

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, 6:30 PM, Tuesday, November 14, 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 of October 10, 2017 Regular Meeting
 - 2) Unapproved Minutes of Closed Session, October 10, 2017
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
 - 1) ICCTA Meeting Report - Coleman
 - 2) Student Trustee Report – Asfar
6. **REPORTS OF ADMINISTRATION**
 - 1) Presentation to Mary Beth Walsh (retirement)
 - 2) Presentation to Mary O'Malley-Absalon (retirement)
 - 3) President's Report
 - Food Services Update
 - Grants Report
 - College 101 Book
 - Legislative Update
7. **COMMUNICATIONS**
 - 1) Letter from Arbor Day Foundation re Moraine Valley Receiving 2016 Tree Campus USA Recognition
 - 2) Letter from Illinois Community College System Foundation re Donations from MVCC for Hurricane Harvey Recovery Efforts
 - 3) Thank You Letter from the Greater Englewood Community Development Center re Donated Computers
 - 4) Thank You Letter from Palos Fine Arts re MVCC Bookstore Support for 2017 Palos Reads Community Event
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) * Restricted Purpose Fund
 - a. * Grants & Contracts Fund
 - b. * Federal Fund
 - c. *College Activity Clubs
- 8) * Working Cash Fund
- 9) * Tort & Audit

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
 - a. * Retirement - Administrative Professional
 - b. * Retirement - Administrative Classified
 - c. * Retirement - Support Staff
- 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)

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

- 1) * Affiliation Agreement with University Retina and Macula Associates PC (Medical Assistant)
- 2) * Affiliation Agreement with Advocate Health and Hospitals Corporation--North Side, Condell, Sherman, Dreyer, EHS Home, Meridian Hospice (Associate Degree Nursing)
- 3) * Affiliation Agreement with Premier Behavior Services (Addictions Studies)
- 4) * Affiliation Agreement with Dr. S. Setia M.D. (Medical Assistant)
- 5) * Affiliation Agreement with Loyola University Medical Center (Associate Degree Nursing)
- 6) * Affiliation Agreement with Roberts Park Fire Protection District (Fire Science)
- 7) * Affiliation Agreement with MetroSouth Medical Center (Associate Degree Nursing)
- 8) * Affiliation Agreement with Nazih Khatib, M.D., Pediatrics (Medical Assistant)
- 9) * Resolution Determining Estimated Tax Levy and Public Hearing 2017

- 10) * Board Policy Revisions
- 11) * Approval of New Certificate Programs: Computed Tomography and Patient Care Technician
- 12) * Life Safety Project: Building T HVAC Upgrades Phase 2
- 13) * Building T Vehicle Storage Building Addition Re-bid
- 14) * Vending Services Program Request for Proposal (RFP)
- 15) * Retail Dining, Catering Services and Coffee Shop Program
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **CLOSED SESSION**
Motion to adjourn to closed session for purposes of discussing matters regarding collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to Sections 2(c)(2) of the Illinois Open Meetings Act.
16. **ADJOURNMENT**

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Special Meeting/Board Retreat, was held on Saturday, September 16, 2017, in the Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465. Public Notice was given pursuant to the Open Meetings Act Section 42.02 (attached).

I. CALL TO ORDER

The meeting was called to order by Chairman John Coleman at 8:15 AM.

II. ROLL CALL

Present: John Coleman, Chairman; Kimberly Hastings; Brian O'Neill; Eileen O'Sullivan; Sandra Wagner; Hana Asfar, Student Trustee (Arrived 9:35 AM)

Absent: Joseph Murphy, Michael Murphy

III. GENERAL DISCUSSION OF MATTERS RELATING TO THE SHORT- AND LONG-TERM FUTURE OF THE COLLEGE

Bob Sterkowitz, Vice President of Finance & Business Services/College Treasurer, reviewed information on operating budget projections and assumptions, clarifying that these projections are a planning tool and that as each year's actual information is received, projections are adjusted. He explained that funds from the state were received for FY17 and for FY18 and how the college will maintain a conservative stance on the budget because no one knows what will happen going forward. He reviewed budget assumptions, providing background information for context and indicating that based on that information, there did not appear to be a need to raise tuition for FY19. Using these same assumptions, he projected that a \$3-per-credit-hour tuition increase for both FY20 and FY21 and a \$4 tuition increase in FY22 would be reasonable. Cost reduction across the budget is a continuous process. Strategies for funding potential capital expenditures were also reviewed.

Dr. Jenkins indicated that the Board would vote on any tuition recommendation at a regular meeting; today's information is just for discussion and getting direction from the Board.

A three-year plan for tuition increases allows both the college and students to plan ahead. Course fees are adjusted regularly to reflect the costs for consumable goods used by students in the classroom. The implementation of a technology fee has allowed the college to implement a life-cycle management plan for the rotational replacement of technology to keep campus and academic technology up-to-date.

Bob reviewed a proposal for a uniform online course delivery fee that would bring the costs for taking an online course down for out-of-district and out-of-state students in relation to how the college currently charges for these courses. With a headcount of 318 out of 2,500 online enrollments representing out-of-district/out-of-state enrollments, there is potential for increasing the college's out-of-district/out-of-state online enrollments. More research would be done to present a final recommendation for consideration by the Board. There was consensus among the Board to proceed. Dr. Jenkins indicated that a recommendation would be developed for the Board to consider before next April for this to be effective for fall 2018/FY19.

Bob discussed a proposal for the implementation of a one-time admission fee of \$25 for the first credit-hour course for which a new student registers, effective for spring 2018. This fee will bridge a gap until an application fee can be implemented in Colleague, and also serve as a way to ensure that students are serious about enrolling. This will also allow better planning for staffing, rooms, and scheduling of sections. The proposed admission fee would be replaced by the application fee when it is implemented. There was consensus by the Board to proceed. This recommendation will come before the Board for action in October to be effective for spring 2018.

Dr. Margaret Lehner, Vice President, Institutional Advancement, shared information regarding enrollment data and effects on higher education, including that community college enrollments are down both nationally and in the state of Illinois. Nationally, high school graduates are expected to increase, while public high school graduates in Illinois are projected to decrease by 2%. The college consistently draws 35% of district public high school graduates, but public high school enrollments are projected to drop 8% by 2020. Dr. Lehner reviewed demographic information for the district, which reflects national demographics that show significant increases in Hispanic and minority populations over the past six years. Moraine Valley offers five of the top ten AAS degrees and seven of ten top certificate programs. She shared that 20% of all credit enrollments at Illinois community colleges are internet-based courses, either fully online or hybrid courses. At Moraine Valley, course enrollments have increased by 23.7% in online and 68.3% in hybrid courses over the past five years.

Dr. Pamela Haney, Vice President, Academic Affairs, shared information about proposed new program offerings that will expand opportunities for students and better serve the needs of district and state employers. She reviewed both changing and new credit and non-credit offerings and degree and certificate programs that respond to the needs of students and industry as well as those programs that will expand transferability options for students into advanced degrees in STEM (science, technology, engineering and mathematics) fields as well as other programs.

Various college processes were reviewed, including complaint processes, informing the community about tuition savings for students who attend Moraine Valley, and programs that support populations for whom English is not the first language.

Dr. Lehner shared information with the Board regarding the college's Academic Quality Improvement Program (AQIP) reaffirmation of accreditation through the Higher Learning Commission (HLC), which is reaffirmed every eight years. She reviewed the processes involved, including action projects (current action projects are in developmental education, institutional effectiveness, and employee engagement); preparation of a systems portfolio; evaluation of the systems portfolio, action project training workshop (the college's next action project will be a college-wide data measurement for student retention); and a comprehensive quality review (CQR) visit, which will take place in February 2018. The CQR requires an opportunity for community public comment sent directly to the HLC through a link posted by the college, a student opinion survey conducted by the HLC, submission of a report documenting federal compliance and a report of quality highlights. A team from HLC will visit the college to hold various meetings with various populations, including the Board of Trustees, to validate that the college meets five specific criteria regarding the college's mission; integrity/ethical and responsible conduct; teaching and learning/quality, resources, and support; teaching and learning/evaluation and improvement; and resources, planning, and institutional effectiveness. Going through this process may qualify the college for the Open Pathway for accreditation, which takes place every 10 years. Dr. Jenkins indicated that the meeting with the Board members will be an early evening meeting and the Board will be kept informed as the process continues.

Dr. Jenkins reported on requests from the faculty and support staff unions for extensions of the contracts. She indicated that the administration will find out more specifically what the unions are defining as an extension of contract. She

indicated that she is informing the Board of these requests because they will require the Board's approval. There may be a closed session at the October Board meeting to discuss this in more detail, and if Board members have questions or concerns, they should talk to Dr. Jenkins or the Board Chair.

Bob reported on RFP proposals for food service operations at the college. More information will come back to the Board in October or November.

Dr. Jenkins reported on the Cook County Sheriffs program, which has been at the college since 2001. Because of ICCB (Illinois Community College Board) administrative rules, the college cannot report credit hours in this program for apportionment reimbursement. Dr. Jenkins would like the Board to be aware of two options, which are to pursue the payment of rent by the program or accept that there is no revenue generation for this use of college space. After some discussion and based on the Board's feedback, Dr. Jenkins will follow up with the Undersheriff to find out where they are with discussions of rent or compensation to the college.

Rick Hendricks, Vice President of Administrative Services, reviewed projects that are scheduled for the next several years for the campus, funded through Life Safety, college funds, or RAMP (state) projects. Dr. Jenkins clarified that as these projects come up, the Board will see the bids in the board packet for action.

Dr. Jenkins informed the Board of a request by Tinley Park requesting to use college-owned land in Tinley Park for a new fire station after they remove two existing fire stations. Dr. Jenkins indicated that the proposal was not advantageous to the college.

The Board members expressed appreciation for the information shared with them during the meeting.

III. ADJOURNMENT

The meeting adjourned at 11:21 AM.

September 11, 2017

Meeting Notice

The Moraine Valley Community College Board of Trustees will hold a board retreat at 8 a.m., Saturday, Sept. 16, 2017, in the Board Room, Building D, Room D219, on campus, 9000 W. College Pkwy., Palos Hills.

A G E N D A

1. CALL TO ORDER
2. ROLL CALL
3. GENERAL DISCUSSION OF MATTERS RELATING TO THE SHORT- AND
LONG-TERM FUTURE OF THE COLLEGE
4. ADJOURNMENT

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Public Hearing, was held on Tuesday, September 19, 2017, in the Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465. Public notice was given pursuant to the Open Meetings Act Section 42.02 (attached).

I. CALL TO ORDER

The meeting was called to order by Chairman John Coleman at 6:30 PM.

II. ROLL CALL

Present: John Coleman, Chairman; Kimberly Hastings; Joseph Murphy; Michael Murphy; Brian O’Neill; Sandra Wagner; Hana Asfar, Student Trustee

Absent: Eileen O’Sullivan

III. BUDGET PRESENTATION

Mr. Robert Sterkowitz, Vice President, Financial and Business Services/College Treasurer, provided an overview of the FY'18 budget and identified projected revenues and expenditures in the college's general education and operations & maintenance funds. Total projected Operating Fund revenues by source indicate that the college receives 13% from the state government, 31% from local taxes, 54% from tuition and fees, and 2% from other sources. Mr. Sterkowitz shared a five-year trend for Operating Fund Revenues, showing the changes in state and local tax portions of the college’s operating fund revenues. He identified the auxiliary enterprises at the college, which are intended to be self-supporting through fees charged to students/staff, such as the college bookstore; Corporate, Community and Continuing Education; Fine and Performing Arts Center; athletics; College Activities; food services; child care; and the Health Fitness and Recreation Center. FY’18 total operating fund revenue is projected at \$96,703,945, and total operating fund expenditures are projected at \$96,703,945. Total projected revenues for all funds is \$160,179,244; total projected expenditures for all funds is \$160,856,535. Mr. Sterkowitz indicated that this is a balanced

Operating Budget. Some of the projected expenditures in the total expenditures for all funds are for capital improvement projects for which funds have already been designated and are held in restricted purpose accounts.

IV. PUBLIC HEARING

Mr. Coleman opened the floor for any public comments on the budget, which has been on public display for 30 days. There was no audience participation regarding the budget.

V. ADJOURNMENT

The meeting adjourned at 6:46 PM.

September 11, 2017

Meeting Notice

The Moraine Valley Community College Board of Trustees will meet for its regularly scheduled meeting on Tuesday, Sept. 19. A public hearing on the FY18 budget will take place at 6:30 p.m., followed by the regular meeting. The hearing and the meeting will take place in the Board Room, Building D, Room D219, on campus, 9000 West College Parkway, Palos Hills.

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, September 19, 2017, 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 John Coleman at 6:47 PM.

II. ROLL CALL

Present: John Coleman, Chairman; Kimberly Hastings; Joseph Murphy; Michael Murphy; Brian O'Neill; Sandra Wagner; Hana Asfar, Student Trustee

Absent: Eileen O'Sullivan

III. MINUTES

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of August 15, 2017, 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

Ms. Asfar reported that Welcome Days were held August 22-23 to welcome students back for the semester and to share information about the clubs and activities available for students. She indicated that two radio stations were present and the event was a great way to make everyone feel comfortable. The Internship Fair on September 11 included a panel whose participants answered questions from students and the Job Resource Center staff. Local and national companies were represented at the event, such as Orland Grasslands, Chicago

Park District, State Farm, and others, to share information about internship opportunities. The event was also a great networking opportunity for students. A collaborative leadership project between Student Life and Student Success that takes place every Thursday is helping students to build leadership skills and learn information that can be applied in everyday life. The sixth annual Run for Peace took place on Saturday, September 17. Proceeds will benefit the Palestinian Children's Relief Fund. Ms. Asfar reported that both the Arab Student Union and Muslim Student Association were active in helping out with this event, and more than 700 participants were registered.

VI. REPORTS OF ADMINISTRATION

6.1 Presentation to Phil McNeff (retirement)

On behalf of the Board and the administration, Mr. Joseph Murphy presented Phil McNeff, Building Services Supervisor, with a retirement gift and thanked him for his 37 years of service to the college.

6.2 President's Report

- 50th Anniversary Resolutions – Clare Briner, Director of Marketing and Communications, reported on the response from the communities and high school districts in the college's district by passing a resolution in recognition of the college's 50th anniversary this year. Twenty-four of those resolutions were on display at the college's community celebration on Saturday. She also reported that the community day celebration was well attended and was a great event for the community and the college. Clare also reported that the college will assemble a time capsule to mark this year, and ideas for items to include were welcomed.
- Year in Review Video – There were some technical difficulties with the video that prevented sound. Dr. Jenkins indicated that she would send the link to the video to the Board members.

Dr. Jenkins reported that the college received a beautification award from the Village of Palos Hills and that she, Rick Hendricks, and Rick Brennan attended the village meeting to receive the award. She shared a photo from the meeting with the Board members.

VII. COMMUNICATIONS

None

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$ 155,835,942.22 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. Joseph Murphy and seconded by Mr. O’Neill to approve the following consent agenda items:

IX. WARRANTS

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

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$ 5,581,120.35
9.3	Operation & Maintenance Fund	9 88,083.22
9.4	Operation & Maintenance Fund (Restricted)	428,649.65
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	1,951,398.50
9.7	Restricted Purpose Fund	1 ,319,775.05
9.7A	Grants & Contract Fund	446,433.95
9.7B	Federal Fund	34,760.21
9.7C	College Activity Clubs	3 ,360.05
9.8	Working Cash Fund	-0-
9.9	Tort & Audit	5,000.00

(DOCUMENT C - SUPPLEMENT TO MINUTES)

X. REPORT OF PERSONNEL

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

10.1-1 Full-Time

Tiffiney Kavars - Box Office Manager, Fine & Performing Arts Center – effective 10/9/17

Thomas Sinagra – Groundskeeper, Campus Operations - effective 10/2/17

Colin Strange – Groundskeeper, Campus Operations - effective 9/25/17

(DOCUMENT * - SUPPLEMENT TO MINUTES)

10.1-1(a) Tenure Contract for Bargaining Unit Member

It is recommended that the Board of Trustees approve the granting of tenure for the following employee, effective spring 2018:

Dr. Jennene Fields Physics Instructor

(DOCUMENT * - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT * - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

Mary Barney - Instructor, Philosophy, Liberal Arts - L.O.A. (FMLA)
Intermittent 8/22/17 – 12/14/17

Rick Brennan - Director of Campus Operations, Campus Operations –
L.O.A. (FMLA) 9/13/17 – 10/13/17

Laura Hyzny - Departmental Assistant, Career Programs - L.O.A. (FMLA)
10/9/17 – 11/3/17

Bonnie Keating - Financial Aid Expeditor, Financial Aid - L.O.A. (FMLA)
10/9/17 – 12/1/17

Sundus Madi-McCarthy - Academic Advisor, Academic Advising - L.O.A.
(FMLA) Intermittent 9/11/17 – 9/10/18

Lauren Peerbolte - Coordinator, New Student Onboarding L.O.A. (FMLA)
Student Development 10/14/17 – 12/11/17

Donna Schnepf Professor, Health Information Technology, Career Programs
- L.O.A. (FMLA) Intermittent 9/11/17 – 9/10/18

DeWitt Scott - Student Success Specialist. Student Success - L.O.A. (FMLA)
8/28/17 – 09/15/17

(DOCUMENT * - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Lamont Gary - Warehouse Supervisor, Shipping & Receiving – effective 9/29/17
Judy Healy - Accounting Systems Analyst, Finance - effective 9/15/17
Michael Hennigan – Groundskeeper, Campus Operations - effective 8/25/17
Andriy Khudytskyy - P.T. Community Service Officer, Police Department - effective 8/26/17
James Lamer – Groundskeeper, Campus Operations - effective 9/8/17
Yuri Lopez - Departmental Assistant, Multicultural Student Affairs – effective 9/29/17
Jane Majewski - Departmental Assistant, Campus Operations – effective 8/31/17
Jessica Robledo - P.T. Departmental Assistant, Academic Services – effective 8/17/17
Lori Sanders - Director, IT Project Management. Information Technology - effective 9/14/17
Torrance Smith - Assistant Technical Director. Liberal Arts - effective 9/30/17
(DOCUMENT * - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Administrative and Professional

Susan Gray - Director, Infrastructure & Network Services, Information Technology – effective 6/30/18
Michael Sadler Oracle Database & UNIX Administrator, Information Technology – effective 1/31/18
Robert Sterkowitz - Vice President of Finance & Business Services/College Treasurer, Finance – effective 6/30/18
(DOCUMENT * - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement – Faculty

Chris Alberts - Associate Professor, Criminal Justice, Career Programs – effective 8/31/18
(DOCUMENT * - SUPPLEMENT TO MINUTES)

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

Aaron Almanza – from Instructor, Developmental Communications, Learning Enrichment & College Readiness to Assistant Professor - effective Academic Year 2017-2018

Courtney Farr – from Dispatcher, Police Department to Secretary II, Student Success - effective 9/25/17
Sandra Leonard – from Secretary II, Career Programs to Administrative Assistant, Administrative Services - effective 10/2/17
Kevin McWoodson – from Assistant Professor, Economics, Liberal Arts to Associate Professor - effective Academic Year 2017-2018
Mark O’Donnell – from Police Sergeant, Police Department to Police Lieutenant - effective 9/25/17
Mary Turek – from P.T. Departmental Assistant, Academic Outreach/SWEC to F.T. Departmental Assistant, Center for Disability Services – effective 9/25/17
Kevin Warchol – from Grounds Supervisor, Campus Operations to Groundskeeper - effective 10/30/17
(DOCUMENT * - SUPPLEMENT TO MINUTES)

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

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

12.1 Affiliation Agreement with North Palos Fire Protection District (Fire Science)

It is recommended that the Board of Trustees approve the affiliation agreement with North Palos Fire Protection District for Fire Science.
(DOCUMENT * - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with Oak Forest Fire Department (Fire Science)

It is recommended that the Board of Trustees approve the affiliation agreement with Oak Forest Fire Department for Fire Science.
(DOCUMENT * - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with Park Forest Fire Department (Fire Science)

It is recommended that the Board of Trustees approve the affiliation agreement with Park Forest Fire Department for Fire Science.
(DOCUMENT * - SUPPLEMENT TO MINUTES)

12.4 New Board Policy #6533.3 – Policy on Unauthorized Use of Recreational Drones (UAVs) on Campus Property or Facilities

It is recommended that the Board of Trustees approve new Board Policy #6533.3: Policy on Unauthorized Use of Recreational Drones (UAVs) on Campus Property or Facilities, as presented.
(DOCUMENT * - SUPPLEMENT TO MINUTES)

12.5 FY2018 Budget

It is recommended that the Board of Trustees adopt the FY 2018 Budget.
(DOCUMENT * - SUPPLEMENT TO MINUTES)

12.6 Holiday Schedule

It is recommended that the Board of Trustees adopt the holiday schedule and authorize that the college be closed from Wednesday, December 20, 2017, through Tuesday, January 2, 2018. The college will reopen on Wednesday, January 3, 2018.
(DOCUMENT * - SUPPLEMENT TO MINUTES)

12.7 Fall 2017 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 twenty six (526) computers and three hundred and forty (340) 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 **\$432,224.04** for the Fall 2017 College LCM Purchase.

Whereas Conference Technologies, of Itasca, Illinois, has submitted the lowest responsible proposal for the purchase of fifty five (55) projectors, twenty one (21) A/V controllers and misc. projection system parts, it is recommended that the Board of Trustees award this proposal and authorize the issuance of a purchase order to **Conference Technologies** in the amount of **\$73,153.00** 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 forty five (45) computers 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 **\$43,100.00** for the Fall 2017 College LCM Purchase.

Whereas CDW-G, of Vernon Hills, Illinois, has submitted the lowest responsible proposal for the purchase of one hundred and sixty five (165) virtual desktops, three (3) digital displays and six (6) projector screens, it is recommended that the Board of Trustees award this proposal and authorize the issuance of a purchase order to **CDW-G** in the amount of **\$44,027.67** for the Fall 2017 College LCM Purchase.

Whereas MetrolineDirect, of Troy, Michigan, has submitted the lowest responsible proposal for the purchase of one hundred and sixty (160) VoIP phone sets, it is recommended that the Board of Trustees award this proposal and authorize the issuance of a purchase order to **MetrolineDirect** in the amount of **\$27,308.01** for the Fall 2017 College LCM Purchase.

Whereas Zones Inc., of Auburn, Washington, has submitted the lowest responsible proposal for the purchase of three (3) 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 **\$14,294.12** for the Fall 2017 College LCM Purchase.

Total Cost of this purchase: \$634,106.84
(DOCUMENT * - 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, 10.1-5(a), 10.1-5(b), and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, and 12.7:

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

Motion carried.

XIII. MISCELLANEOUS

Dr. Jenkins shared with the Board that before tonight's meeting began, Congressman Lipinski came to the college to share a copy of the congressional record document recognizing the college's 50th anniversary. She thanked the Board members and staff who were able to be present and expressed appreciation for Congressman Lipinski's recognition of the college's anniversary. The copy of the Congressional record was shared with the Board members.

XIV. AUDIENCE PARTICIPATION

None.

XV. ADJOURNMENT

The meeting adjourned at 7:12 PM.

BOARD REPORTS AND/OR REQUESTS

- | | | |
|-----|--------------------------------|--------|
| 5.1 | ICCTA Meeting Report – Coleman | Verbal |
| 5.2 | Student Trustee Report - Asfar | Verbal |

REPORTS OF ADMINISTRATION

- | | | |
|-----|--|--------|
| 6.1 | Presentation to Mary Beth Walsh (retirement) | Verbal |
| 6.2 | Presentation to Mary O'Malley-Absalon (retirement) | Verbal |
| 6.3 | President's Report | Verbal |
| | <ul style="list-style-type: none">• Food Services Update• Grants Report• College 101 Book• Legislative Update | |

COMMUNICATIONS

- | | |
|--|----------|
| 7.1 Letter from Arbor Day Foundation re Moraine Valley Receiving 2016
Tree Campus USA Recognition | Enclosed |
| 7.2 Letter from Illinois Community College System Foundation re Donations
from MVCC for Hurricane Harvey Recovery Efforts | Enclosed |
| 7.3 Thank You Letter from the Greater Englewood Community Development
Center re Donated Computers | Enclosed |
| 7.4 Thank You Letter from Palos Fine Arts re MVCC Bookstore Support
for 2017 Palos Reads Community Event | Enclosed |



Arbor Day Foundation[®]

211 N. 12th St. • Lincoln, NE 68508 • 888-448-7337 • arborday.org

We inspire people to plant, nurture, and celebrate trees.

September 25, 2017

Dr Sylvia Jenkins
President
Moraine Valley Community College
9000 W College Pkwy
Palos Hills, IL 60465-2478

Dear Dr. Jenkins,

Congratulations Moraine Valley Community College on receiving Tree Campus USA[®] recognition in 2016! You are one of only 344 colleges and universities to receive this special distinction that sets your campus apart from other schools and shows your commitment to encouraging students and university personnel to care for our planet's tree resources.

Enclosed is a copy of the *Chronicle of Higher Education* ad, which ran on September 22, 2017. The Arbor Day Foundation thanks you for your efforts and encourages you to apply for recertification by December 31, 2017. Together we can foster a sense of environmental stewardship in college students across the country. Congratulations again on your achievement!

Sincerely,



Dan Lambe
President

Congratulations and Thank You to the 2016 Tree Campus USA® Schools

As shown in the September 22, 2017, *Chronicle of Higher Education*



Congratulations!

The Arbor Day Foundation congratulates these colleges and universities for earning Tree Campus USA® recognition.



Abilene Christian University
Abraham Baldwin Agricultural College
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Albany Technical College
Allegheny College of Maryland
American River College
American University
Appalachian State University
Arkansas Tech University
Ashland Community and Technical College
Athens State University
Auburn University
Auburn University at Montgomery
Aurora University
Austin Peay State University
Baker University
Baldwin Wallace University
Bard College
Bellarmine University
Belmont University
Berea College
Brady College
Black Hills State University
Blackfoot Community College
Bladen Community College
Bluegrass Community and Technical College
Brookhaven College
Dryden Meier College
Bulker University
California Baptist University
California Polytechnic State University,
San Luis Obispo
California State University Channel Islands
California State University Northridge
Calvin College
Cameron University
Carnegie Mellon University
Cazenovia College
Central Baptist College
Centre College
Chatham University
Chippewa Valley Technical College
Clark College
Clarke University
Clyton State University
Clemson University
Cleveland State Community College
College of Coastal Georgia
College of the Holy Cross
Colorado College
Colorado Mesa University
Colorado State University
Columbia Basin College
Cornell University
Creighton University
Delaware State University
Delaware Baptist University
Delaware State University
Denison University
Drake University
Drury University
Duke University
East Carolina University
Eastern Kentucky University
Eastern Oregon University
Eastfield College
Eckerd College
Edgewood College
Elmhurst College
Emory University
Emporia State University

Florida Atlantic University -
John D. MacArthur Campus
Florida Gulf Coast University
Florida Institute of Technology
Florida International University
Fordham University
Fort Hays State University
Franklin & Marshall College
Franklin College
Frostburg State University
Furman University
Georgia College & State University
Georgia Institute of Technology
(Georgia Tech)
Goshen College
Green Mountain College
Gwinnett Technical College
Hannibal-LaGrange University
Hastings College
Haverford College Arboretum
Henriepark Technical College
High Point University
Hobart and William Smith Colleges
Hocking College
Holstra University
Hollins University
Howard Payne University
Huntington College
Illinois College
Illinois State University
Indiana State University
Indiana University Bloomington
Indiana University East
Inter American University
Puerto Rico - Metropolitan Campus
Iowa State University
IU/PUI (Indiana University -
Purdue University, Indianapolis)
Ivy Tech Community College -
Southern Indiana
Jacksonville State University
Jacksonville University
Jameson Community College
John Brown University
Johnson & Wales University -
North Miami Campus
Johnson & Wales University-Denver
Kansas City University of Medicine
and Biosciences
Kansas State University
Kent State University
Kent State University - Salem Campus
Kent State University at Stark
Kenyon College
Kauka College
Kirkwood Community College
Landonmark College
Lewis University
Lone Star College - Montgomery
Los Angeles Pierce College
Los Angeles Valley College
Louisiana State University
Loyola University Chicago
Loyola University
Maricopa College
Martin Luther College
McLennan Community College
Medical University of South Carolina
Mercer University
Middle Georgia State University
Middlebury College
Mississippi State University
Missouri State University

MN West Community & Technical College
Worthington Campus
Montana State University - Bozeman
Moraine Valley Community College
Moravian College
Morehead State University
Morrisville State College
Mountain View College
Multnomah College
Nash Community College
Nebraska College of Technical Agriculture
Nebraska Wesleyan University
North Central College
North Dakota State University
North Lake College
Northeastern Illinois University
Northeastern State University -
Tallequah Campus
Northern Arizona University
Northern Kentucky University
Northwest Missouri State University
Northwest Nazarene University
Northwood University Texas Campus
Ohio Northern University
Ohio University
Oklahoma City Community College
Oklahoma City University
Oklahoma State University
Old Dominion University
Oregon State University
Oxford College of Emory University
Penn State Erie, the Edinboro College
Pennsylvania College of Technology
Portland Community College
Portland State University
Presbyterian College
Purdue University
Rhodes College
Richland College
Rollins College
Roosevelt University
Sacramento State
Saint Louis University
Salisbury University
Solve Regina University
Snn Houston State University
Santa Clara University
Santa Rosa Junior College
Savannah Technical College
Shawnee State University
Shoreland College - NWCCO
Shoreline Community College
Sicklmore College
Smith College
South Dakota State University
Southern Illinois University Carbondale
Southern Oregon University
Southern Utah University
Spelman College
St. Bonaventura University
St. Charles Community College
St. Edward's University
St. John's River State College
St. John's University
St. Mary's College of Maryland
State University of New York College of
Environmental Science & Forestry
State University of New York Upstate
Medical University
Stony Brook University
Suffolk County Community College -
Eastern Campus
SUNY Geneseo
SUNY New Paltz
SUNY Old Westbury

SUNY Oneonta (State University of
New York)
Syracuse University
Tarrant County College Southwest
Temple University Ambler Campus
Tennessee State University
Tennessee Wesleyan University
Texas A&M University
Texas Christian University
Texas Southern University
Texas State University
The Catholic University of America
The College of Wooster
The Ohio State University
The Ohio State University
Wooster Campus
The Pennsylvania State University
The University of Alabama
The University of Alabama in Huntsville
The University of Findlay
The University of Georgia
The University of Kansas
The University of Montana
The University of North Carolina
at Charlotte
The University of Southern Mississippi
The University of Tennessee
The University of Texas at Austin
The University of Texas at Dallas
The University of Texas Rio
Grande Valley
The University of Vermont
The University of West Alabama
Trevocca Nazarene University
Trine University
Triton College
Troy University
Troy University - Dothan
Troy University - Montgomery
Troy University - Phenix City
Truman State University
Tulane University
Tulsa Community College
Tulsa Community College - Northeast
Campus
Tulsa Community College Southeast
Campus
Tulsa Community College, Metro
Campus
United Tribes Technical College
Universidad Metropolitana
University of Alabama at Birmingham
University of Alaska Anchorage
University of Arizona Campus
Arboretum
University of Arkansas - Monticello
University of Arkansas for Medical
Science
University of California Davis
University of California, Irvine
University of Central Florida
University of Colorado-Boulder
University of Connecticut
University of Florida
University of Hawaii
University of Houston
University of Houston - Clear Lake
Pearland Campus
University of Illinois at Chicago
University of Illinois at Urbana-
Champaign
University of Iowa
University of Kansas Medical Center

University of Kentucky
University of Louisiana at Lafayette
University of Louisville
University of Mary Washington
University of Maryland
University of Massachusetts Amherst
University of Massachusetts, Lowell
University of Miami
University of Michigan
University of Mount Union
University of Nebraska at Omaha
University of Nebraska Medical Center
University of Nebraska - Lincoln
University of Nevada, Las Vegas
University of Nevada, Reno
University of North Carolina at
Pembroke
University of North Carolina Greensboro
University of North Georgia
University of North Texas
University of Northern Colorado
University of Pennsylvania
University of Pittsburgh at Bradford
University of Puget Sound
University of Redlands
University of Rochester
University of South Carolina
University of South Carolina Aiken
University of South Carolina Upstate
University of South Florida
University of Texas at El Paso
University of Utah
University of Washington
University of West Georgia
University of Wisconsin - Stevens Point
University of Wisconsin - Oshkosh
University of Wisconsin-Fox Valley
University of Wisconsin - Milwaukee
Urbana University
Utah State University
Valdosta State University
Valencia College
Vassar College
Villanova University
Vincennes University
Virginia Highlands Community College
Virginia State University
Virginia Tech
Wake Forest College
Wake Forest University
Warren Wilson College
Washington & Jefferson College
Washington State University
Washington State University Vancouver
Washington University in St. Louis
Washington Community College
Waubesaee Community College
Webster University
West Chester University
West Texas A&M University
West Virginia State University
Western Illinois University
Western Kentucky University
Western Michigan University
Western Oregon University
Western State Colorado University
Western Technical College
Westminster College
Wharton College
Wilton Wright College - One of the City
Colleges of Chicago
William Marsh Rice University
William Woods University
Winona State University
Youngstown State University



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ILLINOIS COMMUNITY COLLEGE SYSTEM FOUNDATION

401 East Capitol Avenue • Springfield, IL 62701 • Phone: 217/789-4230 • Fax: 217/492-5176

October 17, 2017

Dr. Sylvia M. Jenkins

President

Moraine Valley Community College

9000 W. College Pkwy>

Palos Hills, IL 60465-2478

Dear Dr. Jenkins:

Sylvia

Thank you to the students and employees of Moraine Valley Community College for the group donation of **\$2,254.39** which will be combined with all other "Help Harvey" donations sent to the ICCSF to help aid this recovery effort. Please share my congratulations for the success of the college's efforts with this support drive with students, employees, and Foundation Director Bruce G. Nawara.

The ICCSF is cooperating with the American Association of Community Colleges (AACC) and Texas community college system officials to make sure that the donations sent to this office are forwarded to the Texas community college officials who best know where the aid will have the most impact. The support drive will conclude at the end of the month.

Again, thank you so much for your support in this recovery effort.

Sincerely,

Joe M. Kanosky

Joe M. Kanosky, Ph.D., President

Copy: Bruce G. Nawara

*Thanks so much -
great Team effort!*

PLEASE RETAIN THIS RECEIPT

Your group contribution of **\$2,254.39** to the ICCSF on **September 30, 2017** toward the "Help Harvey" - Texas community college system hurricane relief effort is gratefully acknowledged. *The Illinois Community College System Foundation (ICCSF) did not provide any goods or services in return for your donation. The ICCSF is a 501 (c) (3), not-for-profit organization. Contributions are tax-deductible to the extent allowed by law.*

DATE: October 24, 2017
TO: Kam Sanghvi, CIO
FROM: Bill Helmold
SUBJECT: Thank you letter to share with ELT & the Board of Directors
Greater Englewood Community Development

Attached is a letter from the Greater Englewood Community Center. They were very excited and appreciative to receive over eighty of our outdated computer systems. The Greater Englewood Community Center serves as a catalyst for economic development, with a mission to re-brand, re-build and revitalize the Greater Englewood Community by building on existing community assets and facilitating ongoing collaboration between residents and other key stakeholders.

These computers were replaced as part of our ongoing Life Cycle Management program and will now be used to assist members of their community in need. It is great to see equipment we can no longer use help the community as a donation, rather than be passed on for disposal whenever possible.



Bill Helmold
Director of Client Services



Greater Englewood Community Development

Rebrand Rebuild Revitalize

Dear Mr. Helmold,

On behalf of Greater Englewood Community Development Corporation's Youth Technology Program, I would like to thank Moraine Community College for the generation donation of computers and its accessories. We are very appreciative of your in kind donation and your commitment to the Englewood community.

Sincerely,

Patrick Young
Lead Technology Instructor
Greater Englewood CDC
pyoung@gecdc.org



8999 W. 123rd Street • P.O. Box 71 • Palos Park, IL 60464 • 708.671.3755

Sylvia M. Jenkins, Ph.D.

October 30, 2017

Moraine Valley Community College

9000 W. College Pkwy.

Palos Hills, IL 60465-2478

Dear Dr. Jenkins,

On behalf of Palos Fine Arts, we want to express our gratitude to you and the MVCC Bookstore for the continued support of our community event, **Palos Reads**.

On October 4, PFA sponsored the award-winning mystery author Lori Rader-Day who discussed her latest novel *The Day I Died*. The free event was also supported by Palos Heights Library, Palos Park Library and Green Hills Library.

The presence of MVCC Bookstore and the sale and signing of the books greatly contribute to the success of the event. Each year, members of the audience look forward to the opportunity to meet the author and purchase signed copies of the book. The MVCC Bookstore continues to be a valued partner in this endeavor.

Thanks to you and Lynn Doulas, we look ahead to 2018 and another noteworthy **Palos Reads**.

Sincerely,

PFA Board Members: Beverly Opelka, Phyllis Adams, Connie Chronis, Joyce Eul, Julea Joseph, Linda Kirby, Diann Pavlatos, Joyce Penney, Kathy Williams

Cc: Lynn Douglas

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$53,836,879.87	\$3,135,871.59	\$7,551,793.56	\$49,420,957.90
OPERATION & MAINT FUND	3,893,175.90	2,031,709.92	921,313.68	5,003,572.14
OPERATION & MAINT (RESTR.)	10,439,757.96	1,778,328.06	323,371.22	11,894,714.80
AUXILIARY FUNDS	7,735,362.67	1,320,657.75	751,031.48	8,304,988.94
RESTRICTED PURPOSE FUNDS	23,302,824.64	1,698,494.63	2,296,136.89	22,705,182.38
BOND & INTEREST FUND	55,075,158.69	1,053,595.59	0.00	56,128,754.28
TRUST & AGENCY FUNDS	149,098.50	8,134.35	15,400.28	141,832.57
TOTAL	<u><u>\$154,432,258.23</u></u>	<u><u>\$11,026,791.89</u></u>	<u><u>\$11,859,047.11</u></u>	<u><u>\$153,600,003.01</u></u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$24,298.88
HUNTINGTON BANK	CHECKING ACCT	1,041,832.57
FIRST MIDWEST BANK	CHECKING ACCT	4,141,744.50
WINTRUST MAXSAFE	MONEY MARKET	1,003,439.81
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	4,787,989.73
IL SCHOOL DIST LIQUID ASSEST FUND	MONEY MARKET	8,457,915.77
SHORT TERM INVESTMENTS	VARIOUS	74,322,003.88
LONG TERM INVESTMENTS	VARIOUS	59,820,777.87
TOTAL		<u><u>\$153,600,003.01</u></u>

ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$7,551,793.56
9.3	OPERATION & MAINTENANCE FUND	921,313.68
9.4	OPERATION & MAINTENANCE (RESTR)	323,371.22
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	751,031.48
9.7	RESTRICTED PURPOSE FUND	550,011.52
9.7a	GRANTS & CONTRACTS FUND	400,155.86
9.7b	FEDERAL FUND	1,245,969.51
9.7c	COLLEGE ACTIVITY CLUBS	15,400.28
9.8	WORKING CASH FUND	75,000.00
9.9	TORT & AUDIT	25,000.00
	TOTAL	<u><u>\$11,859,047.11</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
10.1-5(a)	Retirement – Administrative Professional	Enclosed
10.1-5(b)	Retirement – Administrative Classified	Enclosed
10.1-5(c)	Retirement – Support Staff	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

S U B J E C T R E P O R T – Full Time

Paul Alleruzzo	Secretary II Career Programs	Effective: 11/27/17
Ross Brenza	Police Officer Police Department	Effective: 11/20/17
Azia Martin	Warehouse Supervisor Shipping & Receiving	Effective: 11/27/17
Jennifer Ross-Hernandez	Dispatcher Police Department	Effective: 11/20/17
Dennis Sage	Director, IT Project Management Information Technology	Effective: 11/27/17
Paul Widauf	Supervisor of Roads and Grounds Campus Operations	Effective: 11/27/17

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

That the above be employed at the indicated salary conditional upon receipt of a drug screening and a background check from the State of Illinois.

S U B J E C T R E P O R T – Leave of Absence (LOA)

Francisco Arteaga	Sergeant Police Department	L.O.A. (FMLA) 10/11/17 – 1/2/18
Christine Bennett	Foundation Support Coordinator Foundation	L.O.A. (FMLA) 10/13/17 – 11/13/17
Diane Niedz	Project Facilitator Registration & Records	L.O.A. (FMLA) Intermittent 11/17/17 – 11/16/18
Shelita Shaw	Assistant Professor, Communications Liberal Arts	L.O.A. (FMLA) Intermittent 11/10/17 – 11/9/18
Gregory Voltolina	Groundskeeper Campus Operations	L.O.A. (FMLA) Intermittent 11/8/17 – 11/7/18
Amber Whited	Payroll Assistant Finance	L.O.A. (FMLA) 11/29/17 – 5/7/18

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

That the above leaves be granted.

Sabbatical Leave – Faculty

In accordance with the Faculty Negotiated Agreement, one (1) application for sabbatical leave was received. The application was reviewed by the Faculty Development Committee, the appropriate Dean and the Vice President of Academic Affairs. It is recommended that the following faculty member be granted a sabbatical leave:

Lynn Peters, Professor, Art
Fall 2018 semester with full pay

RECOMMENDED ACTION

That the above leave be granted.

SUBJECT REPORT - Resignations/Terminations

Lynn Bailey Mackey

Associate Professor, Counseling
Counseling & Advising

Resignation:
Effective: 10/30/17

RECOMMENDED ACTION

That the above be approved as presented.

Retirement – Administrative and Professional

The following employees have submitted a notice of retirement per date listed:

Deborah Sievers	Director, Center for Disability Services Student Development	6/30/18
Diane Viverito	Assistant Dean, International Student Affairs Student Development	6/30/18

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:

Laura Cullen	Human Resources Assistant Human Resources	6/30/18
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RECOMMENDED ACTION

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

Retirement – Support Staff

The following employees have submitted a notice of retirement per date listed:

Marian Berrigan	Secretary II Liberal Arts	6/30/18
James Donaldson	Event Set-Up Worker Campus Operations	6/30/18
Robert Fisher	Warehouse Worker Shipping & Receiving	1/31/18
Gwendolyn Junge	Departmental Assistant Corporate, Community & Continuing Education	6/30/18

RECOMMENDED ACTION

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

SUBJECT REPORT – Reclassifications (Promotions, Transfers, Etc.)

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Guadalupe Cuellar	P.T. Financial Aid Expeditor Financial Aid Support Staff	Reclassified to: F.T. Financial Aid Expeditor Effective: 1/3/18
Jenine Galka	Assistant Professor, Developmental Math Learning Enrichment & College Readiness	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2017-2018
Stephanie Meuris	Internal Auditor President’s Office Administrative and Professional	Reclassified to: Accounting Manager Finance Effective: 11/20/17
Victoria Neubeck-O’Connor	Assistant Professor, Humanities Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2017-2018
Christopher Riola	Associate Professor, Developmental Math Learning Enrichment & College Readiness	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2017-2018
Jennifer Sheppard	Associate Professor, Natural Science Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2017-2018

Susan Tuxford

P.T. Departmental Assistant
Liberal Arts
Support Staff

Reclassified to:
Secretary II
Campus Operations
Effective: 11/20/17

Ann Webb

Assistant Professor, Communications
Liberal Arts

Pursuant to the terms of the
Negotiated Agreement, promoted to
Associate Professor
Effective: Academic Year 2017-2018

RECOMMENDED ACTION

That the above be approved as presented.

NEW BUSINESS

- *12.1 Affiliation Agreement with University Retina and Macula Associates
PC (Medical Assistant) Enclosed
- *12.2 Affiliation Agreement with Advocate Health and Hospitals Corporation
--North Side, Condell, Sherman, Dreyer, EHS Home, Meridian Hospice
(Associate Degree Nursing) Enclosed
- *12.3 Affiliation Agreement with Premier Behavior Services (Addictions
Studies) Enclosed
- *12.4 Affiliation Agreement with Dr. S. Setia M.D. (Medical Assistant) Enclosed
- *12.5 Affiliation Agreement with Loyola University Medical Center
(Associate Degree Nursing) Enclosed
- *12.6 Affiliation Agreement with Roberts Park Fire Protection District
(Fire Science) Enclosed
- *12.7 Affiliation Agreement with MetroSouth Medical Center (Associate
Degree Nursing) Enclosed
- *12.8 Affiliation Agreement with Nazih Khatib, M.D., Pediatrics (Medical
Assistant) Enclosed
- *12.9 Resolution Determining the Estimated Tax Levy and Public Hearing Enclosed
- *12.10 Board Policy Revisions Enclosed
- *12.11 New Certificate Programs: Computed Tomography and Patient
Care Technician Enclosed
- *12.12 Life Safety Submission Enclosed
- *12.13 Building T Vehicle Storage Building Addition Re-Bid Enclosed
- *12.14 Vending Services Program Request for Proposal (RFP) Enclosed
- *12.15 Retail Dining, Catering Services and Coffee Shop Program Enclosed

RESOLUTION DETERMINING THE ESTIMATED TAX LEVY
FOR THE YEAR 2017 TAX YEAR AND
SCHEDULING A PUBLIC HEARING THEREON

(See attached Resolution)

Recommended Action:

It is recommended that the Board of Trustees approve the resolution as presented.

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

**RESOLUTION DETERMINING THE
ESTIMATED TAX LEVY FOR THE
YEAR 2017 TAX YEAR AND SCHEDULING A
PUBLIC HEARING THEREON**

WHEREAS, pursuant to Public Act 91-523, the Board of Trustees at Moraine Valley Community College, District No. 524, Cook County, Illinois, is required to determine the amounts of money estimated to be necessary to be raised by taxation for Tax Year 2017; and

WHEREAS, the Board is required to conduct a public hearing on said estimated determination on December 18, 2017; and

WHEREAS, the Board is further required to publish notification of the proposed property tax levy;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MORaine VALLEY COMMUNITY COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 524, COUNTY OF COOK AND STATE OF ILLINOIS, as follows:

Section 1: A public hearing on the Board's intent to adopt an aggregate levy shall be held on December 18, 2017, at 6:30 p.m. in the Board Room. Attached hereto as Exhibit A is the estimate of tax levy.

Section 2: The Board Secretary is hereby authorized and directed to cause notice of public hearing on the Board's estimate of taxes to be levied pursuant to 35 ILCS 200/18-101.15 in a newspaper of general circulation within the District not more than fourteen (14) days nor less than seven (7) days before the date of the public hearing. The notice shall be substantially in the form of Exhibit A.

Section 3: All members of the public shall be invited to the public hearing to comment upon the proposed tax levy.

Section 4: This Resolution shall be in full force and effect from and after its passage.

PASSED this 14th day of November, 2017.

AYES:

NAYS:

ABSENT:

APPROVED this 14th day of November, 2017.

Chairperson

ATTEST:

Secretary

**Notice of Proposed Property Tax Levy for
MORAIN VALLEY COMMUNITY COLLEGE
Community College District No. 524, Palos Hills, Cook County, Illinois**

- I. A public hearing to approve a proposed property tax levy for Moraine Valley Community College, Community College District No. 524, Palos Hills, Illinois for Tax Year 2017 will be held on Monday, December 18, 2017, at 6:30 p.m. in the Board Room (D219), 9000 W. College Parkway, Palos Hills, IL 60465-0937.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Dr. Sylvia Jenkins, President, Moraine Valley Community College, 9000 W. College Parkway, Palos Hills, IL 60465; 708/974-5201.

- II. The corporate and special purpose property taxes extended or abated for Tax Year 2016 were \$30,077,298.

The proposed corporate and special purpose property taxes to be levied for Tax Year 2017 are \$31,034,410. This represents a 3.18 percentage increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for Tax Year 2016 were \$6,627,670.

The estimated property taxes to be levied for debt service and public building commission leases for Tax Year 2017 are \$7,132,953. This represents a 7.62 percentage increase over the previous year.

- IV. The total property taxes extended or abated for Tax Year 2016 were \$36,704,968.

The estimated total property taxes to be levied for Tax Year 2017 are \$38,167,363. This represents a 3.98 percentage increase over the previous year.

EXHIBIT A

BOARD POLICY REVISIONS

(See attached)

Recommended Action:

It is recommended that the Board of Trustees approve the proposed revisions to board policies #4620, 4730, 5520, 5530, 6220, 6230, 6280, 6320, 6330, 6420, 6440 and 6534.

Revision to Board Policies

The following board policies shall be revised to reflect changes primarily due to the earlier transfer, restructure, or promotion of staff positions or divisions within the college.

ARTICLE 4 – STUDENT DEVELOPMENT (Series 4000):

- #4620: Student Guidelines for Leafleting, Free Speech & Demonstrations
 - “Assistant Dean, Code of Conduct & Student Life” shall be replaced by “Dean of Students and Compliance Officer”
 - “Director of College and Community Relations” shall be replaced by “Assistant Director of Communications”
- #4730: Student Publications
 - “Assistant Dean of Code of Conduct and Student Life” shall be replaced by “Dean of Students and Compliance Officer”
 - Reference to “Judicial Board” shall be deleted as follows: “Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, staff, or public disapproval of editorial policy or content. Only for proper and stated cause should editors and managers be subject to removal, and then by orderly and prescribed procedures. ~~The agency responsible for their removal shall be the Judicial Board.~~”

ARTICLE 5 – CURRICULUM AND INSTRUCTION (Series 5000):

- #5520: Academic Freedom and the Materials of Instruction
 - “Dean of Academic Development/Outreach and Learning Resources Center” shall be replaced by “Dean of Learning Resource Center”
- #5530: Complaints on Learning Materials
 - “Dean of Academic Development/Outreach and Learning Resources Center” shall be replaced by “Dean of Learning Resource Center”

ARTICLE 6 -- SUPPORT SERVICES (Series 6000):

Purchasing, Food Services, and College Store were transferred from the division of Administrative Services to the division of Financial Affairs. Within each policy, “Vice President of Administrative Services” shall be replaced by “Vice President of Financial and Business Services.” Additional revisions are noted.

Purchasing

- #6220: Responsibility
- #6230: Rules and Regulations/Ethical Purchasing Practices
- #6280: Inventories

Food Services

- #6320: Responsibility
- #6330: Rules and Regulations

College Store

- #6420: Responsibility
- #6440: Rules and Regulations

Additional Revisions

- #6220: Purchasing - Responsibility
 - “Dean of Academic Development/Outreach and Learning Resources Center” shall be replaced by “Dean of Learning Resource Center”
- #6534: Policy on Informing Students and Employees about Campus Security Procedures and Practices to Encourage Students and Employees to be Responsible for Their Own Security and the Security of Others
 - “Dean of Student Services” shall be replaced by “Dean of Students and Compliance Officer”

APPROVAL OF NEW CERTIFICATE PROGRAMS:

COMPUTED TOMOGRAPHY (CT)

PATIENT CARE TECHNICIAN (PCT)

(See attached rationale)

Recommended Action:

It is recommended that the Board of Trustees approve two new certificate programs in Computed Tomography (CT) and Patient Care Technician (PCT), effective August 20, 2018 (fall 2018).

MEMO

DATE: October 19, 2017
TO: Moraine Valley Board of Trustees
FROM: Dr. Pamela Haney, Vice President of Academic Affairs
RE: **New Certificate Programs**

*approved
P.H.*

The Moraine Valley Curriculum Development Group and the Curriculum Review Team have both approved the creation of two new certificate programs effective fall 2018: Computed Tomography (19 credit hours) and Patient Care Technician (21 credit hours).

The **Computed Tomography (CT) certificate program** is a 19 credit-hour advanced certificate program that provides a complete educational experience for licensed radiologic technologists wishing to become a Computed Tomography Technologist. Managers from local clinical sites proposed the development of this program at the program's advisory board meetings based on current workplace needs. The program provides each licensed radiologic technologist with opportunities to learn and to develop competence in patient care, communication skills, critical thinking, and technical skills that will permit the student to become a certified Computed Tomography Technologist. This certificate will consist of one existing course and the creation of seven new courses. In order to be eligible for this program, students must be certified by the American Registry of Radiologic Technologists (ARRT) and licensed by the Illinois Emergency Management Agency (IEMA). There are no similar programs offered in Moraine Valley's district. The nearby districts that offer this program are College of DuPage and Harper College and regional programs include Sauk Valley Community College, Southern Illinois University, and Northwestern University. This program will provide the Radiologic Technology program graduates an opportunity to advance in medical imaging and improve their job placement. The employment outlook for radiologic technologists is bright with jobs expected to increase faster than average by 9% from 2014-2024 according to the Bureau of Labor Statistics. Job applicants with knowledge of more than one radiologic procedure including CT, magnetic resonance, or mammography, will have the best employment prospects.

The **Patient Care Technician (PCT) certificate program** is a 21 credit-hour certificate that prepares students to function in the role of a patient care technician (PCT) in an acute care setting. The program provides students with a basic foundation in healthcare terminology, nursing assistant skills, cardiac monitoring set-up and techniques, phlebotomy skills, and waived testing techniques. This program will be comprised of six existing courses including Basic Nurse Assistant Training (BNAT), Medical Terminology, Basic EKG Application and Theory, and three Phlebotomy courses. No additional clinical sites are needed for this program as they are already in place for the BNAT and Phlebotomy courses incorporated into this program. Students continue to look for opportunities to complete stackable certificates

and this program would satisfy that need by allowing our BNAT and Phlebotomy students to obtain another certificate with one additional credential to increase their market value. Graduates of the PCT certificate will be eligible to challenge the national certification exam. Additionally, the healthcare market seeks more versatile entry-level employees. The workers they currently hire do not possess all desired skills so there is a need for more training. Last year, the Phlebotomy Program Advisory Committee members requested and supported the creation of the PCT certificate. There are several local hospitals that hire Patient Care Technicians: Advocate Christ Medical Center, Loyola Medicine, Little Company of Mary, Franciscan Health Chicago Heights, and Franciscan Health Olympia Fields. There are only a few colleges offering this certificate for credit including College of Du Page and Malcolm X College, and Triton College offers a non-credit program. According to the Bureau of Labor Statistics, employment of nursing assistants and orderlies is projected to grow 17 percent from 2014 to 2024, much faster than the average for all occupations. Because of the growing elderly population, many nursing assistants and orderlies will be needed to assist and care for these patients.

RECOMMENDED ACTION: Approval of two new certificate programs for submission to the Illinois Community College Board for new program approval effective fall 2018.

Moraine Valley Community College
Computed Tomography (CT)
Advanced Certificate Program
Proposed Effective Date August 15, 2018

19 Credit Hours
Curriculum Code 1340

This advanced certificate program provides students with a complete educational experience for licensed radiologic technologists wishing to become a Computed Tomography Technologist. The program provides each licensed radiologic technologist with opportunities to learn and to develop competence in patient care, communication skills, critical thinking, and technical skills that will permit the student to become a certified Computed Tomography Technologist.

Required career courses – 19 credit hours as follows:

RAD-208	Introduction to Computed Tomography	1
RAD-221	Procedures and Patient Care	2
RAD-222	Sectional Anatomy and Pathology I	2
RAD-223	Physics and Instrumentation	3
RAD-224	Advanced Computed Tomography Imaging	3
RAD-225	Sectional Anatomy and Pathology II	2
RAD-226	Clinical Education I	3
RAD-227	Clinical Education II	<u>3</u>
		19

Suggested Schedule

Semester 1 - Fall

RAD-208	Introduction to Computed Tomography	1
RAD-221	Procedures and Patient Care	2
RAD-222	Sectional Anatomy and Pathology I	2
RAD-223	Physics and Instrumentation	3
RAD-226	Clinical Education I	<u>3</u>
		11

Semester 2 - Spring

RAD-224	Advanced Computed Tomography Imaging	3
RAD-225	Sectional Anatomy and Pathology II	2
RAD-227	Clinical Education II	<u>3</u>
		8

**Patient Care Technician
Certificate**

Proposed effective date: August 15, 2018

**21 Credit Hours
Curriculum Code 1506**

This program prepares students to function in the role of a patient care technician (PCT) in an acute care setting. The program provides students with a basic foundation in healthcare terminology, nursing assistant skills, cardiac monitoring set-up and techniques, phlebotomy, and venipuncture skills. Graduates of the PCT certificate will be eligible to challenge the national certification exam.

Required Career Courses—21 credit hours as follows:

HSC-150 Basic Nurse Assistant Training	7
MRT-110 Medical Terminology	3
RES-200 Basic EKG Application and Theory	1
PHB-110 Principles and Practice of Phlebotomy	6
PHB-111 Phlebotomy Clinical Practice Seminar	2
PHB-112 Phlebotomy Clinical Practice	2

Semester Sequencing

Semester 1

HSC-150 Basic Nurse Assistant Training	7
MRT-110 Medical Terminology	<u>3</u>
	10

Semester 2

PHB-110 Principles and Practice of Phlebotomy	6
RES-200 Basic EKG Application and Theory	<u>1</u>
	7

Semester 3

PHB-111 Phlebotomy Clinical Practice Seminar	2
PHB-112 Phlebotomy Clinical Practice	<u>2</u>
	4

Annual Life Safety Project:
Building T HVAC Upgrades – Phase 2

This request presents our annual Life Safety Application for FY2019.

The existing HVAC systems within Building T are original to the building and past their useful life expectancy. This project will replace existing air handlers, boilers, chillers, pumps and controls to meet current ventilation and energy codes.

Recommended Action:

It is recommended that the Board of Trustees approve the life safety project as outlined on the attached application.

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Moraine Valley Community College
 Contact Person Rick Brennan Phone # 708-974-5388
 Project Title Building T HVAC Upgrades: Phase 2
 Project Budget \$1,000,000 () check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2
 Date October 13, 2017

Application Type (check the appropriate application type and follow instructions):

- Site acquisition-- see ICCB administrative rule 1501.604 d) or g) for additional material requirements and check here _____. (If this is a site acquisition and only land is being acquired ---no building--- then check here _____) --complete/submit Sections I and II with additional material requirements (if acquisition includes remodeling or new construction then you should also check the other appropriate application type and include description in the narrative portion of the application)
- Locally Funded New Construction--complete/submit Sections I and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety (PHS)--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the three forms in the Architect Forms section of this manual. (Note: two of these should be completed by the architect.)

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- C. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1--top half of form for any project except PHS and bottom half of form for PHS projects only*)
- E. Funding source (*use the appropriate format on Attachment #2*)

- F. Locally funded project budget and certification form (Attachment #3) OR Attachment PHS.

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*) (*If land acquisition only then not necessary to complete this form*)

- C. Has the site been determined professionally to be suitable for construction purposes? Yes No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the new square footage or the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The existing HVAC systems within Building T are original to the building and past their useful life expectancy. This project will replace existing air handlers and controls to meet current ventilation and energy codes.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Existing air handlers, controls and associated electrical connectors will be replaced to meet current ventilation and energy codes.

Attachment #1 Project Budget

Check One: (LOCALLY FUNDED -other than Protection, Health, and Safety- see below)

- New Construction
- Remodeling

Project Name <u>Building T HVAC Upgrades: Phase 2</u>	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

Protection, Health, and Safety Project Name _____

	<u>Budget Amounts</u>
Project Costs	\$832,737
Contingency	\$83,273
A/E Professional Fees	\$84,000
Total	1,000,000

Attachment #2 Funding Source

District/College Name _____

Project Name _____

Check the source(s) of funds:

Available fund balance _____ Fund name(s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance(s): _____
(including protection, health,
and safety bonds)

Protection, Health, and _____ Tax rate/fiscal year: _____
Safety Tax Levy 2019
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangements in months: _____
Financial Institution
(ILCS 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification Page

	<u>Check if Applicable</u>
Budget Certification (see attachment, always required)	X
Structural Integrity Certification (see attachment, if applicable)	
Energy Conservation Certification (see attachment, if applicable)	X
Feasibility Study Identifying Need of the Project (district generated document)	
Other District Documentation to Support the Justification of this Project	

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

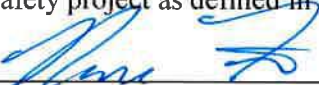
PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Brandon Fortier, PE, LEED AP
IMEG Corp.
1100 East Warrenville Road, Suite 400W
Naperville, Illinois 60563

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds are true and accurate. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.608 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

Date October 13, 2017

062.061207
Illinois Registration or License Number



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

PROTECTION, HEALTH, AND SAFETY PROJECT

Certification for Energy Conservation

Name and address of architect/engineer providing the estimate:

Brandon Fortier, PE, LEED AP
IMEG Corp.
1100 East Warrenville Road, Suite 400W
Naperville, Illinois 60563

I certify that the methods and calculations used to determine the estimated energy usage, cost savings, and payback period, as submitted in the attached, meet or exceed those prescribed by industry standards. I further certify that the historic energy costs used in these calculations reflect accurately those of the college.



Architect/Engineer's Signature

Date October 13, 2017

062.061207
Illinois Registration or License Number



Square Footage Summary Attachment

District/College Name Moraine Valley Community College

Project Name Building T HVAC Upgrades: Phase 2

Identify the increased square footage associated with a new construction project or provide a detailed summary of the space affected by this project. If additional explanation is necessary, please include in the scope of work narrative.

	<u>Net Assignable Square Feet</u>		
	<u>(Use this column for new construction only)</u>	<u>(Use these columns for remodeling projects only)</u>	
	New Square Footage	Existing Square Footage	Remodeled Square Footage
Classrooms	_____	_____	_____
Laboratories	_____	_____	_____
Offices	_____	_____	_____
Study	_____	_____	_____
Special Use	_____	_____	_____
Support	_____	_____	_____
Other	_____	_____	_____
Total NASF	_____	_____	16,500
Total Gross Square Feet (GSF)	_____	_____	16,500
Efficiency (NASF / GSF)*	_____ %	_____ %	100 %

*Minimum acceptable efficiency is 70 percent.

DATE: October 31, 2017

TO: Robert J Sterkowitz
Vice President of Financial and Business Service and College Treasurer

FROM: Jane M. Bentley
Director of Purchasing

RE: **Building T Vehicle Storage Building Addition Re-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, October 26, 2017, at 2:00 PM in Room L145. Fourteen (14) 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.

This project was originally bid in September 2017, where initial bids for this project were received. Upon review, bid submissions exceeded the College's estimated budget. Therefore, the College did not accept those initial bids and worked with the architect, Demonica Kemper Architects (DKA), to reassess, modify and reevaluate the scope to reissue for re-bid in October 2017.

The scope of this project includes, but is not limited to, the addition of a 4000 square foot vehicle storage garage and related support space to serve the Fire Science program at Building T. This includes the necessary concrete work, mechanical, electrical, plumbing, architecture precast panels and minimal site restoration work.

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, Demonica Kemper Architects (DKA), it was found that FBG Corporation of, Elmhurst, Illinois, understood the scope of the re-bid and met all bidding requirements for the project including all the necessary bidding documents with their submission.

RECOMMENDED ACTION: Whereas FBG Corporation, of Elmhurst, Illinois, is the lowest responsible and responsive bidder, it is recommended that the Board of Trustees award this re-bid and authorize the issuance of a purchase order in the amount of **\$1,172,500.00** for the Building T Vehicle Storage Building Addition Re-Bid.

TO: Bob Sterkowitz, Vice President of Financial and Business Service/College Treasurer
FROM: Kashif Shah, Director of Auxiliary Services
DATE: October 26, 2017
RE: **Vending Services Program Request for Proposal (RFP)**

On August 4, 2017, invitations for Request for Proposal (RFP) were issued to the following Seventeen (17) vendors:

AH Management	Fresh Ideas Food
American Food and Vending	GLC Vending
Aramark	Healthier 4 U Vending
Arena Food Service	Hometown Vending
Avcoa Vending	Midway Vending Services
Canteen/Compass Group USA	Myatt Inc Vending Services
Convenience Solutions Services by Sodexo	RT Beverage
Felco Vending	Vend-Tastic
Fox Vending	

On August 11, 2017, the following six (6) vendors attended the mandatory pre proposal meeting: A.H Management Group, Avcoa, Canteen, Fox Vending, Myatt Vending and Convenience Solutions Services by Sodexo. On September 1, 2017, three (3) proposals were received: A.H. Management, Canteen, and Convenience Solutions Services by Sodexo.

Upon review of the received proposals, Convenience Solutions Services by Sodexo is offering the college the most beneficial arrangement. Financially, Sodexo is offering the college a guaranteed minimum commission of \$50,000.00 annually or twenty six (26) percent commission on all vending sales, whichever is greater. Additionally, Sodexo would like to invest additional funds for treatments in and around banks of equipment, offer new vending units and provide scholarship opportunities to the college. Respectively, Canteen has offered a commission of twenty two point two (22.2) percent on snack machines only, with no commission on Food and Hot beverage (coffee/hot chocolate) units. A.H Management has offered twelve (12) percent on snack units and fifteen (15) percent coffee's net sales.

After a careful review and consideration, Convenience Solutions Services by Sodexo is not only offering the best financial offer for the college, but their vending services is offering a vast array of products and benefits to the institution. Sodexo holds the current vending contract and has been managing the account to the college's satisfaction.

RECOMMENDED ACTION: Whereas Convenience Solutions Services by Sodexo has presented the best financial return on the proposal, it is recommended that the Board of Trustees approve a five (5) year contract, effective December 18, 2017, and this contract may be renewed at the mutual option of both the college and the vendor for up to an additional five (5) years, provided that renewal negotiations shall be initiated by written request of either party no less than 180 days prior to the expiration date of the contract, and renewal terms agreed upon no less than 90 days prior to the expiration of the agreement.

TO: Bob Sterkowitz,
Vice President of Financial and Business Service and College Treasurer

FROM: Kashif Shah
Director of Auxiliary Services

DATE: November 1, 2017

RE: **Retail Dining, Catering Services and Coffee Shop Program**

Sodexo Corporate Services has had a partnership with the college since December of 2001. They have been the sole provider of dining, catering, vending and Elixir Coffee (proudly brewed Starbucks) on campus. In January 2017, because of losses they had incurred over the past several years, Sodexo approached the college with a proposal that included a significant change to the existing financial arrangement. After reviewing their suggested proposal, it was mutually decided by the college and Sodexo to terminate the relationship. The last day of contract operations with Sodexo is December 15, 2017.

On August 4, 2017, the college released the Retail Dining and Catering Services Program Request for Proposal (RFP) and sent this RFP to seventeen (17) potential vendors. Eight (8) vendors attended the mandatory pre proposal meeting on August 11, 2017; American Dining Creations, Arena Food Service, A'Viands, Canteen, Consolidated Management, Hand Cut Foods, Sodexo Corporate Services and Subway. Proposals were due on September 1, 2017. The college did not receive any formal proposals in response to the RFP documents.

After the due date of the formal proposal, Sodexo contacted the Director of Auxiliary Services, suggesting an interest in renegotiating the contract. But after meeting with Sodexo to discuss a new arrangement, their financial proposal to run these services was approximately \$180,000.00 annually. Equally, A'Viands contacted the Director of Auxiliary Services by phone and offered to run these programs for about \$150,000.00 annually. Both companies expressed a desire to run these operations as a subsidy account with the college bearing the risk of any operating losses. Unfortunately, neither of these proposals are financially acceptable to the college.

Since no acceptable proposals were received, at the advice of the college's legal counsel, the college began investigating other options and food service/dining type companies that might be more aligned with the college's needs and unique financial situation. The college contacted: Quest Food Management Services, Inc., of Lombard, Illinois, Fooda, of Chicago, Illinois, Salinas Pasta and Pizza Inc., of Tinley Park, Illinois, and Country House, of Alsip, Illinois.

Quest Food Management Services proposed an annual management fee of \$60,000.00 with a subsidy of \$95,000.00 annually to cover estimated operating losses. Thus, the annual cost of this proposal could range anywhere from \$60,000.00 to \$155,000.00 on a yearly basis depending on operational results. In addition to the annual management fee, Quest was also requesting \$105,000.00 for various opening and start-up costs. This packaged proposal was deemed to be less desirable compared to other proposals received by the college.

Fooda proposed to operate the food services venue for a management fee of \$36,000.00 annually, while assuming all financial risks. The majority of food would be prepared off campus from various guest restaurants, delivered to the college and served by respective guest restaurant personnel in our cafeteria facility. A selected catering company would be on site to offer smaller or immediate catering needs for the campus and would prepare food utilizing the college's existing kitchen equipment. However, food for large venues or major catering events would be prepared off campus and delivered to the college. This specific caterer would also operate the Café Moraine grill and exhibition stations on a daily basis alongside the guest restaurants. Although a unique idea, the college's concerns are that Fooda serves a corporate business environment and does not have any higher education clientele. The food would be prepared at an off-site location, and each restaurant would operate independently, therefore, the college would have no control over menu pricing and selections. For these reasons, the college has reservations contracting with this vendor.

Salinas Pasta and Pizza/Café proposed a \$30,000.00 annual management fee to the college with a one-time investment for new equipment at a cost of \$60,000.00, small wares replacement of \$5,000.00 annually, as well as exclusive or first right of refusal for catering and ability to renegotiate all related contracts. Salinas has a very strong catering background, but lacks the necessary experience for day to day cafeteria operations. Because of the inexperience in cafeteria operations and the investment in new equipment, the college does not see this as a beneficial option at this time.

Country House submitted a proposal to the college with an annual management fee of \$72,000.00 for dining services in addition to a non-exclusive catering agreement. After one year of operation, there would be a review of services for a potential in profit sharing from catering that could lower the annual management fee. The financial model proposed by Country House is much simpler and they have experience in both dining and catering venues. Country House is a local business who is passionate about making food from scratch, creating custom menus, and understand students and staff needs. This combination of skills demonstrates they are very cognizant of their clientele and customized needs, menus and pricing. They are extremely supportive of local businesses by purchasing meats and fresh produce from local farmers. They have the desire to increase student and staff participation by ways of creating desired menus and pricing. Country House has successfully been operating food services at St. Xavier University in Chicago, Illinois as well as providing cafeteria services to eighteen (18) local area high schools and grade schools for the last several years.

RECOMMENDED ACTION: Whereas Country House Restaurant has submitted a proposal that best fits Moraine Valley's dining and catering needs, it is recommended that the Board of Trustees approve a one (1) year contract, effective December 18, 2017, with an option to be renewed after one (1) year review for an additional four (4) years, provided that renewal negotiations shall be initiated by written request of either party no less than 180 days prior to the expiration date of the contract, and renewal terms agreed upon no less than 90 days prior to the expiration of the agreement.