

**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, 6:00 PM, Tuesday, February 21, 2017, 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 - Public Hearing on the Tax Levy, December 20, 2016
- 2) Unapproved Minutes - Regular Meeting, December 20, 2017
- 3) Unapproved Minutes - Closed Session Held December 20, 2016

4. **AUDIENCE PARTICIPATION**

5. **BOARD REPORTS AND/OR REQUESTS**

- 1) Student Trustee Report – Shipyor

6. **REPORTS OF ADMINISTRATION**

- 1) President's Report
  - Title III Grant/Blue Island Education Center Renovations
  - Spring 2017 Enrollment Report
  - 50th Anniversary Proclamation Recognizing Oak Lawn Rotary/Founding of MVCC

7. **COMMUNICATIONS**

- 1) Letter from National Council for Marketing & Public Relations (NCMPR) re Marketing & Communications Paragon Awards
- 2) Email from Former Student to President re Career Assistance Received
- 3) Letter from Student re Bookstore Customer Service

8. **FINANCIAL STATEMENT**

**For DECEMBER 2016:**

- 1) Treasurer's Report
- 2) Budget Summary Report

**For JANUARY 2017:**

- 3) Treasurer's Report
- 4) Budget Summary Report

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

9. **WARRANTS**

- 1) \* Account Expenditure Summaries
  - a. **FOR DECEMBER 2016**
  - b. **FOR JANUARY 2017**
- 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
    - a. \* Tenure Contract for Bargaining Unit Members
    - b. \* Third Year Contract for Bargaining Unit Members
    - c. \* Contract Extension/Non-Tenure Review of Bargaining Unit Member
    - d. \* Second Year Contract for Bargaining Unit Members
  - 2) \* Part-Time/Supplemental/Other
  - 3) Salary Revisions
  - 4) \* Leave of Absence (FMLA)
  - 5) Resignations/Terminations
    - a. \* Retirement - Faculty
    - b. \* Retirement - Administrative Classified
  - 6) \* Reclassification (Promotions, Transfers, Corrections, etc.)
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
  - 1) \* Affiliation Agreement with Advocate Health & Hospitals Corporation dba Advocate Christ Medical Center (Respiratory Therapy)
  - 2) \* Affiliation Agreement with Calumet Counseling & DUI Services, Inc. (Addictions Studies)
  - 3) \* Affiliation Agreement with Footprints to Recovery (Addictions Studies)
  - 4) \* Affiliation Agreement with Northwest Community Hospital (Sleep Technology)
  - 5) \* Affiliation Agreement with University of Illinois Hospital (Health Information Technology)
  - 6) \* Affiliation Agreement with Diabetes and Endocrine Care (Medical Assistant)

- 7) \* Proclamation Recognizing Oak Lawn Rotary - MVCC 50th Anniversary
- 8) \* Palos Hills Request for Use of College Property
- 9) \* Resolution for 457b Change to RBC Wealth Management
- 10) \* Statement of Final Completion for Project: Building T Roof Replacement
- 11) \* Request for Proposal - Auditing Services
- 12) \* Telephone Service Provider for Voice Connectivity
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **ADJOURNMENT**

**MINUTES**

Approved Minutes of the Regular Meeting of November 15, 2016

Enclosed

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**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, November 15, 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; Sandra Wagner; David Shipyor, Student Trustee

Absent: Susan Murphy, Eileen O’Sullivan

**III. MINUTES**

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of October 18, 2016, and there being no further corrections to the minutes, the minutes are approved as presented.

**IV. AUDIENCE PARTICIPATION**

None.

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

**5.1 Student Trustee Report**

Mr. Shipyor reported that he attended the Illinois Student Advisory Commission (SAC) meeting this past weekend and interacted with other trustees from around the state to discuss three important issues: the state budget, textbook costs, and the bachelor’s degree in Nursing. On October 29, the Halloween 5K was held, which raised \$6,500 for the Foundation. Mr. Shipyor thanked all the staff and volunteers who were involved in the event and commended the 115 5K participants. The Student Government Association

conducted a blood drive on November 1, and the college hosted a seminar on October 25 with a presentation on the effects of marijuana on the brain and behavior of teens and young adults. Mr. Shipyor reported that there was good feedback from the seminar; students indicated that they found the information very helpful.

**VI. REPORTS OF ADMINISTRATION**

6.1 Presentation to Bill Theres, Sr.

On behalf of the Board and the administration, Chairman Murphy presented Bill Theres, Sr., Maintenance Mechanic III, with a retirement gift and thanked him for his many years of service to the college community.

6.2 President's Report

- Dual Credit Presentation – Alexandria Terrazas, Coordinator of Student Success Programs, and Karrie Bieker, Research Analyst, gave an overview of a presentation they made at a conference in October regarding dual credit programs. They reported that high school dual credit students attend Moraine Valley at a higher rate after graduation than non-dual credit students. Dual credit consists of three cohorts: Dual Credit CTE, General Education, and Non-Dual Credit. The across-term retention rate for these three cohorts ranges from 77 to 83 percent. For the 2015-2016 academic year, there were 863 students enrolled across 27 dual credit partners, with 37 courses and 57 instructors. For the 2016-17 academic year so far, there are 1389 students enrolled across 27 partners, with 41 courses and 61 instructors. Next steps for dual credit include continued research to identify trends, continued information sharing with high school instructors, counselors, and parents, and Moraine Valley faculty continuing to expand the bridge between the college and the schools.

Mr. Michael Murphy asked about the program's recruitment efforts and indicated that he wished he had been encouraged to come to Moraine for his first year or two of college. Ms. Terrazas explained that high school students and their parents are provided information on dual credit opportunities and the potential savings of college tuition that can be realized by taking dual credit classes in high school.

- Community Learning Day – Dr. Cindy Anderson, Dean of Academic Development and Outreach, provided an overview of the college's

Community Learning Day (CLD), during which college employees provide service to various organizations in the community. The list of organization partners was shared, and Dr. Anderson indicated that for this year, there were some changes in the program to maximize the college's service and impact and to align with the Foundation's annual giving campaign. During this year's program, 256 employees participated in off-campus activities, 206 participated in panel discussions, and 76 participated in on-campus service activities. Dr. Anderson acknowledged and thanked the Board of Trustees, the Executive Leadership Team, the Foundation, the CLD committee members, the organizational team leaders, and the Marketing & Communications team for all the support and work making the Community Learning Day activities possible.

Dr. Jenkins congratulated Trustee John Coleman on his nomination for Representative Daniel Lipinski's Third Congressional District Senior Citizen Award. Trustee Coleman will be recognized at an award ceremony December 12. Dr. Jenkins thanked Trustee Kimberly Hastings for making a Science, Technology, Engineering & Math (STEM) presentation in the Library today as part of the Library's STEM series. She reported that Michael Murphy had also done a STEM presentation prior to his service on the Board. She thanked both Trustee Hastings and Trustee Murphy for engaging with the college community in this way. She thanked Chairman Murphy and the principal of Argo High School for attending the Foundation's annuitant event earlier today. Participants enjoyed a tour of the new Student Success Center. Dr. Jenkins shared a revised agenda item (10.1-5) with the Board members that they will be voting on this evening.

## **VII. COMMUNICATIONS**

- 7.1 ACPA Educational Leadership Foundation 2017 Diamond Honoree (Lisa Kelsay)
- 7.2 Letter from Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) re Continuing Accreditation of Health Information Management
- 7.3 Letter from Joint Review Committee on Education in Radiologic Technology (JRCERT) re Continuing Accreditation of Radiologic Technology

## **VIII. FINANCIAL STATEMENT**

- 8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$ 151,446,947.28 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. Wagner to approve the following consent agenda items, with Agenda Item 10.1-5 as revised:

**IX. WARRANTS**

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

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$ 5,049,422.00
9.3	Operation & Maintenance Fund	796,130.37
9.4	Operation & Maintenance Fund (Restricted)	511,823.96
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	510,806.77
9.7	Grants & Contracts Fund	230,685.65
9.7A	College Activity Clubs	10,147.24
9.8	Restricted Purpose Fund	198,974.70
9.9	Federal Fund	2,907,132.22
9.9B	Tort & Audit	35,018.39
9.9C	Working Cash Fund	-0-

(DOCUMENT C - SUPPLEMENT TO MINUTES)

**X. REPORT OF PERSONNEL**

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

10.1-1 Full-Time

Andriana Esparza - Admissions Recruiter, Admissions and Recruitment – effective 11/28/16



Malcom Heard - Coordinator, Student Success & Veterans, Student Success - effective 11/28/16

Shanita Jones - Benefits Specialist, Human Resources - effective 1/9/17

Margaret Lippert - International Student Services Specialist, International Student Affairs - effective 11/28/16

Amber Whited - Payroll Assistant, Finance - effective 11/28/16

(DOCUMENT D - SUPPLEMENT TO MINUTES)

10.1-1(a) Renewal of Appointment

It is recommended that the appointment of the following grant-funded individuals be renewed for the 2016-2017 fiscal year, contingent upon the continuation of grant funding:

Evera Ivy	Student Success Specialist
Colby Smith	Business Service Specialist
Darice Wright	Career Connections Adult Program Manager
Hiyam Yusef	Career Connections Student Success Specialist

(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

Dawn Countryman - Assistant Professor, Anatomy & Physiology, Science, Business & Computer Technology - L.O.A. (FMLA) 1/17/17-4/30/17

Deborah Sievers - Director of Disability Services, Center for Disability Services - L.O.A. (FMLA) Intermittent 11/2/16-11/1/17

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations (as revised)

Severo M. Balason, Jr. - Dean, Enrollment Services, Enrollment Services – effective 12/9/16

Lydia Falbo - Director of Nursing, Career Programs - effective 12/2/16  
Ronald Forgue - Police Officer, Police Department - effective 10/20/16  
Christian Maxwell - Financial Aid Coordinator, Financial Aid – effective 11/2/16  
Matthew Solum - Grounds Supervisor, Campus Operations – effective 10/28/16  
Guadalupe Zarco - Financial Aid Expeditor, Financial Aid - effective 11/11/16  
(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Support Staff

Rose Marie Sakanis - Secretary/Curriculum Assistant, Academic Services – retirement effective 6/30/17  
Doris Samyn Secretary II, Resource Development & Institutional Effectiveness - retirement effective 6/20/17  
(DOCUMENT I - SUPPLEMENT TO MINUTES)

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

Andrea Bailey - from Instructor, Business, Science, Business & Computer Technology to Assistant Professor - effective Academic Year 2016-2017  
Robert Faoro – from Instructor, Automotive Technology, Career Programs to Assistant Professor - effective Academic Year 2016-2017  
Charlie Hoskins, Jr. – from P.T. Police Officer, Police Department to F.T. Police Officer - effective 11/21/16  
Carmela Ochoa - Secretary II, Adult Basic Education to Coordinator, ABE/ASE - effective 12/5/16  
Mark O'Donnell - Police Officer, Police Department to Sergeant – effective 11/21/16  
Nereida Perez – from Departmental Assistant, Multicultural Student Affairs to Job Resource Specialist - effective 11/28/16  
(DOCUMENT J - SUPPLEMENT TO MINUTES)

**XI. UNFINISHED BUSINESS**

None.

**XII. NEW BUSINESS**

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

12.1 Affiliation Agreement with Advocate Health and Hospitals Corporation d/b/a Advocate Good Shepherd Hospital (Health Information Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with Advocate Health and Hospitals Corporation d/b/a Advocate Good Shepherd Hospital for Health Information Technology.  
(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with Sinai Health System (Health Information Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with Sinai Health System for Health Information Technology.  
(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.3 Amendment to Affiliation Agreement with Silver Cross (Health Information Management; Respiratory Therapy)

It is recommended that the Board of Trustees approve the amendment to affiliation agreement with Silver Cross for Health Information Management and Respiratory Therapy. (DOCUMENT M - SUPPLEMENT TO MINUTES)

12.4 Affiliation Agreement with Bria Health Services of Palos Hills (Nursing and Basic Nurse Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Bria Health Services of Palos Hills for Nursing and Basic Nurse Assistant.  
(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.5 Resolution Determining Estimated Tax Levy and Public Hearing 2016

It is recommended that the Board of Trustees approve the resolution as presented. (DOCUMENT O - SUPPLEMENT TO MINUTES)

12.6 Life Safety Project: Building T - HVAC Upgrades

It is recommended that the Board of Trustees approve the life safety project as outlined on the attached application.  
(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.7 Fall 2016 College Life-Cycle Management (LCM) Equipment Purchase

Whereas Dell Computers, of Round Rock, Texas, has submitted MHEC state of Illinois contract pricing for the purchase of five hundred and eighteen (518) computers and three hundred and sixty (360) monitors, it is recommended that the Board of Trustees award this proposal and authorize the issuance of a purchase order to Dell Computers in the amount of \$398,612.65 for the Fall 2016 College LCM Purchase.

Whereas Apple Inc., of Austin Texas, is a sole provider of Apple products, and pricing has been secured through the best possible outlet (Apple Store for Education) for seventy (70) computers, laptops and tablets, it is recommended that the Board of Trustees award this proposal and authorize the issuance of a purchase order to Apple Inc. in the amount of \$95,708.18 for the Fall 2016 College LCM Purchase.

Whereas CDW-G, of Vernon Hills, Illinois, has submitted the lowest responsible proposal for the purchase of one hundred and fifty (150) Cisco IP phones at 36,657.00, forty eight (48) Epson projectors at \$30,269.39 and ten (10) Samsung 16:10 monitors at \$1,208.90, it is recommended that the Board of Trustees award this proposal and authorize the issuance of a purchase order to CDW-G in the total amount of \$68,135.29 for the Fall 2016 College LCM Purchase.

Whereas Avalon Technologies, of Bloomfield Hills, Michigan, has submitted MHEC state of Illinois contract pricing for the purchase of T3 Compellent Data Storage Expansion, it is recommended that the Board of Trustees award this proposal and authorize the issuance of a purchase order to Avalon Technologies in the amount of \$27,328.00 for the Fall 2016 College LCM Purchase.

Whereas Midwest Computer Products, Inc. (MCP), of West Chicago, Illinois, has submitted the lowest responsible proposal for the purchase of twenty nine (29) A/V controllers, it is recommended that the Board of Trustees award this proposal and authorize the issuance of a purchase order to Midwest Computer Products, Inc. in the amount of \$25,020.04 for the Fall 2016 College LCM Purchase.

Whereas SKC Communication Products, LLC, of Shawnee Mission, Kansas, has submitted the lowest responsible proposal for the purchase of forty seven (47) projector screens, and miscellaneous brackets and connectors, it is recommended that the Board of Trustees award this proposal and authorize the

issuance of a purchase order to SKC Communications Products, LLC in the amount of \$11,957.13 for the Fall 2016 College LCM Purchase.

Whereas Zones Inc., of Auburn, Washington, has submitted the lowest responsible proposal for the purchase of one (1) APC Smart-UPS, it is recommended that the Board of Trustees award this proposal and authorize the issuance of a purchase order to Zones Inc., in the amount of \$6,054.36 for the Fall 2016 College LCM Purchase.

**Total Cost of this purchase: \$632,815.65**  
(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.8 Print Optimization Solution Request for Proposal (RFP)

Whereas Canon Solutions America, Inc., of Melville, New York, has submitted the lowest responsible proposal, meeting the overall needs of the college, for the purchase of four (4) high-end production printers and finishing equipment and forty seven (47) copiers including interoperable reprographics and fleet software, it is recommended that the Board of Trustees award this proposal and authorize the issuance of a purchase order to **Canon Solutions America, Inc.** in the amount of **\$487,761.00** as the college's printer optimization solution.  
(DOCUMENT R - SUPPLEMENT TO MINUTES)

12.9 Bookstore Hardware and Textbook Management System Upgrade

Whereas, Nebraska Book Company, of Lincoln, Nebraska, has been the college's point of sale system partner, it is recommended that the Board of Trustees award and authorize the issuance of a purchase order in the amount of **\$37,714.00 to Nebraska Book Company**, for the purchase of ten (10) new point of sale registers, pin pads and upgrade of software.  
(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.10 Coffee Kiosk Contract Extension/Espresso Love

The Auxiliary Services at Moraine Valley Community College is recommending that the Board of Trustees authorize and approve the college President to be signator on the Espresso Love three (3) year contract extension. The effective date of this contract will be January 6, 2017 through January 5, 2020. Espresso Love will pay the college \$25,000.00 per year for next three (3) years. (DOCUMENT T - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Consent Agenda Items 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.7A, 9.8, 9.9, 9.9B, and 9.9C; 10.1-1, 10.1-1(a), 10.1-2, 10.1-3, 10.1-4, 10.1-5 (Revised), 10.1-5(a), and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, and 12.10:

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

Motion carried.

**XIII. MISCELLANEOUS**

None.

**XIV. AUDIENCE PARTICIPATION**

None.

**XV. ADJOURNMENT**

The meeting adjourned at 6:50 PM.

**BOARD REPORTS AND/OR REQUESTS**

5.1 Student Trustee Report - Shipyor

Verbal

**REPORTS OF ADMINISTRATION**

6.1 President's Report

Verbal

- Title III Grant/Blue Island Education Center Renovations
- Spring 2017 Enrollment Report
- 50th Anniversary Proclamation Recognizing Oak Lawn Rotary/  
Founding of MVCC



**COMMUNICATIONS**

- |     |  |          |
|-----|--|----------|
| 7.1 | Letter from National Council for Marketing & Public Relations (NCMPR) re Marketing & Communications Paragon Awards | Enclosed |
| 7.2 | Email from Former Student to President re Career Assistance Received   | Enclosed |
| 7.3 | Letter from Student re Bookstore Customer Service  | Enclosed |

**2016-17 Board of Directors**

**President**

Jennifer Boehmer  
Associate Director for Strategic Communications  
Portland Community College  
PO Box 19000  
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jboehmer@pcc.edu

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January 4, 2017

Clare Briner  
Director, Marketing and Communications  
Moraine Valley Community College  
9000 W. College Parkway  
Palos Hills, IL 60465-2478

Dear Clare,

Congratulations! Your college is a Paragon winner!

Your entries in the following categories will receive a gold, silver or bronze Paragon at our national conference, scheduled March 27-29 in Charleston, South Carolina. We hope you and others from your college will be able to accept your awards in person by attending NCMPR's biggest professional development event of the year.

Your winning entries:

Class Schedule: "Fall 2016 Class Schedule"

Spot News-Event Video: "Fire Truck Dedication"

Spot News-Event Video: "Cyclone Student Athletes at Feed My Starving Children"

There were nearly 1,750 entries from 247 colleges in this year's Paragon Awards competition – the only one of its kind that recognizes excellence in design and communication exclusively among two-year community and technical colleges. Nearly 80 judges from across the country in the marketing and PR industry reviewed and scored the entries. Altogether, 92 colleges came up winners.

We'll celebrate the winners at our Paragon Awards program and dinner on Monday, March 27, beginning right after our opening keynote. If you haven't yet registered for the conference, be sure to sign up before Feb. 17 to get the early-bird rate, which saves \$50 off the regular fee. Details, including the conference brochure and registration and hotel information, are online at [www.ncmpr.org/17conf-reg](http://www.ncmpr.org/17conf-reg).

**IMPORTANT NOTE:** We will ship to the conference location only those awards that will be picked up the evening of the awards ceremony. Please confirm your attendance by contacting me at [dhalsey@ncmpr.org](mailto:dhalsey@ncmpr.org) or (505) 349-0500, ext. 1. Otherwise, your awards will be mailed to your office about three weeks after the Paragon presentation.

Again, congratulations on your awards. It's a big achievement, and the NCMPR board of directors looks forward to personally congratulating you in Charleston!

Sincerely,

Jennifer K. Boehmer  
NCMPR President

Debra L. Halsey  
NCMPR Executive Director

cc: Sylvia M. Jenkins, Ph.D., President, Moraine Valley Community College

**Sent:** Monday, January 16, 2017 2:10 PM

**To:** President

**Subject:** Great service over the break

Dear President Jenkins,

I just wanted to drop you a quick note, to tell you about two great experiences I had on your campus over the break. I am a former student (1982 grad) who previously lost my employment. I thought that I would tap some resources at MVCC, and had two great experiences, the first was with Tamimi Farooqui in the career counseling center who went above and beyond what I expected, in terms of helping an alumni who has been out of the interviewing scene for quite a while. The second was in the worknet center where Mary O'Connor sat and answered all of my questions, and pointed me in the right direction in terms of securing information in terms of additional education opportunities.

I just thought that you should know that I haven't been on campus in 30+ years, the place looks great! Keep up the good work that you are doing.

Sincerely,  
Tom Sherry  
class of 1982

January 26, 2017

MVCC Bookstore Manager

This letter is brought to your attention, to let you know I appreciated my recent transaction in the bookstore.

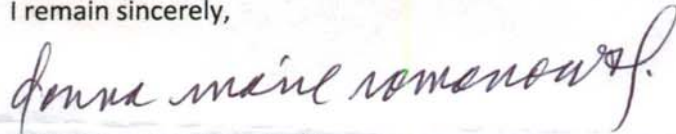
Not very long ago one of my brothers past, and today I received a phone call from my nephew. It is still not easy. That, in addition, to having to return some books to the bookstore (which I thought would be a difficult situation) I was not looking forward to the bookstore visit.

But, much to my surprise, it was as easy as pie. The rigid, inflexible, and petty treatment I was expecting was in fact cheerful, understanding, and accommodating. I was stunned. I never mentioned the death of my brother. The mature, dark haired lady at the register was a ray of sunshine in my blue sky. She simply regretted I had to drop the class. She expressed that she hoped I would return to MVCC soon.

That interaction should be evident in every department of MCVV; in truth of the entire educational system. Then perhaps, we will have the highly motivated students with impressive scores and great numbers of students that become credentialed professionals.

Having said that, you can be sure it is starting smack-dab in the bookstore. The bookstore is radiating the feeling that students are valued and supported in their academic endeavors.

I remain sincerely,



donna marie romanowski

P.S. Thank you

**MORAIN VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 524  
TREASURER'S REPORT  
MONTH ENDED DECEMBER 31, 2016**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$44,620,525.03	\$3,650,478.50	\$5,970,662.45	\$42,300,341.08
OPERATION & MAINT FUND	6,313,772.84	42,039.43	658,871.32	5,696,940.95
OPERATION & MAINT (RESTR.)	11,726,641.29	252,564.87	0.00	11,979,206.16
AUXILIARY ENT. FUNDS	7,387,554.40	1,077,234.36	452,513.50	8,012,275.26
RESTRICTED PURPOSE FUNDS	23,713,075.04	1,596,230.13	1,591,984.66	23,717,320.51
BOND & INTEREST FUND	51,162,519.42	38,597.12	1,126,875.00	50,074,241.54
TRUST & AGENCY FUNDS	132,266.97	3,878.63	11,049.01	125,096.59
TOTAL	<u>\$145,056,354.99</u>	<u>\$6,661,023.04</u>	<u>\$9,811,955.94</u>	<u>\$141,905,422.09</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$22,800.00
FIRST MERIT BANK	CHECKING ACCT	1,025,096.59
STANDARD BANK & TRUST	CHECKING ACCT	3,794,673.23
FIRST MERIT BANK	MONEY MARKET	1,004,300.16
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	1,752,938.81
IL SCHOOL DIST LIQUID ASSEST FUND	MONEY MARKET	1,419,876.71
ORLAND PARK BANK & TRUST	MONEY MARKET	1,000,000.00
SHORT TERM INVESTMENTS	VARIOUS	60,573,330.23
LONG TERM INVESTMENTS	VARIOUS	71,312,406.36
TOTAL		<u>\$141,905,422.09</u>

**MORAIN VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 524  
TREASURER'S REPORT  
MONTH ENDED JANUARY 31, 2017**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$42,300,341.08	\$4,465,903.89	\$5,757,508.25	\$41,008,736.72
OPERATION & MAINT FUND	5,696,940.95	7,235.24	1,339,682.16	4,364,494.03
OPERATION & MAINT (RESTR.)	11,979,206.16	299,190.53	180,263.39	12,098,133.30
AUXILIARY FUNDS	8,012,275.26	2,049,448.42	1,307,752.97	8,753,970.71
RESTRICTED PURPOSE FUNDS	23,717,320.51	684,072.46	986,355.71	23,415,037.26
BOND & INTEREST FUND	50,074,241.54	8,030.27	0.00	50,082,271.81
TRUST & AGENCY FUNDS	125,096.59	5,531.93	8,843.05	121,785.47
TOTAL	<u>\$141,905,422.09</u>	<u>\$7,519,412.74</u>	<u>\$9,580,405.53</u>	<u>\$139,844,429.30</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$24,000.00
FIRST MERIT BANK	CHECKING ACCT	1,021,785.47
STANDARD BANK & TRUST	CHECKING ACCT	3,526,446.43
FIRST MERIT BANK	MONEY MARKET	1,004,431.19
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	1,754,459.79
IL SCHOOL DIST LIQUID ASSEST FUND	MONEY MARKET	1,420,614.10
ORLAND PARK BANK & TRUST	MONEY MARKET	1,000,047.53
SHORT TERM INVESTMENTS	VARIOUS	58,776,830.23
LONG TERM INVESTMENTS	VARIOUS	71,315,814.56
TOTAL		<u>\$139,844,429.30</u>

DECEMBER  
**ACCOUNT EXPENDITURE SUMMARIES**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$5,970,662.45
9.3	OPERATION & MAINTENANCE FUND	658,871.32
9.4	OPERATION & MAINTENANCE (RESTR)	-
9.5	BOND & INTEREST FUND	1,126,875.00
9.6	AUXILIARY ENTERPRISE FUND	452,513.50
9.7	GRANTS & CONTRACTS FUND	225,333.92
9.7a	COLLEGE ACTIVITY CLUBS	11,049.01
9.8	RESTRICTED PURPOSE FUND	627,331.86
9.9	FEDERAL FUND	730,618.88
9.9b	TORT & AUDIT	8,700.00
9.9c	WORKING CASH FUND	-
	TOTAL	<u><u>\$9,811,955.94</u></u>

JANUARY

**ACCOUNT EXPENDITURE SUMMARIES**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$5,757,508.25
9.3	OPERATION & MAINTENANCE FUND	1,339,682.16
9.4	OPERATION & MAINTENANCE (RESTR)	180,263.39
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	1,307,752.97
9.7	GRANTS & CONTRACTS FUND	202,565.21
9.7a	COLLEGE ACTIVITY CLUBS	8,843.05
9.8	RESTRICTED PURPOSE FUND	542,362.51
9.9	FEDERAL FUND	241,072.82
9.9b	TORT & AUDIT	355.17
9.9c	WORKING CASH FUND	-
	TOTAL	<u><u>\$9,580,405.53</u></u>



10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	Enclosed
10.1-1(a)	Tenure Contract for Bargaining Unit Members	Enclosed
10.1-1(b)	Third-Year Contract for Bargaining Unit Members	Enclosed
10.1-1(c)	Contract Extension Non-Tenure Review for Bargaining Unit Member	Enclosed
10.1-1(d)	Second-Year Contract for Bargaining Unit Members	Enclosed
10.1-2	Part Time/Supplemental/Other	Enclosed
10.1-3	Salary Revisions	None
10.1-4	Leave of Absence (LOA)	Enclosed
10.1-5	Resignations/Terminations	Enclosed
10.1-5(a)	Retirement – Faculty	Enclosed
10.1-5(b)	Retirement – Administrative Classified	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

SUBJECT REPORT – Full Time

Daryl Bernard	Police Officer Police Department	Effective: 2/27/17
Nancy Gaylen	Director of Curriculum and Assessment Academic Services	Effective: 3/6/17
James Lamer	Groundskeeper Campus Operations	Effective: 3/6/17
Pashal Mabry	Financial Aid Expeditor Financial Aid	Effective: 2/27/17
Janet Oleksy	Secretary II Adult Basic Education	Effective: 2/27/17
Efrain Perez	Groundskeeper Campus Operations	Effective: 2/27/17

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RECOMMENDED ACTION

That the above be employed.

Tenure Contract for Bargaining Unit Members

Pursuant to the terms of the negotiated Agreement for the Faculty Association, Article 4.3, Non-Tenured Faculty, it is recommended that a contract for the following non-tenured bargaining unit members be renewed for the 2017-2018 academic year.

Randolph Conner	Humanities
Michael Espinoza	Criminal Justice
Panshula Ganeshan	Communications
Daniel Grafton	Geography
John Halliwell	Intensive English Language
Rita Kealy	Phlebotomy/Medical Terminology
Jennifer Lee	Reading
Deborah Morley	Health Information Technology
Rose Rich	Office Systems and Applications
David Viar	Welding

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RECOMMENDED ACTION

That the Board of Trustees approves the award of a contract for the 2017-2018 academic year for the above-named individuals.

Third-Year Contract for Bargaining Unit Members

According to Article 4.3 of the Faculty Agreement, first-year faculty are to be notified in writing of the decision to continue or terminate employment for the upcoming academic year no later than 60 days prior to the end of the first academic year. The following employees are being recommended to be given a contract for the 2017-2018 academic year.

Shelley Engstrom-Kestel	American Sign Language
Michele Foote	Nursing
Amanda Gerdes	Developmental Communications
Shanya Gray	Counselor
Peter Keep	Mathematics
Karen Kowalski	Medical Office Assistant
Daniel Matthews	Digital Media
Angela Nicholson	Nursing
LaToya Pryor	Respiratory Therapy
William Wolfe II	Computer Integrated Technology

---

RECOMMENDED ACTION

That the Board of Trustees approves the award of a contract for the 2017-2018 academic year for the above-named individuals.

Contract Extension/Non-Tenure Review for Bargaining Unit Member

As a result of a FMLA taken during the Fall 2014 semester, Jennene Fields is being recommended for a six month contract for Fall 2017 with an extension of her tenure decision to be made in the Fall 2017 semester (eligible for tenure beginning Spring 2018).

Jennene Fields          Physics

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RECOMMENDED ACTION

It is recommended that the above be approved as presented.

Second-Year Contract for Bargaining Unit Members

According to Article 4.3 of the Faculty Agreement, first-year faculty are to be notified in writing of the decision to continue or terminate employment for the upcoming academic year no later than 60 days prior to the end of the first academic year. The following employees are being recommended to be given a contract for the 2017-2018 academic year.

Heather Casiello  
Michelle Flory  
Kimberly Wroble

Nursing  
Developmental Communications  
Nursing

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RECOMMENDED ACTION

That the Board of Trustees approve the award of a contract for the 2017-2018 academic year for the above-named individuals.

SUBJECT REPORT – Leave of Absence (LOA)

Sarah Bales	Professor, Biology Science, Business & Computer Technology	L.O.A. (FMLA) 3/8/17-5/19/17
Patricia Caratachea	P.T. Departmental Assistant Academic Outreach	L.O.A. (FMLA) 2/1/17-7/1/17
Margaret Dawczak	Coordinator of Records & Assessment Learning Enrichment & College Readiness	L.O.A. (FMLA) Intermittent 01/25/17-1/24/18
Merri K. Fefles	Assistant Professor, History Liberal Arts	L.O.A. (FMLA) Intermittent 2/6/17-2/5/18
Helen Limberopoulos	Secretary II Campus Operations	L.O.A. (FMLA) Intermittent 1/13/17-1/12/18
Shirley Mancuso	P.T. Payroll Assistant Finance	L.O.A. (FMLA) 1/10/17-4/6/17
Georgina Murphy	Assistant Professor, Nursing Career Programs	L.O.A. (FMLA) Intermittent 1/30/17-1/29/18
Deborah Sievers	Director, Disability Services Center for Disability Services	L.O.A. (FMLA) Intermittent 2/14/17-2/13/18
Iwona Tryba	Administrative Assistant Institutional Advancement	L.O.A. (FMLA) 2/20/17-6/16/17
Amber Whited	Payroll Assistant Finance	L.O.A. (FMLA) 1/16/17-3/10/17
Carrie Wolf	Coordinator of Testing Services Testing Center	L.O.A. (FMLA) Intermittent 2/2/17-2/1/18

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RECOMMENDED ACTION

That the above leaves be granted.

SUBJECT REPORT - Resignations/Terminations

Tamarra Coleman-Hill	Assistant Professor, Communications Liberal Arts	Effective: 12/16/16
Kelly Daily	Departmental Assistant Campus Operations	Effective: 1/27/17
Quintina Dulaney	P.T Library Assistant II Library/Learning Resource Center	Effective: 2/24/17
Cieara Harvey	Departmental Assistant Multicultural Student Affairs	Effective: 1/6/17
Regis Simba	P.T. User Support Services Specialist Information Technology	Effective: 2/6/17
Laura Vera	Registration Representative Registration and Records	Effective: 1/18/17

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RECOMMENDED ACTION

That the above be approved as presented.



Retirement – Faculty

The following employee has submitted a notice of retirement per date listed:

Mary Therese Galka                      Assistant Professor, Basic Nurse Assistant    7/31/17  
Career Programs

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RECOMMENDED ACTION

It is recommended that the request for retirement be approved as presented.

Retirement – Administrative Classified

The following employee has submitted a notice of retirement per date listed:

Karen McGinnis	Administrative Assistant Administrative Services	7/31/17
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RECOMMENDED ACTION

It is recommended that the request for retirement 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>
Helen Dunne	P.T. Departmental Assistant Academic Advising Center Support Staff	F.T. Departmental Assistant Academic Advising Center/ Center for Disability Services Effective: 2/27/17
Lynn Granz	P.T. Departmental Assistant Science, Business & Computer Technology Support Staff	F.T. Departmental Assistant Corporate, Community & Continuing Education Effective: 2/27/17
Jane Majewski	Budget Assistant Finance Department Support Staff	Departmental Assistant Campus Operations Effective: 3/6/17
Edward Mangan	F.T. Police Officer Police Department	P.T. Police Officer Police Department Effective: 2/27/17
Matthew McDougall	Groundskeeper Campus Operations Support Staff	Lead Groundskeeper Campus Operations Effective: 2/27/17

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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 Advocate Health & Hospitals Corporation  
dba Advocate Christ Medical Center (Respiratory Therapy) Enclosed
- \*12.2 Affiliation Agreement with Calumet Counseling & DUI Services,  
Inc. (Addictions Studies) Enclosed
- \*12.3 Affiliation Agreement with Footprints to Recovery (Addictions Studies) Enclosed
- \*12.4 Affiliation Agreement with Northwest Community Hospital (Sleep  
Technology) Enclosed
- \*12.5 Affiliation Agreement with University of Illinois Hospital (Health  
Information Technology) Enclosed
- \*12.6 Affiliation Agreement with Diabetes and Endocrine Care (Medical  
Assistant) Enclosed
- \*12.7 Resolution Recognizing Oak Lawn Rotary - MVCC 50th Anniversary Enclosed
- \*12.8 Palos Hills Request for Use of College Property Enclosed
- \*12.9 Resolution for 457b Change to RBC Wealth Management Enclosed
- \*12.10 Statement of Final Completion for Project: Building T Roof  
Replacement Enclosed
- \*12.11 Request for Proposal – Auditing Services Enclosed
- \*12.12 Telephone Service Provider for Voice Connectivity Enclosed

**PROCLAMATION OF APPRECIATION TO**  
**OAK LAWN ROTARY**

(See attached proclamation)

Recommended Action:

It is recommended that the Board of Trustees approve the attached proclamation of appreciation to the Oak Lawn Rotary.

Proclamation Presented by Moraine Valley Community College

To Oak Lawn Rotary

Presented this 27<sup>th</sup> day of February, 2017

WHEREAS, Two Oak Lawn Rotary members attended a session of the Palos-Orland-Worth Planning Council on October 20, 1965 to receive information on the junior college question in Illinois; and

WHEREAS, The Oak Lawn Rotary voted to organize a committee to sponsor the organization of a Junior College Committee for Evergreen Park, Oak Lawn and Reavis High School Districts; and

WHEREAS, The Oak Lawn Rotary appointed Orval A. Larson, an Evergreen Park attorney, chairman of said committee, who quickly structured the Junior College Citizens Committee; and

WHEREAS, The Oak Lawn Rotary was the impetus for the founding of Moraine Valley Community College with the passage of a referendum on February 18, 1967; and

WHEREAS, The Oak Lawn Rotary then approached Orval A. Larson to organize a Caucus Committee to select candidates for the first Junior College Board of Education, who were elected on April 22, 1967. Six men and one woman were administered the oath of office on May 1, 1967, and thereby Junior College District 524 became an entity, and leased its first administrative offices in Oak Lawn; and

WHEREAS, Moraine Valley Community College held its first classes in leased buildings in Alsip on September 16, 1968. The number of enrolled students was 1,210, with the largest number, 398, residing in Oak Lawn; and

WHEREAS, Moraine Valley Community College moved onto its Palos Hills campus in 1969 with the creation of seven temporary buildings, the same year the Oak Lawn Rotary established a scholarship fund for students; and

WHEREAS, The Oak Lawn Rotary helped pass a successful \$15 million referendum in 1993 to build the Fine and Performing Arts Center by serving on the planning committee and Foundation board of directors, and donating \$25,000 to help endow the Moraine Valley Foundation to support programming in the new center; and

WHEREAS, Moraine Valley Community College is now the second largest community college in Illinois with an annual enrollment of an estimated 32,000 students. The 297-acre campus has grown from temporary Quonset huts on an old sod farm to 14 state-of-the-art buildings and extension centers in Tinley Park and Blue Island; and

WHEREAS, Moraine Valley Community College celebrates 50 years of being “Rock Solid Since 1967” and continues to be committed to student success and providing quality, affordable education and job training opportunities; therefore, be it

RESOLVED, By Moraine Valley Community College, that we thank the Oak Lawn Rotary for its early dedication to founding a junior college in this community; creation of a student scholarship to ensure continued student success; commitment to improving access to the arts in the southwest suburbs through the creation of the Fine and Performing Arts Center; and support as original members of the Foundation Board of Directors; and be it further

RESOLVED, That this proclamation be presented to Oak Lawn Rotary President Mark Dynia.

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Dr. Sylvia M. Jenkins  
College President

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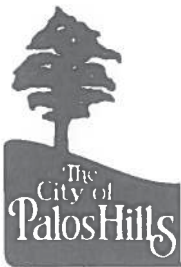
Joseph P. Murphy  
Board of Trustees Chairperson

**PALOS HILLS REQUEST FOR USE OF COLLEGE PROPERTY**

The Palos Hills Friendship Festival has been held at the college for over 30 years. The City has requested use of the area known as the “triangle” (located at 107<sup>th</sup> Street and 86<sup>th</sup> Avenue), the area adjacent to 86<sup>th</sup> Avenue, for their festival (July 6-9) and fireworks display (July 9). The City will honor the Intergovernmental Agreement and will provide proof of insurance naming the college as an additional insured. See attached letter.

**Recommended Action:**

It is recommended that the Board of Trustees authorize the City of Palos Hills to use college property as specified above for their annual Palos Hills Friendship Festival 2017 to be held July 6-9, 2017.



## COMMUNITY RESOURCE & RECREATION DEPARTMENT

8455 W. 103rd Street, Palos Hills, IL 60465 (708) 430-4500 Fax (708) 430-8376 [www.paloshillsweb.org](http://www.paloshillsweb.org)

January 4, 2017

Dr. Sylvia Jenkins, President  
Moraine Valley Community College  
9000 W. College Parkway  
Palos Hills, IL 60465

Dear President Jenkins,

On behalf of Mayor Bennett and the Palos Hills City Council we once again request permission to hold the Palos Hills Friendship Festival July 6 – 9 on the grounds of the Moraine Valley Community College at the “triangle” property. Our spectacular fireworks display will be held on Sunday, July 9, at the same location with your permission.

The Friendship Festival provides the community a way to connect family and friends over the summer for great food, entertainment and fun. We value the support we receive from Moraine Valley.

As in the past, we will honor the Intergovernmental Agreement of Palos Friendship Festival 2016 and will provide you within 90 days of the start of the fest the requested proof of insurance certificate naming the College as an additional insured. We will also maintain full security at this event.

If you have any questions or concerns regarding this letter please contact me at the Resource & Recreation Department at 708-430-4500 or the Mayor’s office at 708-598-3400. We would like to start planning the very best in entertainment for Friendship Festival 2017, so we anxiously await your reply.

Once again, thank you for past support.

All my best,

Kristin Violante  
Commissioner of Community Resources and Recreation

CC: Andy Duren



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

**457b TAX DEFERRED COMPENSATION PLAN**

Summary

Heide Wealth Management, the Financial Advisor for Moraine Valley Community College's 457b Deferred Compensation plan has decided to switch Broker Dealers from Wells Fargo to RBC Wealth Management.

Recommended Action:

It is recommended that the Board of Trustees approve a change in the Financial Advisor's Broker Dealer information for the College's 457b Deferred Compensation plan.

# Financial professional commission payment and authorization form.



## Section 1. Plan and employer information.

Moraine Valley Community College Deferred Compensation Plan

PLAN NAME ("PLAN")

Moraine Valley Community College

6513

PLAN SPONSOR NAME (I.E., COMPANY NAME)

CONTRACT NUMBER

## Section 2. Financial professional information.

Dave Heide

FINANCIAL PROFESSIONAL NAME

14225 95th Ave, Suite 451

PHYSICAL ADDRESS

Orland Park

IL

60462

CITY

STATE

ZIP

(708) 364-2025

(708) 364-2022

TELEPHONE NUMBER

FAX NUMBER

daniel.jakuta@rbc.com

www.heidewealthmanagement.com

EMAIL ADDRESS

WEBSITE

RBC Wealth Management

N/A

BROKER/DEALER FIRM NAME

REGISTERED INVESTMENT ADVISORY FIRM NAME

GW6

010PJ

ACCOUNT REPRESENTATIVE NUMBER

BRANCH I.D. NUMBER

If team, please complete:

Mark Anderson/ Daniel Jakuta

FINANCIAL PROFESSIONAL NAME

14225 95th Ave, Suite 451

PHYSICAL ADDRESS

Orland Park

IL

60462

CITY

STATE

ZIP

(708) 364-2025

(708) 364-2022

TELEPHONE NUMBER

FAX NUMBER

daniel.jakuta@rbc.com

www.heidewealthmanagement.com

EMAIL ADDRESS

WEBSITE

RBC Wealth Management

N/A

BROKER/DEALER FIRM NAME

REGISTERED INVESTMENT ADVISORY FIRM NAME

N/A

N/A

ACCOUNT REPRESENTATIVE NUMBER

BRANCH I.D. NUMBER

Dave Heide

The Heide Wealth Management Group

PRIMARY CONTACT (REQUIRED IF TEAM)

TEAM NAME (IF APPLICABLE)

GW6

010PJ

JOINT REPRESENTATIVE NUMBER

JOINT BRANCH I.D. NUMBER

**Section 3. Financial professional payment Information**

**Compensation amount and form of payment. (SELECT ONE)**

- Option 1: Asset based amount of \_\_\_\_\_% per year deducted from Plan assets and divided equally into monthly payments<sup>1</sup> (ENTER AMOUNT BETWEEN .1%-1.00%)
- Option 2: First year asset based amount of \_\_\_\_\_% on all takeover and contribution deposits divided equally into monthly payments and a renewal asset based amount of \_\_\_\_\_% per year on all Plan assets beginning at the 13<sup>th</sup> month divided equally into monthly payments<sup>1</sup> (ENTER AMOUNT BETWEEN .1%-1.00%)

We will apply this as a level asset based amount of \_\_\_\_\_% per year to be deducted from Plan assets and divided equally into monthly deductions (TO BE COMPLETED BY CUNA MUTUAL RETIREMENT SOLUTIONS)

- Option 3: 12b-1/finder's fees paid by the investment companies in which the Plan is invested<sup>2</sup>

**Financial professional acknowledgement.**

Financial professional agrees the information as completed on this form is accurate and that for any commissions paid via CMFG Life Insurance Company selling agreement he/she is affiliated with CMFG Life Insurance Company as an appointed agent for the above named Plan. Further, the financial professional acknowledges responsibility to provide all required fee disclosures and any other required disclosures related to services he/she is providing to the above named Plan.

Dave Heide

FINANCIAL PROFESSIONAL NAME (PLEASE PRINT)

12/06/2016  
DATE

  
FINANCIAL PROFESSIONAL SIGNATURE

<sup>1</sup>Commissions are paid via CMFG Life Insurance Company selling agreement. The asset-based calculation will not include following assets: loans, employer stock, self-directed brokerage accounts, individually directed accounts, or individually managed accounts. Payments will not be deducted from any of the following assets: loans, employer stock, self-directed brokerage accounts, individually directed accounts, or individually managed accounts and will generally be deducted from participants' accounts by the 10<sup>th</sup> business day following month-end. Payments will be deducted pro-rata from participant accounts.

<sup>2</sup>Payment amounts and payment frequency is contingent on selling agreements between broker/dealer and the investment companies.

**Section 4. Plan Sponsor authorization.**

12/01/2016

**REQUESTED EFFECTIVE DATE FOR FEE INITIATION, CHANGE OR TERMINATION**

Please note: Plan Sponsor agrees to complete the Financial professional commission payment and authorization form and agrees to provide the form to CUNA Mutual Retirement Solutions 45 days prior to the initiation, modification or termination of financial professional payments.

Plan Sponsor authorizes CUNA Mutual Retirement Solutions to provide the financial professional(s) online view-only access to Plan and participant level data including; financials, reports, forms, documents and other Plan and participant-related information. Upon Plan Sponsor written request, access may be revoked without notice.

Plan Sponsor further agrees compensation amount and form of payment ("Payment") outlined above is reasonable and accurately represents its service agreement with the financial professional. Plan sponsor directs CUNA Mutual Retirement Solutions to rebate any sub-TA revenues paid by the investment companies to the Plan participants. Plan Sponsor further directs CUNA Mutual Retirement Solutions to rebate any 12b-1 fees or other fund level fees (i.e. finder's fees) that are not being paid directly to the financial professional to the Plan participants.

Plan Sponsor further agrees to indemnify and hold CMFG Life Insurance Company, its affiliates, directors, officers and employees harmless from any and all claims, liabilities, losses, damages, expenses, fines, penalties, or taxes incurred due to any incorrect information provided, herein, to CUNA Mutual Retirement Solutions, or incurred due to any actions or inactions of the Plan Sponsor that are inconsistent with the Plan, trust, Internal Revenue Code or ERISA.

Robert Sterkowitz

PLAN SPONSOR REPRESENTATIVE (PLEASE PRINT)

DATE

PLAN SPONSOR REPRESENTATIVE SIGNATURE

OFFICE USE ONLY	
Date Received:	
Actual Effective Date:	

CUNA Mutual Retirement Solutions is a division of CUNA Mutual Group and the marketing name for CPI Qualified Plan Consultants, Inc., a CUNA Mutual Group member company. CUNA Mutual Group is the marketing name for CUNA Mutual Holding Company, a mutual insurance holding company, its subsidiaries and affiliates. Annuity insurance products are issued by CMFG Life Insurance Company, located in Madison, Wisconsin. Each insurer is solely responsible for the financial obligations under the policies and contracts it issues.

Securities distributed by CUNA Brokerage Services, Inc. (CBSI), member FINRA/SIPC, a registered broker/dealer, 2000 Heritage Way, Waverly, Iowa 50677, toll-free 866.512.6109. Non-deposit investment and insurance products are not federally insured, involve investment risk, may lose value, and are not obligations of or guaranteed by the financial institution. Representatives offer retirement and investment education but do not provide investment, legal or tax advice. Participants are encouraged to consult their own advisors.

**STATEMENT OF FINAL COMPLETION OF  
STATE AND LOCALLY FUNDED PROJECTS:**

**State and Locally Funded Project:**  
**Building T Roof Replacement**

(see attached)

**Recommended Action:**

It is recommended that the Board of Trustees approve the Statement of Final Completion for the above-named project.

**State and Locally Funded Projects**  
**Statement of Final Completion**

ICCB Project Title: Moraine Valley Community College Building T Roof Replacement  
 ICCB Project # 2274-1113

Name and address of architect/engineer providing the Statement of Final Completion:

Final cost and scope of the project:

Approved Budget \$1,093,000.00

Actual Cost \$1,083,143.00

Approved Scope:

Actual Scope:

Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	_____	_____
Other	_____	_____
	<u>Roof</u>	<u>Roof</u>
TOTAL NASF	<u>123,720</u>	<u>123,720</u>
TOTAL GSF	<u>123,720</u>	<u>123,720</u>

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
 Architect/Engineer's Signature

1/23/17  
 Date

001-014079  
 Illinois Registration or License Number

\_\_\_\_\_  
 District Official's Signature

\_\_\_\_\_  
 Date



**Protection, Health, and Safety Project**  
**Statement of Final Construction Compliance**

ICCB Project Title: Moraine Valley Community College Building T Roof Replacement  
ICCB Project # 2274-1113

Name and address of architect/engineer providing the Statement of Final Construction Compliance:


**exp** US Services, Inc.  
205 N. Michigan Ave.  
Chicago, IL 60061

Final cost of the project:

Approved Budget \$1,093,000.00

Actual Cost \$1,083,143.00

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature



001-014079  
\_\_\_\_\_  
Illinois Registration or License Number

Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

TO: Board of Trustees, Moraine Valley Community College  
FROM: Robert J Sterkowitz, Vice President of Financial and Business Services  
DATE: February 8, 2017  
RE: **Request for Proposal Auditing Services**

At the request of the Board of Trustees, the College issued a RFP in November 2016 seeking a vendor to establish a relationship with for auditing services. Specifications were sent to seventeen (17) auditing firms. Eleven (11) responses were received. The College's intention is to commit to a fixed fee with the successful respondent for audits of five fiscal years beginning with June 30, 2017 through June 30, 2021. The initial contract will be for the first year, with new contracts signed each year at the fee level quoted in this proposal.

The proposals received were reviewed by the Audit Services Task Group. This group is comprised of the College's Internal Auditor, Vice President of Finance, Controller and two (2) members of the Board of Trustees. The task group evaluated the overall quality and responsiveness of the proposals, including, but not limited to the following criteria: Relevant qualifications and experience with auditing Illinois Community Colleges, financial offer, external quality control reviews and references. The task group narrowed the field to four (4) vendors that best offered solutions per RFP requirements. These finalists; Baker Tilly, RSM US, Sikich, and Crowe Horwath (the College's current Auditor), were each invited to the College for an interview and presentation to the task group.

After reviewing all of the feedback from the presentations, it was determined that the most qualified candidate based upon the criteria set forth in the proposal, as well as the interview/presentation phase of the project, was RSM US. RSM US is a leading provider of audit, tax and consulting services with over 80 offices nationwide and local offices in Chicago, servicing over 2,800 government clients as well as over 510 colleges, universities and community colleges. Their client history includes: City Colleges of Chicago, College of Lake County, John A Logan College, Kaskaskia College, Heartland Community College, Illinois Central College, Illinois Valley College and Sauk Valley College. They have also provided services for Cook County, NIU, City of Palos Hills, and Worth Township School District.

**Recommendation:**

It is recommended that the Board of Trustees approve the RSM US proposal and enter into an agreement with RSM US. For a fixed fee for fiscal audits beginning in June 2017 through June 2021. The initial contract will be for the first year, with new contracts signed each year at the fee level listed below:

Annual Audit Fees:

June 30, 2017	\$ 81,800
June 30, 2018	\$ 84,200
June 30, 2019	\$ 86,700
June 30, 2020	\$ 89,300
June 30, 2021	\$ 92,000



DATE: February 13, 2017  
TO: Kamlesh Sanghvi, CIO  
FROM: Susan Gray, Director of Infrastructure and Network Services  
RE: **Telephone Service Provider for Voice Connectivity**

Moraine Valley Community College has negotiated the services of Comcast Corporation to provide voice transmission lines on campus over the course of the next three (3) years (36 Months). Comcast Corporation is one of the country's largest communications companies and an S&P 500 company. They have location centers in Chicago with redundant communication systems providing both data and voice services to their clients.

In researching efforts to reduce our costs and review our existing relationship and pricing with the Windstream Corporation, it was determined that the Comcast Corporation's rate proposal was the lowest compared to Windstream and Access One. Additionally, since the college has engaged in an agreement with Comcast for Internet services, the college will have the opportunity for redundant telephone paths for business continuity purposes. The cost savings over the life of the contract will be approximately \$26,000.00. The college will benefit from an additional \$38,000.00 savings over the cost of the previous contract. Furthermore, the college has been satisfied with the service level it has received over the life of the current contract.

Comcast Corporation provided the lowest Monthly Rate Charge (MRC) based on several providers and options. Results of this pricing are delineated on the attached sheet.

**RECOMMENDED ACTION**

Whereas Comcast Corporation has submitted the most competitive rates for the service, it is recommended that the Board of Trustees approve and authorize entering into a three (3) year contractual agreement with **Comcast Corporation** to supply monthly telephone service for a cost of \$83,844.00 for a three (3) year agreement, plus any applicable taxes.