board of Trustees approve the attached resolution to adopt travel procedures for reimbursement of travel, meal and lodging expenses.

Resolution to Adopt Travel Procedures for Reimbursement of
Travel, Meal and Lodging Expenses

As required by the *Local Government Travel Expense Control Act* (Public Act 99-604) (the "Act") which becomes effective on January 1, 2017, Moraine Valley Community College (the "College") regulates the reimbursement of all travel, meal and lodging expenses of its employees, officers, and board members. The College shall maintain this regulatory framework within its administrative Travel Procedures, as approved by the College Administration and reviewed by the Board of Trustees as deemed necessary. A copy of the College's Travel Procedures is attached hereto.

The Moraine Valley Community College Board of Trustees grants authority to the College Administration to approve and reimburse, at their discretion, the travel, meal, and lodging expenses of the College's employees and officers, when such expenses are in accordance with the regulations provided within the College's Travel Procedures. The College's Travel Procedures shall include, at a minimum, the following:

- 1) The types of official business for which travel, meal and lodging expenses are allowed;
- 2) The maximum allowable reimbursement for such expenses; and
- 3) A standardized form for requesting reimbursement of travel, meal and lodging expenses, including submission of expense-related documents.

The College shall not reimburse any employee, officer, or member of the Board for any entertainment expenses, as defined in the Act, unless such expense is ancillary to the purpose of the program or event.

A roll call vote at an open meeting of the Board of Trustees shall be required for approval of all travel, meal, and lodging expenses of:

- 1) Any officer or employee, when such expenses exceed the maximum allowable reimbursement under the College's regulations, as adopted in its Travel Procedures; and
- 2) Any member of the Board of Trustees, regardless of the amount of such expenses.

The Board of Trustees may approve travel, meal, and lodging expenses that exceed the maximum allowable amount because of emergency or other extraordinary circumstances.

Approval of reimbursement shall only occur after specified documentation has been submitted. The College's standardized reimbursement form and additional documentation shall include, at a minimum, the following information:

- 1) The name and job title or office of the individual requesting reimbursement;
- 2) The date(s) on which the expenses will be or were incurred;
- 3) The nature of the official business for which the expenses will be or were expended, such as a description of the program(s) or event(s); and
- 4) An estimate of the cost of travel, meals or lodging if the expenses have not yet been incurred, or receipts of such expenses if they already have been incurred.

All documents submitted to the College as proof for reimbursement are public records subject to disclosure under the *Freedom of Information Act*.

The College shall comply with all other requirements of the *Local Government Travel Expense Control Act* (Public Act 99-604), which shall supersede any College policies or procedures in the event of conflicting provisions with the Act.

***Moraine Valley Community College
Travel Procedures***

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1. Philosophy

Moraine Valley Community College (the 'college') acknowledges, first and foremost, that professional development for employees, officers, and members of its Board of Trustees is consistent with our learning college philosophy and recognizes that those who participate in such activities have both an opportunity and a responsibility to share knowledge learned with other staff.

The college believes that employee, officer and board member claims for reimbursement are made in good faith. The college believes that professional development benefits not only the individual, but also impacts the student directly and with such focus, intends to encourage professional development when warranted. The college also intends to fully utilize cost saving measures when booking travel to maximize the college's budget.

2. Travel Policy - General

It is the policy of the college to reimburse employees for reasonable and approved expenses incurred by them in performance of their duties, provided the proper procedures are followed. Official college travel includes all trips in connection with college business by MVCC employees as authorized by the President or his/her designees. College business includes necessary travel that improves the quality of the college, contributes to an on-going program of the college or is required by a grant.

All travel shall be by the most economical mode of transportation available, considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance.

Travel for personal consulting is not considered college business.

Expenses will qualify for reimbursement only if they are ordinary and reasonable. An excessive premium paid for lavish or extravagant accommodations, air flights or meals will not be honored and will be considered a personal expense. The final determination of ordinary and reasonable shall be within the reasonable discretion of the travel manager.

- Normally a college employee will be limited to one national conference per year. Each employee's respective vice-president will authorize attendance.
- All conference presenters must have their travel authorized by their vice-president, prior to submittal of proposals to out of state conference sponsors.
- Additionally, all requests made by faculty and staff to give a presentation or to attend any of the League of Innovations Conference's (Innovations, Conference on Information Technology, and Learning Conferences, etc.) must be submitted to the college's League representative for approval prior to submission.
- Normally no more than 3 travelers, college wide are authorized to any one conference without president approval prior to submittal of Travel Authorization.
- **Per Local Government Travel Expenses Control Act – If trip expenses exceed pre-trip approval amount, or maximum per trip limits, the Payment Authorization, and all receipts and supporting documentation along with an explanation of the overage, will need to be approved by the MVCC Board of Trustees at the next regularly scheduled board meeting. This will significantly delay reimbursement.**

- Other emergency or extra ordinary costs caused by circumstances beyond the traveler control (flight cancelation/delay, act of God, illness, etc.) will be reviewed on a case by case basis. If the costs exceed pre trip approval amount, or maximum per trip limits, Board approval will be required as detailed above.
- No reimbursements for entertainment will be allowed. This includes; shows, amusements, theater, circuses, sporting events or any other place of public or private entertainment or amusement. The only exception is if the entertainment is ancillary to the purpose of the program or event.
- The college complies with all other requirements of the Local Government Travel Expense Control Act (Public Act 99-604), which will supersede college policies and procedures in the event of conflicting provisions.

2a. Public Act 099-0604 – Local Government Travel Expense Control Act

The college complies with the requirements of the Local Government Travel Expense Act (Public Act 099-0604) effective January 1, 2017

HB4379 Enrolled LRB099 15813 AWJ 40122 b

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1. Short title. This Act may be cited as the Local Government Travel Expense Control Act.

Section 5. Definitions. As used in this Act:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after the effective date of this Act of the 99th General Assembly, no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.

Section 15. Approval of expenses. On or after 60 days after the effective date of this Act of the 99th General Assembly, expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of

the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Section 20. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved under Section 15 of this Act, the following minimum documentation must first be submitted, in writing, to the governing board or corporate authorities:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.]

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Section 25. Entertainment expenses. No local public agency may reimburse any governing board member, employee, or officer for any entertainment expense.

Effective Date: 1/1/2017

3. Travel Authorization Process

The Travel Authorization Form is a pre-trip approval process that is mandatory for all college required travel that is out of state, travel that is in-state with an overnight stay, student travel or travel which is mandated by a grant requirement.

Any employee who is traveling on college business must complete and have approved a Travel Authorization Form prior to making or having any travel arrangement made. The purpose of the travel shall be indicated on the Travel Authorization Form with supporting documentation attached. **If a conference is being attended, the respective schedule must be attached.** Any travel arrangements are to be made by authorized personnel only. All air travel and car rental reservations are to be made only by the travel manager after required approvals are obtained on Travel Authorization Form.

Any Travel Authorization created without all supporting documentation attached will be held until required documentation is attached.

It is the responsibility of the employee's respective Dean/Director to verify that days of travel match the conference schedule.

The Travel Authorization Form currently includes: the actual dates of travel; destination; the mode of transportation; the estimated cost of the transportation; lodging, meals, and any other expenses. **All estimated expenses associated with the trip must be included on the Travel Authorization Form. Failure to do this can result in additional approvals needed and possible delays in reimbursement.**

Travel Authorization Forms shall be supported by fully itemized receipts in all instances for all items, other than claims for mileage reimbursement for college use of a non-college vehicle. Copies of employee's automobile insurance card and driver's license must support mileage reimbursement claims along with a map to verify mileage.

- The individual incurring the expense, along with Travel Manager, his/her supervisor and Vice-President must approve Travel Authorization Forms for in-state travel.
- Travel Authorization Forms for out of state and international travel must be signed **electronically** by the individual incurring the expense along with Travel Manager, his/her supervisor, Vice-President and President. All Travel Authorizations are forwarded to the Travel Manager for follow-up after approval.

Travel Authorizations for trips to present a paper or to attend a conference must have a letter of invitation, a printed program or other relevant material attached to authenticate the official nature of the trip. This is for the purpose of the college's internal audits.

Travel Authorizations should be submitted for reimbursement within 14 days of the employee's return from travel.

In no event shall an employee approve his/her own expense report. The President of the college must approve all out-of-state travel.

3a. Timeliness of Travel Requests

The Travel Authorization Form should be created as much in advance as possible so that the best rates can be obtained. All requests should be created at least 60 days prior with 90 days prior being preferred, to the date of departure. All air travelers must obtain quotes from the Travel Manager in the Purchasing Department prior to submitting their request. **Requests submitted less than 30 days from departure will be subject to approval by respective Vice-President and President, depending on additional costs incurred.**

3b. Routing of Online Travel Authorization Form

Traveler to Travel Manager to Dean/Supervisor to Vice-President to President (if necessary) and back to Travel Manager for flight booking. If travel is grant related then Director of Resource Management and Grant Accounting Manager are added to the **electronic** routing.

3c. Travel Expenses - General

It is the policy of the college to reimburse employees for actual out-of-pocket expenses incurred while away from home on an overnight business trip provided all of the applicable guidelines are adhered to.

A supervisor's signature is required for all reimbursement requests. No staff member may approve their own Payment Authorization Form. The Travel Authorization Form is simply an approval to travel based on estimated expenses.

Regarding international travel; US Department of State guidelines are to be followed for meal and incidental expenses. (See International Travel in Section 6)

The college assumes the cost when an employee is required to travel in the performance of duties. **Actual expenses must be reported on the Travel Authorization Form for accounting and reimbursement purposes, using the 'add actual expenses' button in the portal.** The original documentation, including boarding passes, fully itemized receipts and any other proof of expenses, must be submitted to the

college for reimbursement. The employee/traveler should retain a copy of all receipts in the event that the Internal Revenue Service asks for justification for the expenses.

3ci. Other Expenses

All other reasonable and necessary business expenses will be reimbursed provided proper documentation is supplied and proper procedures are followed. Proper documentation requires itemized receipts. The Accounting Office may audit all travel expenses.

3cii. Receipts Required

Receipts are required for any transportation, lodging, meals, tolls, or any other expense for which the employee is requesting reimbursement. Examples are as follows:

- *Air Travel* – Original Boarding Pass must be submitted with all other receipts
- *Car Rental* - Allowed only when alternative ground transportation is not available or when travel coordinator determines it more economical than using other transportation-receipt required.
- *Cab fares, limousines, and porters* - receipt required.
- *Lodging* - receipt required.
- *Parking and Tolls* - receipt required.
- *Meals* (including gratuities) – Fully itemized receipts are required.
- *Business meeting expenses* - must include participants' names, affiliation, place of meeting and purpose.
- *Valet charges* for extended stays (more than seven days). Receipt required.
- *Business supplies* – fax's, office supplies, copying, etc. Itemized receipt required.
- *Conference registration fee* – If possible, secure any early registration discounts. If discount is not obtained, a note should be attached explaining why.

Copies of invoices, bills, receipts, etc. are not acceptable. Original documentation must be submitted to the college with the request for reimbursement.

3ciii. Lack of Receipts

All efforts must be made by the traveler to obtain fully itemized receipts for all costs paid by cash or credit card. If a receipt is not available or is lost, a written statement signed by the employee must be submitted, indicating the date, amount and type of incurred expense which is being requested for reimbursement.

3civ. Special Expenses

The costs of business-related special expenses, if reasonable, shall be reimbursable. Reimbursement for these expenses requires a fully itemized receipt to be reimbursed. Examples are:

- *Hire of room, exhibit space, and set up, equipment rental* and such for official business.
- *Laundry and dry cleaning* if on travel status for at least seven consecutive days.
- *Storage and handling of baggage.*
- *Taxis*, including reasonable tips.
- *Telephone calls* on official business, including calls of 3 minutes or less to announce safe arrival or delay/change of plans.

- *Telephone calls to secure lodging.*
- *Business Expenses – copying, faxing, supplies, etc.*

3cv. Non-Reimbursable Expenses

Examples of non-reimbursable expenses are:

- *Alcoholic beverages*
- *Coat check*
- *Entertainment*
- *Late check-out and room guarantee charges*
- *Parking tickets or other traffic tickets*
- *Changing flights for personal convenience*
- *Internet access - unless approved prior to travel*
- *Spa facilities and services/work out facility charges*

3d. Travel Advance

Travel advances are not available except in emergencies. Employees receiving such temporary travel advance are required to submit an expense report within one week following the completion of the business travel for which funds were requested.

College checks should be used to pay expenses whenever practical (i.e., registration). In the event that a personal check is used, reimbursement will not be made until copies of both the front and back of the canceled check are submitted as evidence of payment.

3e. Conference Presenting

All conference presenters must have their travel authorized by their vice-president, prior to submittal of proposals to out of state conference sponsors. A memo signed by the vice-president must be attached to Travel Authorization before being routed for approvals.

All requests made by faculty and staff to give a presentation or to attend any of the League of Innovations Conference's (Innovations and Conference on Information Technology, CIT and Learning Conferences, etc.) must be submitted to the college's League representative for approval prior to submission.

3f. Family Member Travel

Expenses incurred because of a family member accompanying the employee on a business trip are not reimbursable by the college.

3g. Credit Cards

Use of personal credit cards while on college business is considered a matter of personal convenience, except in the case of meals, as previously mentioned. Employees using such cards will be reimbursed in the normal manner, and no obligation by the college to the credit card company is recognized. **The original detailed and itemized credit card receipt must be submitted to the college as documentation**

supporting the request for reimbursement. If a detailed and itemized receipt is not provided, reimbursement will be at Accounting's discretion.

3h. Items Directly Billed

Employees will not be reimbursed for items billed directly to the college (i.e., airfare, registration, etc.) Such direct-billed items shall be indicated on the travel authorization form under the 'Funds Advanced' section, along with all reimbursable items. **All direct billed items will be added to the 'funds advanced' column when entering actual expenses after travel has been completed.** The direct-billed total will then be deducted from the total expenses, with the balance being the amount to be reimbursed to the employee. Supporting documentation must be attached for all reimbursement requests. For lodging expenses billed directly, room, tax, hotel parking, business phone calls, and meals shall be accepted. Charges for business phone calls must be noted as such on the Travel Authorization Form. Any charges for room service in excess of limits described, personal telephone calls, and other expenses shall be paid by the traveler upon check-out.

3i. Phones

Mobile phone availability

On occasion, should there be a short-term need (1-7 days) for a cellular phone in conjunction with college business travel; Telephone Services has a limited number of cell phones available for check-out.

Calls to the college should be made using the following number: 877-291-9919. While this number is an '800' number, employees should be mindful that, while they will incur no charges, the college is charged whenever it is used.

4. Travel

4a. Air Travel

In order to maximize the college's travel budget, MVCC encourages the use of the lowest convenient airfare. In order to facilitate both the need for the lowest airfare and data collection for accounting purposes, the Travel Manager must issue all air tickets that are needed for business travel.

Reimbursement may be denied if air ticket is booked by employee.

Because of increased security requirements and additional costs assigned by travel agencies for ticketing, all tickets issued will need to be placed on the employee's personal credit card. Electronic ticketing (e-tickets) will be used for all domestic travel. Post September 11th security guidelines mandate that the credit card of the traveler must be shown at check-in along with a valid government issued I.D.

Once the Travel Manager has received fully approved Travel Authorization Form, air arrangements will be finalized and tickets issued by Travel Manager only. **No reservations can be made prior to the full approval of the online Travel Authorization Form.**

If an employee chooses to book his/her own airfare for college related travel, he/she can be subject to disciplinary action and reimbursement may be denied.

The only exceptions are in-transit changes and last-minute "emergency" travel on weekends or holidays. All air travel will be purchased at the lowest available economy fare. If an employee is compelled to

purchase an "emergency" first-class ticket because of the unavailability of an economy seat, a full written explanation shall be submitted to the Vice-President by the second working day after completion of the trip. If an employee chooses to fly first-class, the cost differential will be at the employee's own expense.

Normally, no more than two college officers (President, CFO, Vice-Presidents) will fly on the same flight.

All college business travel to which an additional leg of travel is added for personal reasons will result in the traveler paying the difference between the lowest available economy fare related to college business and the total amount of the three-way trip/additional travel.

4b. Lodging

Reservations for lodging will be placed by the employee with the assistance of the Travel Manager at the time the Travel Authorization Form is approved. Factors that will be considered are: special college or conference rates, location of the appointment, car rental status, and employee preference and safety.

If a member of the family accompanies the employee, the college will pay for the employee's cost only. Any increase in rate and/or tax because of multiple accommodations becomes a personal expense.

Additional charges for late check out are not reimbursable expenses.

4bi. Conference Lodging

The college will pay only for hotel stays within the days listed on final conference schedule. Additional days must include a rationale (*attending pre-conference, involvement in conference planning or oversight committee, early morning or night meetings, transportation unavailability on day conference begins/ends, etc.*) and must have prior approval by the Vice-President. Any employee attending a conference or seminar in the course of college business, must stay in accommodations arranged by conference/seminar organizations or the lowest priced room available at or near the hotel in which the conference or seminar is located and shall be reimbursed for actual lodging expenses.

4bii. Local City Stays

If conference is within 50 miles of employee's home, an overnight stay must be approved by vice president. Exceptions to this are as follows:

- Staying on site is required by conference/seminar,
- If traveler is a member of a planning team or oversight committee,
- If the conference is being hosted by MVCC and staff member's presence is needed on site.

4c. Conference Registration

- Normally a college employee will be limited to none national conference per year. Each employee's respective Vice-President will authorization attendance.
- Normally no more than 3 travelers, college wide, are authorized to any one conference without President's approval prior to submittal of Travel Authorization Form.

It is the practice of the college that all registrations be submitted in time for any applicable early registration discounts. The college strongly encourages this, but if early discounts are unable to be secured, a note explaining why should be attached for review by Vice-President and President.

All conference presenters must have their travel authorized by their Vice-President, prior to submittal of proposals to out of state conference sponsors. A memo signed by the Vice-President must be attached to Travel Authorization **prior to electronic routing being started.**

Additionally, all requests made by faculty and staff to give a presentation or to attend any of the League of Innovations Conference's (Innovations, Conference on Information Technology, CIT and Learning Conferences, etc.) must be submitted to the college's League representative for approval prior to submission.

Early registration discounts should always be utilized when available. If early registration discount is available but not utilized, a note explaining why needs to be attached or put in the notes section of the Travel Authorization Form.

Conference registration fees should be paid by college check. The only exception to this is if the registration is expected to close before a check can be sent by Accounting. Approval must be given before personal credit cards are used to pay for registration.

4d. Cancellations or Changes

Cancellation and changes of air/hotel/registration reservations: Penalties and charges resulting from the cancellation or change of airline reservations (or other travel/registration reservations) shall be the college's obligation if the employee's travel has been approved in advance and the cancellation/change is made at the direction of and the convenience of the college. If the cancellation/change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges.

However, in the event of accidents, serious illness or death within the employee's immediate family or other critical circumstances beyond the control of the employee, the employee's department will be obligated to pay the penalties and charges.

4e. Meals and Meal Reimbursements

The college expects that all charges for meals will be reasonable. The maximum daily allowance is \$40.00 unless listed on the standard meal allowance schedule. The following website can be used to check meal allowance for most destinations:

<http://www.gsa.gov/portal/content/104877>

If you are unsure about the daily allowance, please contact the Travel Manager. **A fully itemized detailed personal credit card or cash receipt is required for all meal reimbursements. Please remember that the college does not pay for alcohol.** If itemized credit card receipts are not provided reimbursements can be delayed or denied.

Meal Reimbursements

Per IRS rules, reimbursable amounts paid to employees for meal expenses may be taxable income to the employee. Meal reimbursements for one day trips are taxable income and must be reported on an employee's W-2. In order for travel meal reimbursements to be excluded from taxation:

1. Employees must be traveling away from home **and include an overnight stay.**
2. The meal must be provided during a meeting while conducting college business. **Meals eaten alone are not tax exempt unless an overnight stay is included.**
3. If the meal is part of a college business meeting, the reimbursement paperwork must include the following support:
 - In-state travel reimbursement form (*located on Finance intranet site*)
 - Payment authorization form
 - Original receipts that include the total amount
 - Time, place and agenda of business meeting
 - Description (meal, refreshments, reception, etc.)
 - Business purpose for the meal
 - Name of each participant and their business relationship to the college

All food reimbursements must go to the Accounts Payable department in order to determine if there is a tax liability. The Cashier's Office does not reimburse employees for food purchases. Employees will receive the reimbursement in the form of an accounts payable check. W-2's and payroll checks will be adjusted with the proper income tax withholding for taxable reimbursements.

4f. Vehicles

Limousines

Taxis, scheduled limousine service, car-pooling, **public transportation** or other reasonable means should be taken to get to and from the airports. **Long-distance taxi rides and private limousines should be avoided whenever possible.** These expenses will be reimbursed at a reasonable and customary rate.

Car Rental

All travel should utilize public transportation, hotel shuttles and other forms of inexpensive transportation. Only in extenuating circumstances will a rental car be approved. All car rental reservations must be placed through the Travel Manager at the time that travel arrangements are made. Compact class automobiles must be utilized at all times. **All travelers should be sure that they have collision coverage on rental vehicles through their own personal car insurance policy.** If you have collision on your personal policy it is not necessary to purchase additional insurance thru the rental agency, **unless you prefer to avoid using your own insurance in case of accident.** **The college will not reimburse any additional insurance, fuel refueling, roadside assistance, etc. Those costs will be billed to the traveler if chosen.**

Employee vehicles

Travel in privately owned automobiles will be reimbursed at the current IRS mileage rate when traveling on official business. MVCC reimbursement rates for mileage are based on IRS recommendations and are adjusted accordingly. The stated mileage rate is a full and complete reimbursement for all automobile operating expenses, **including gas.**

Any employee driving a privately owned vehicle is not covered by MVCC vehicle liability insurance. MVCC is not responsible for damages to privately owned vehicles used on college business. No employee may be reimbursed for expenses on the mileage basis unless motor vehicle liability insurance is carried in the minimum amount required by the State of Illinois. **It is assumed that anyone traveling**

for the college in their own vehicle has the required insurance coverage mandated by the State of Illinois.

Complete starting address and ending address should be included on mileage reimbursements requests along with the purpose of the travel. Employees are encouraged to attach meeting agendas (if provided) to the reimbursement request. Parking and tolls will be reimbursed with proper documentation. *(You can get a print out of tolls paid thru an IPASS on the Illinois Tollway Website: <http://www.illinoistollway.com>)* No additional payment will be made for gasoline, automobile expenses, parking or traffic tickets.

College Vehicles

Employees utilizing college vehicles are required to have on file, in the Office of Human Resources a signed copy of a Motor Vehicle Report Authorization. **All scheduling and verification of driver's license will be through the MVCC Police Department.**

4g. Group Chartered Travel

Chartered aircraft, boats, trains, buses, or other such conveyance shall be used only as a last resort or if proven to be the most economical for the circumstances. A full written explanation for the use of such transportation must accompany the request for reimbursement.

A detailed itinerary and full list of participants must be attached to the Travel Authorization Form for approval prior to booking of transportation for group travel.

4h. Faculty and Student travel

If faculty or staff are going to be traveling with student(s) on an approved field trip, conference or other event, the student(s) names must appear on the online Travel Authorization form along with all estimated expenses for their travel along with the staff member in charge expenses. All required student off campus authorization paperwork must be attached to online Travel Authorization form prior to routing for approval.

4i. Faculty Led Student Group Travel

All group travel must be approved by staff members Dean and VP prior to starting the approval process and doing a Travel Authorization Form. If there are questions about costs and possible itinerary's Travel Manager should be contacted. No arrangements may be contracted or booked until full approval is received on the Travel Authorization Form. All contracts must be reviewed by the Travel Manager and signed by all involved parties, including Dean, Vice-President and President if out of state.

Every faculty member going on a student field trip must complete their own Travel Authorization Form.

5. Grant Travel Requirements

Pre-Trip Approval

All grant related trips are required to complete a travel authorization at least 45 to 60 days prior to departure. The online form will be signed by the Grant Manager in addition to appropriate Dean, Vice-President, President (if out of state) and Director of Resources Development and the Manager of Grants Accounting. All other requirements and policy remain the same.

Post Trip Reimbursement and Documentation Requirements

These are same as for any other business trip except that the Grant Manager, the Director of Resource Development and the Manager of Grants Accounting also need to sign the Check Request/Payment Authorization Form prior to sending the request to Accounts Payable.

6. International Travel Policy

All international Travel Authorization requests should be submitted at least 90 days prior to the date of departure. A minimum of 45 days will be allowed only when dealing with IEE recruiting groups. All air travelers must obtain quotes from the Travel Manager in the Purchasing Department prior to submitting their request. Requests submitted less than 30 days from departure will be subject to approval by respective Vice-President and President, depending on additional costs incurred.

Please call Travel Manager for estimated flight costs before filling in online Travel Authorization Form.

The Travel Manager may advise traveler of additional cost for an upgradeable ticket if requested. If the traveler chooses to purchase upgradeable ticket any additional costs will be paid by the traveler.

If airfare is excessive, as is the case in many international trips, the traveler will have the option of paying for the airfare on their personal credit card or having the cost of the trip put on the UATP card. All flights must still be booked by the college Travel Manager.

If traveling with IEE group, hotel reservations may be made by the traveler but all other travel policy requirements need to be met.

Full and complete back up paperwork must be attached to all Travel Authorization Forms. This includes a schedule of meetings, or an itinerary and hotel information, along with any other supporting documentation. A Travel Authorization Form that is routed with no paperwork attached will be returned to the originator.

Reimbursements must be filed 30 days, or less, after trip is completed

Reimbursement rate for meals will follow IRS International rates.

Exchange rate calculations are based on the first day of arrival in the country.

A mobile phone with international capability can be provided by the college. Phones are issued on a first come reserve basis. If the phone is not available personal cell usage fees will be reimbursable.

Laundry and dry cleaning, is an allowable expense, if travel is for 5 consecutive days or more.

With flights/time zone differences of 8 hours or more, travelers will be permitted to arrive a half day to a day early to acclimate to the new time and return to work a half day to a day later.

7. Expenses

The college assumes the cost when an employee is required to travel in the performance of duties. It is the practice of the college to reimburse employees for actual out of pocket expenses incurred while away from home on an approved business trip provided all applicable guidelines are adhered to.

The college assumes the cost when an employee is required to travel in the performance of duties. **Actual expenses must be reported on the Travel Authorization Form for accounting and reimbursement purposes, using the 'add actual expenses' button in the portal.** The original documentation, including boarding passes, fully itemized receipts and any other proof of expenses, must be submitted to the college for reimbursement. The employee/traveler should retain a copy of all receipts in the event that the Internal Revenue Service asks for justification for the expenses.

A Supervisor/Dean signature is required for all reimbursement requests. In no event shall an employee approve his/her own expense report. The President of the college must approve all out-of-state travel.

The process for filing for expenses is as follows:

7a. Payment of Registration

Payment of registration should always be paid directly by the College whenever possible. If registration needs to be paid, you must submit a copy of your approved Travel Authorization Form along with the Check Request/Payment Authorization Form and the completed registration form to Finance. **Traveler's Travel Authorization Form should always be fully approved prior to any payment of registration.**

7b. Reimbursement after completion of travel

- 1) Print copy of Travel Authorization Form with all expenses added using the 'Add Actuals' page once travel has been completed.
- 2) Original fully itemized receipts are required for any transportation, lodging, meals, tolls, etc. Copies are not acceptable.
- 3) If possible, please tape original receipts onto plain white paper, attach copy of travel authorization with all expenses listed in the 'actuals' column along with signed check request/PA form and forward to Finance for reimbursement.
- 4) All requests for reimbursement of travel expenses must be submitted within 14 days of travel completion for reimbursement.

7c. Receipts Required

Receipts are required for any transportation, lodging, meals, tolls, or any other expense for which the employee is requesting reimbursement. Examples are as follows:

- *Air Travel* – Original Boarding Pass must be submitted with all other receipts
- *Car Rental* - Allowed only when alternative ground transportation is not available or when travel manager determines it more economical than using other transportation-receipt required.
- *Cab fares, limousines, and porters* - receipt required.
- *Lodging* - receipt required.
- *Parking and Tolls* - receipt required.
- *Meals (including gratuities)* – **Fully itemized receipts are required.**
- **Business meeting expenses** - must include participants' names, affiliation, place of meeting and purpose.
- *Valet charges* for extended stays (more than seven days). Receipt required.
- *Business supplies* – fax's, office supplies, copying, etc. Itemized receipt required.
- *Conference registration fee* – If possible, secure any early registration discounts. If discount is not obtained, a note should be attached explaining why.

Copies of invoices, bills, receipts, etc. are not acceptable. Original documentation must be submitted to the college with the request for reimbursement.

7d. Non-Reimbursable Expenses

Examples of non-reimbursable expenses are:

- Alcoholic beverages
- Coat check
- Entertainment*
- Late check-out and room guarantee charges
- Parking tickets or other traffic tickets
- Changing flights for personal convenience
- Internet access unless approved prior to travel
- Spa facilities and services/work out facility charges

*No reimbursements for entertainment will be allowed. This includes: shows, amusements, theater, circuses, sporting events or any other place of public or private entertainment or amusement. The only exception is if the entertainment is ancillary to the purpose of the program or event.

7e. Other Expenses

All other reasonable and necessary business expenses will be reimbursed provided proper documentation is supplied and proper procedures are followed. Reimbursements for all expenses requires itemized receipts. The Accounting Office may audit all travel expenses.

The costs of business-related special expenses, if reasonable, shall be reimbursable. Reimbursement for these expenses requires a fully itemized receipt to be reimbursed. Examples are:

- *Hire of room, exhibit space, and set up, equipment rental and such for official business.*
- *Laundry and dry cleaning if on travel status for at least seven consecutive days.*
- *Storage and handling of baggage.*
- *Taxis, including reasonable tips.*
- *Telephone calls on official business, including calls of 3 minutes or less to announce safe arrival or delay/change of plans.*
- *Telephone calls to secure lodging.*
- *Business Expenses – copying, faxing, supplies, etc.*

7f. Lack of Receipts

All efforts must be made by the traveler to obtain fully itemized receipts for all costs paid by cash or credit card. If a receipt is not available or is lost, a written statement signed by the employee must be submitted, indicating the date, amount and type of incurred expense which is being requested for reimbursement.

7g. Mileage Reimbursement

Everyday commuting between home and work is not classified as business travel and is not eligible for reimbursement.

If an employee customarily works in two locations in one day, mileage between location one and location two is reimbursable. When traveling on business for the College, reimbursement is only allowed for mileage that is over the employee's normal daily commute, Monday through Friday. When starting

from and/or returning to employee's home, normal commuting distance between home and the College must be deducted from reimbursable mileage. However, if distance from home to destination is shorter than from the College to destination, the shorter distance must be used for reimbursement (see examples below). Employee traveling on business for the College on Saturday and/or Sunday will be reimbursed for mileage from home to destination.

Example 1: Mary is attending a conference in Chicago. Mary is traveling from her home to Chicago then from Chicago to her home upon completion of the conference. The mileage between Mary's home and MVCC is 5 miles one way, 10 miles round trip. The distance from her home to Chicago is 25 miles one way, 50 miles round trip. Mileage would be calculated as: $50 - 10 = 40$ miles x cost per mile.

Example 2: Sue is attending a conference in Oak Lawn. Sue lives in Orland Park. Sue arrives at work for an hour. Sue travels from MVCC to Oak Lawn then from Oak Lawn to her home. The mileage between MVCC and Oak Lawn is 7 miles one way. The mileage between Sue's home in Orland and MVCC is 10 miles one way. The mileage between Oak Lawn and Sue's home is 16 miles. Mileage would be calculated as: $16 - 10 = 6 + 7 = 13$ miles x cost per mile.

Example 3: John is attending a conference in Lockport. John lives in Lemont. John travels from his home Lemont to Lockport and from Lockport to his home in Lemont upon completion of the conference. The distance is 7 miles one way, 14 miles round trip. The distance between Lemont and MVCC is 11 miles one way and 22 miles round trip. John would calculate mileage from Lemont to Lockport and not from MVCC because the distance to his destination is shorter from his home than from MVCC. Mileage would be calculated as: $7 + 7 = 14$ miles x cost per mile.

Example 4: Linda started her workday at MVCC. During the course of the day Linda needs to travel to the Blue Island campus. The distance to Blue Island from MVCC is 10 miles each way, 20 miles round trip. If she returned to the MVCC campus she would be reimbursed for 20 miles. If she left the Blue Island campus and traveled directly home, she still could only claim 10 miles.

Status: **Pending**

NAME OF REQUESTER <input type="checkbox"/>		TRAVELER DEPARTMENT		OFFICE LOCATION	DATE/TIME CREATED 12/9/2016 2:22 PM	TA ID
15-DIGIT PRIMARY BUDGET CODE			15-DIGIT SECONDARY BUDGET CODE		15-DIGIT GRANT BUDGET CODE --	CTL FUNDING
NAME OF CONFERENCE, MEETING, ETC.			LOCATION OF CONFERENCE (NAME OF INSTITUTION OR HOTEL, ETC.)		CITY AND STATE	NON-US DESTINATION
DATES OF TRAVEL		SPONSORING INSTITUTION/ORGANIZATION				
FROM	TO					
PURPOSE FOR ATTENDING						
PROVISIONS FOR INSTITUTIONAL RESPONSIBILITY DURING ABSENCE					EMERGENCY CONTACT NAME AND NUMBER X	
EXPENSES	ESTIMATED AMOUNT	COMMENTS				ACTUAL EXPENDITURES
AIR FARE (INCLUDING TAXES) MAXIMUM ALLOWED \$700 INTERNATIONAL \$1800		UATP: No				
PERSONAL CAR MILEAGE MILES AT CURRENT RATE PER MILE IRS APPROVED RATE						
BUS OR SHUTTLE RENTAL MAXIMUM ALLOWED \$2000						
CAR RENTAL MAXIMUM ALLOWED \$400		MVCC Vehicle: No				
TAXI - AIRPORT & HOTEL RT MAXIMUM ALLOWED \$250						
ROOM DAYS/COST PER DAY MAXIMUM \$350 INTERNATIONAL \$450 including taxes and fees						
MEALS (INCLUDING TIPS) FOLLOW IRS/GSA GUIDELINES OR \$40 PER DAY IF NOT LISTED						
REGISTRATION MAXIMUM \$1200 (EXCLUDING MEMBERSHIP FEES)		Early Bird Registration: No				
GAS - \$50 PER DAY						
PARKING/GARAGE FEES AIRPORT PARKING MAXIMUM \$30 per day HOTEL PARKING MAXIMUM \$80 per day						
OTHER - LUGGAGE FLIGHT - MAXIMUM \$70 roundtrip OTHER ANCILLARY \$25 per day						
<input type="checkbox"/> Polson, Janet Pending	TOTAL REQUESTED \$0.00	APPROVER COMMENTS No existing entries.				TOTAL EXPENDITURES \$0.00
<input type="checkbox"/> Bentley, Jane Pending	All Travel Booked? No	SUPPORTING DOCUMENTATION				FUNDS ADVANCED
<input type="checkbox"/> Sterkowitz, Bob Pending	<input type="checkbox"/> Jenkins, Sylvia Pending				AMOUNT DUE OR RETURNED \$0.00	

Payment of Registration

ADD PUBLIC FUNDS MONEY MARKET ACCOUNT

The College requests to open a Public Funds Money Market Account at Orland Park Bank and Trust, a WINTRUST Community Bank.

Recommended Action:

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.

**RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING
WITHDRAWAL OF MUNICIPAL PUBLIC MONEYS**

TO: (Name/Address of Financial Institution) Orland Park Bank and Trust a branch of Old Plank Trail Comm. Bank 15330 S LaGrange Rd Orland Park, IL 60462 (708) 460-1100	FROM: (Name/Address of Municipal Entity) Moraine Valley Community College 9000 W College Pkwy Palos Hills, IL 60465-1444
--	--

Words or phrases preceded by a are applicable only if the is marked.

Under the Governing Municipality of: Moraine Valley Community College

State of: Illinois

"IT IS RESOLVED THAT:

Orland Park Bank and Trust (the "Financial Institution"), qualified as a public depository under state law, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited;

The following described account(s) be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect;

The person(s) and the number thereof designated by title designated account(s) is hereby authorized, for and on behalf of this Municipality, to sign orders or checks in accordance with state law, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality;

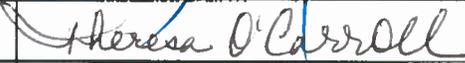
The endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and

Any one of the persons holding the offices of this Municipality designated below is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution."

THIS RESOLUTION APPLIES TO (Select One): All Accounts

Specific Account Number(s): 3044599655

DATE OF RESOLUTION: 11/08/2016

NAME AND TITLE	SIGNATURE	NO. OF NECESSARY COUNTER SIGNATURES
Robert J Sterkowitz CFO		
Theresa O'Carroll Controller		

Additional comments or instructions:

This Resolution includes all of the provisions on Page 2.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of Municipality at an open legal meeting held on the _____ day of _____ and said resolutions are now in full force and effect.

Signed by _____

_____ Date

Clerk

The undersigned member of the governing body not authorized to sign orders or checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

_____ Date

Title: _____

ACCOUNT NUMBER 3044599655

VERIFICATION / FOLLOW-UP

ADDITIONAL INSTRUCTIONS OR COMMENTS

TAXPAYER IDENTIFICATION NUMBER CERTIFICATION

Under penalties of perjury, I certify that:

Exempt payee code, if any:

Exemption from FATCA reporting code, if any:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding (Notice: If you are subject to backup withholding, cross out this line), and
- 3. I am a U.S. citizen or other U.S. person (defined in the W-9 Instructions), and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Taxpayer Identification Number: 36-2614971

SIGNATURE Robert J Sterkowitz
CFO

DATE
11/9/16

ADDITIONAL TERMS

Prohibition Against Unlawful Internet Gambling: The bank is required to enforce a prohibition in a federal law known as the Unlawful Internet Gambling Enforcement Act of 2006 (UIGEA), which prohibits commercial customers from receiving deposits or any credits into their accounts that are derived from illegal internet gambling. By continuing to maintain an account with the bank, you agree not to engage in illegal internet gambling, and to tell us if your account is ever used in connection with any form of internet gambling, even if you believe that it is legal. If you don't notify us, we may deny further access to various payment methods, close your account or take other action which we believe to be necessary to comply with UIGEA.

As an officer or owner of the above named organization, I have been notified that the Bank is required by regulations implementing the Unlawful Internet Gambling Act of 2006 to ensure that its commercial customers' accounts do not receive deposits or other credits derived from illegal internet gambling. By signing below, I hereby certify that the above-named organization does not engage in an internet gambling business of any kind, either legal or illegal, and that I or a representative of the organization will notify the bank immediately if the organization engages in an internet gambling business at any future time.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

ACKNOWLEDGMENT

By signing this document, the undersigned acknowledge that they have opened the account number listed above, and have received, understand and agree to be bound by the terms of the Account Agreement for that account. The undersigned certify that all information provided to the institution is true and accurate. The undersigned acknowledge receipt of a copy of this institution's Privacy Policy, and where applicable, the Funds Availability Policy. All signers are acting on behalf of the business entity. All signers authorize this institution to make inquiries from any consumer reporting agency, including a check protection service, in connection with this account.

Authorized Signer only. Title: CFO

Authorized Signer only. Title: Controller

Robert J Sterkowitz
Date: 11/9/16

Theresa O'Carroll
Date: 11/10/16

Authorized Signer only. Title:

Authorized Signer only. Title:

X _____
Date

X _____
Date

FOR INSTITUTION USE

"IT IS FURTHER RESOLVED, that the Financial Institution be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all orders or checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title for the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution, and the Financial Institution shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

FURTHER RESOLVED, that the Financial Institution be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Financial Institution, by which, in the Financial Institution's opinion, another person or entity claims an interest in any of these accounts and Financial Institution may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Financial Institution's satisfaction.

FURTHER RESOLVED, that any one of the persons holding the offices of this Municipality designated above is hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to give receipt therefor, and the Financial Institution is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Financial Institution is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) in accordance with state law, to accept such security, if applicable, and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

FURTHER RESOLVED, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Financial Institution in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Financial Institution, for refusing to honor any signatures not provided to the Financial Institution, for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Financial Institution against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Financial Institution resulting from or arising out of any such payment or other action.

Select if applicable: Further Resolved, the Financial Institution is authorized to honor facsimile and other non-manual signatures and may honor and charge the Municipality for all negotiable instruments, checks, drafts, and other orders for payment of money drawn in the name of the Municipality, on its regular accounts, including an order for electronic debit, whether by electronic tape or otherwise, regardless of by whom or by what means the facsimile signature or other non-manual signature may have been affixed, or electronically communicated, if such facsimile signature resembles the specimen attached to this Resolution or filed with the Financial Institution, regardless of whether misuse of a specimen or non-manual signature is with or without the negligence of the Municipality. The Specimen Facsimile Signature Exhibit, if attached, is incorporated into and is an integral part of this Resolution. The Municipality indemnifies the Financial Institution for all claims, expenses, and losses resulting from the honoring of any signature certified or refusing to honor any signature not so certified.

FURTHER RESOLVED, that the Secretary or Clerk of this Municipality be and hereby is authorized and directed to certify to the Financial Institution the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signature(s) on this resolution and, if applicable, on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards, if any, and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Financial Institution to the contrary, in writing; and the Financial Institution may conclusively presume that such resolutions and signature cards are in effect and that the persons identified therein from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

FURTHER RESOLVED, that this resolution authorizes the Financial Institution to honor all orders or checks when bearing, or purporting to bear, the facsimile signature(s) provided below, if any, by any of the named officers, or in an attached Exhibit when indicated."

Facsimile Signature

Facsimile Signature

The Specimen Facsimile Signature Exhibit attached is incorporated into and is an integral part of this Resolution.

By initialing, I acknowledge this is page 2 of 2 of the Resolution Designating Public Depository and Authorizing Withdrawal of Municipal Public Monies

MA Initials

TC Initials

Initials

Initials

Bob Theresa

ADOPTION OF RESOLUTION SETTING FORTH TAX LEVIES FOR 2016 AND
APPROVAL OF CERTIFICATE OF TAX LEVY FOR 2016

This resolution sets forth the levy recommended at the November 15, 2016 Board meeting. The Certificate of Tax Levy is a part of this resolution. See attached resolution.

Recommended Action:

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.

**MORAIN VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
COOK COUNTY, ILLINOIS**

RESOLUTION SETTING FORTH TAX LEVIES FOR 2016

“BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 524, COUNTY OF COOK AND STATE OF ILLINOIS, AS FOLLOWS:

SECTION 1: That the sum of Twenty One Million Three Hundred Seventy-Four Thousand Seventy-Five Dollars (\$21,374,075) be levied as a tax for Educational purposes; and the sum of Seven Million Four Hundred Twenty-Three Thousand Six Hundred Sixty-Seven Dollars (\$7,423,667) be levied as a tax for Operations and Maintenance purposes; and the sum of Five Hundred Nine Thousand Two Hundred Sixty-Eight Dollars (\$509,268) be levied as a special tax for the purposes of Local Government and Governmental Employees Tort Immunity Act; and the sum of Eighty-Six Thousand Dollars (\$86,000) be levied as a special tax for Financial Audit purposes; and the sum of One Million Dollars (\$1,000,000) be levied as a special tax for Protection Health and Safety purposes on the equalized assessed value of the taxable property of Community College District 524, County of Cook and State of Illinois, for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for Fiscal Year 2017 and 50% for Fiscal Year 2018.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 524, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, on or before the last Tuesday of December 2016.

SECTION 3: That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.

SECTION 4: That the Chairperson is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Act.

PASSED this 20th day of December, 2016.

AYES:

NAYS:

ABSENT:

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

Community College District No 524 County Cook

Community College District Name Moraine Valley District 524 and State of Illinois hereby certify that we require:

the sum of \$ 21,374,075 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 7,423,667 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1,

the sum of \$ _____ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 509,268 to be levied as a special tax for the purposes of Local Government and

Governmental Employees Tort Immunity Act, (745 ICLS 10/9-107), and

the sum of \$ _____ to be levied as a special tax for Social Security and Medicare insurance purposes, (40 ILCS 5/21-110 AND 5/21-110.1), and

the sum of \$ 86,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,000,000 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01.

the sum of \$ - to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2010.

Signed this 20th day of December, 2016 _____
MVCC Chairperson of the Board

MVCC Secretary of the Board

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community College Board should not include in its' annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district, which have not been paid in full six.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT

This is to certify that the Certificate of Tax Levy for Community College District No. 524 County of Cook and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2016, was filed in the office of the County Clerk of this county on _____, 2016.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by the resolution on file with this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2016 is

\$ _____.

Date County Clerk and County

COOK COUNTY TRUTH IN TAXATION LAW

CERTIFICATE OF COMPLIANCE

I, Joseph P. Murphy, hereby certify that I am the presiding officer of Community College District No. 524, Moraine Valley Community College, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-55, *et seq.* (2002).

This certificate applies to the 2016 tax levy.

Joseph P. Murphy, Chairman
Board of Trustees

December 20, 2016
Date

PROPERTY TAX LIMITATION RESOLUTION

(See attached resolution)

Recommended Action:

It is recommended that the Board adopt the Property Tax Limitation Resolution as presented.

Property Tax Limitation Resolution

BE IT RESOLVED that the following funds not be limited by the Tax Limitation Act and that levies be no less than the following amounts:

Life Safety \$ 1,000,000

Auditing 86,000

Liability Ins. and Tort 509,268

Funds to be limited if necessary:

Education 21,374,075

not below 21,100,000

Building 7,423,667

not below 7,325,000

Adopted this 20th day of December 2016

Chairman
Board of Trustees

TO: Bob Sterkowitz
Vice President Financial and Business Services and College Treasurer

FROM: Jane Bentley
Director of Purchasing

DATE: December 6, 2016

RE: **Building F Roof Replacement Bid**

The bid was duly advertised in a local newspaper as prescribed by law. The bid was also advertised on the college's web site. The bids were opened on Thursday, December, 1 2016 at 11:00 AM, in room L 165. There were twenty (20) plan holders. Four (4) bids were received. The results of the bid are delineated on the attached sheet. The pricing for this bid was not via State contract or consortium contracts.

The Fine and Performing Arts Center (FPAC) existing roof is approximately twenty two (22) years old and is beginning to show signs of deterioration. The replacement of the roof is needed to prevent moisture infiltration before interior damage occurs due to roof leaks.

The recommendation of a bidder for the award of this project is based on the bidder's responsiveness to the identified qualifications, requirements of the project, and the bid amount. Upon review of the bid submittal and vendor meeting by the College's architect exp and engineer, Hutchinson Design Group, Ltd, it was found that Knickerbocker Roofing and Paving Co, Inc., of Harvey, Illinois, the apparent low bidder, understood the scope of the bid and met all bidding requirements for the project including all the necessary bidding documents with their submission.

RECOMMENDED ACTION: 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.

TO: Dr. Normah Salleh-Barone, Vice President of Student Development
Dr. Pamela Haney, Vice President of Academic Affairs

FROM: Dr. Scott Friedman, Dean of Student Engagement
Andy Sarata, Director of Admissions & Recruitment
Kamlesh Sanghvi, Chief Information Officer

DATE: December 2, 2016

RE: **Request for Proposal Scheduling Software**

Upon recommendation of the New Student Onboarding Work Group, the College issued a RFP in May 2016 to purchase appointment scheduling software. Stakeholder departments have been utilizing paper forms and/or Excel spreadsheets to manage tens of thousands of student appointments annually. This software will allow departments across the College to use web-based student scheduling, facilitate self-service check-in/check-out, allow for group scheduling, track students who utilize services, improve employee scheduling, and provide data for analytics modeling. The initial RFP yielded only two (2) proposals, and vendor feedback indicated a need to clarify the RFP and reissue. The reissued RFP was released in July 2016. The reissued RFP resulted in five (5) responses with four (4) proposals.

All four (4) vendors were invited to provide product demonstrations during September 2016. The review committee included members representing Academic Advising & New Student Orientation, Tutoring Center, Speaking & Writing Center, Admissions, Counseling & Career Development Center, Honors Program, Testing Services, Student Success, Liberal Arts, Learning Enrichment & College Readiness, and Information Technology. The committee determined that only two vendors offered solutions that met all of the RFP requirements. During the review process, it was discovered that additional departments had interest in utilizing appointment scheduling software. The finalists, SARS Software Inc. and E2E Advising, were each invited for a one-hour final demonstration. In addition to the areas listed above, representatives from the following areas also participated to provide feedback: Nursing, Library, Academic Services, Enrollment Services, Athletics, Center for Disability Services, Student Services, and Marketing & Communications.

After reviewing all of the feedback and pricing information, SARS Software Inc. provided the solution with the most options to fit the needs expressed by stakeholders. The SARS Software solution also allowed a scalable approach and had the lowest price of any proposal. SARS Software products are used extensively throughout the higher education market, and current local uses include: Joliet Junior College, Elgin Community College, College of DuPage, Harper College, Oakton College, Morton College, and the College of Lake County. SARS software was preferred over finalist E2E Advising's Appointment Manager due to intuitive design for student kiosks, overall cost, ease of use, employee scheduling, and current work by the vendor to integrate directly with Ellucian Colleague.

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.

REVIEW OF CLOSED SESSION WRITTEN MINUTES AND AUDIO TAPES

In January 1989, Public Act 85-1355 became law and requires that public bodies meet and review, at least on a semi-annual basis, written minutes of all closed session meetings to determine whether the need for confidentiality still exists.

In January 2004, Public Act 93-0523 became law and requires that public bodies also keep a verbatim record of all closed session meetings in the form of an audio or video recording. The verbatim recording is to be kept confidential for a minimum of 18 months and may be destroyed after the public body approves the written minutes of that closed session and approves the destruction of the recording.

It has been at least 18 months since the adjournment of several recorded closed session meetings; the Board has previously determined that the written minutes of these meetings can be released.

Recommended Action:

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.

Item 12.12:

Written Minutes:

- Recommend that the written minutes of the following closed session meeting not be released:

October 13, 2015

Audio Tapes:

- Recommend that the audio tapes of the following closed session meetings be destroyed (at least 18 months has passed since the closed session meeting was adjourned; the content has previously been approved; and the Board has voted to release the written minutes of these meetings):

February 18, 2015

March 18, 2015

April 15, 2015

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 524, County of Cook and State of Illinois, held at the Building D, Room D219, 9000 West College Parkway, Palos Hills, Illinois, in said Community College District at 6:00 o'clock P.M., on the 20th day of December, 2016.

* * *

The meeting was called to order by the Chairman and upon the roll being called, Joseph P. Murphy, the Chair, and the following Trustees were physically present at said location: _____

_____ and _____ (non-voting student member).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

_____ No Member was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

_____ The Chair announced that the next item of business before the Board of Trustees was the consideration of a 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 the District.

Whereupon Member Joseph Murphy presented and the Secretary read by title a resolution as follows, copies of which were made available to all in attendance at said meeting who requested a copy:

RESOLUTION abating the tax heretofore levied for the year 2016 to pay debt service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District No. 524, County of Cook and State of Illinois.

* * *

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 524, County of Cook and State of Illinois (the “*District*”), by resolution adopted on the 19th day of September, 2012, as amended by notifications of sale (the “*Resolution*”), did provide for the issue of \$5,400,000 Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and \$28,290,000 General Obligation Bonds (Alternate Revenue Source), Series 2013 (together, the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

Whereas the District hereby determines that the Pledged Revenues (as defined in the Resolution) are or will be available to pay the principal of and interest on the Bonds when due in that bond year (December 1 and June 1), so as to enable the abatement of the Pledged Taxes (as defined in the Resolution) levied for the same; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2016 to pay principal and interest on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 524, County of Cook and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2016 in the Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk of the County of Cook, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2016 in accordance with the provisions hereof.

Section 4. Effective Date. This Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 20th, 2016.

Chair, Board of Trustees

Secretary, Board of Trustees

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____
_____ .

NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 524, County of Cook and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the “*Board*”) of Community College District No. 524, County of Cook and State of Illinois (the “*District*”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 20th day of December, 2016, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2016 to pay debt service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District No. 524, County of Cook and State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48 hour period preceding said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 20th day of December, 2016.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the ____ day of _____, 201__, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2016 to pay debt service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District No. 524, County of Cook and State of Illinois.

duly adopted by the Board of Trustees of the Community College District No. 524, County of Cook and State of Illinois, on the ____ day of _____, 201__, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2016 for the payment of Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, as described in said resolution will be abated in its entirety as provided in said resolution.

IN WITNESS WHERETO, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 201__.

County Clerk

(SEAL)