

**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, October 18, 2016, Board Room D219, 9000 West College  
Parkway, Palos Hills, Illinois 60465.

**A G E N D A**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES**
  - 1) Unapproved Minutes of September 20, 2016 Public Hearing Meeting
  - 2) Unapproved Minutes of September 20, 2016 Regular Meeting
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
  - 1) Student Trustee Report – Shipyor
6. **REPORTS OF ADMINISTRATION**
  - 1) President's Report
    - Audit Report
    - Enrollment Report
7. **COMMUNICATIONS**
  - 1) Letter from United States Department of Commerce re Recertification as a StormReady University 2016-2019
  - 2) Letter from Arbor Day Foundation re Moraine Valley Receiving Tree Campus USA Recognition for 2015
8. **FINANCIAL STATEMENT**
  - 1) Treasurer's Report
  - 2) Budget Summary Report

**CONSENT AGENDA (Agenda Items 9 - 12) (\*items included for action)**
9. **WARRANTS**
  - 1) \* Account Expenditure Summaries
  - 2) \* Education Fund
  - 3) \* Operation & Maintenance Fund
  - 4) \* Operation & Maintenance (Restricted)
  - 5) \* Bond & Interest Fund
  - 6) \* Auxiliary Enterprise Fund
  - 7) \* Grants & Contracts Fund

- a. \*College Activity Clubs
- 8) \* Restricted Purpose Fund
- 9) \* Federal Fund
  - a. \* Tort & Audit
  - b. \* Working Cash Fund
- 10. **REPORT OF PERSONNEL**
  - 1) \* Full-Time
    - a. \* Renewal of Appointments - Grant Funded
  - 2) \* Part-Time/Supplemental/Other
  - 3) Salary Revisions
  - 4) Leave of Absence (FMLA)
  - 5) \* Resignations/Terminations
  - 6) \* Reclassifications (Promotions, Transfers, Corrections, etc.)
- 11. **UNFINISHED BUSINESS**
- 12. **NEW BUSINESS**
  - 1) \* Acceptance of Audit
  - 2) \* Depository Approval - Huntington National Bank
  - 3) \* Affiliation Agreement with Advocate Health & Hospitals Corporation, dba Advocate Medical Group (Medical Assistant)
  - 4) \* Affiliation Agreement with Advocate Health & Hospitals Corporation, dba Advocate Occupational Health(Medical Assistant)
  - 5) \* Affiliation Agreement with Crossmont & Associates (Addictions Studies)
  - 6) \* Mailing Processing System Lease Agreement
- 13. **MISCELLANEOUS**
- 14. **AUDIENCE PARTICIPATION**
- 15. **ADJOURNMENT**

**MINUTES**

Approved Minutes of the Regular Meeting of August 16, 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, August 16, 2016, in the Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465.

**I. CALL TO ORDER**

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

**II. ROLL CALL**

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

Absent: None

**III. MINUTES**

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

**IV. AUDIENCE PARTICIPATION**

None.

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

5.1 Student Trustee Report

Mr. Shipyor reported that there has been a surge of students and community members on campus as a result of the campus being a stop for the game Pokémon Go. He indicated that this has been a good way to show students and the community what the campus has to offer. Mr. Shipyor also reported that Welcome Days will be held August 23-24 to welcome new and returning students to the campus. Various events will be held from 11 a.m. to 2 p.m. each

day, sharing information about organizations, clubs, and services available to students.

**VI. REPORTS OF ADMINISTRATION**

**6.1 President's Report**

- Update on Construction Projects – Dr. Jenkins reported on projects that have been completed on campus, including new air conditioning chillers; parking lot upgrades; the Culinary Arts demonstration kitchen, which is a requirement of the program's accreditation; roof replacement for the T building; and staff have moved into the new Student Success Center, which will be open for fall. She indicated that the new KidRec space in the H building is popular with families and is being used heavily. She also reported that the new Shakespeare garden near the Fine and Performing Arts Center was recently dedicated. Through the Foundation, nine benches for the garden have been purchased already, but more than 5,000 bricks for the walkways are available.

Dr. Jenkins reported that budget issues have put some other projects on hold while the college focuses on keeping its facilities maintained for a clean and safe learning environment. She reported that today, enrollment is slightly down ahead of the semester, but registration is ongoing. An enrollment report will be provided at the October meeting. She also reported that a ribbon cutting will be held for the new KidRec space and the Student Success Center prior to the October 18 Board meeting. She introduced Kam Sanghvi as part of the Executive Leadership Team and indicated that the search process is still underway for a Vice President of Administrative Services.

**VII. COMMUNICATIONS**

7.1 Thank You Letter from Barbara Stauffer (former student)

**VIII. FINANCIAL STATEMENT**

**For JUNE 2016:**

**8.1 Treasurer's Report**

Treasurer's Report showing an ending balance of \$146,096,417.56 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

**For JULY 2016:**

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$146,277,842.19 will be filed for audit. (DOCUMENT C - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT D - SUPPLEMENT TO MINUTES)

Mr. Sterkowitz reported that \$2.1 million in operating grants and \$50,000 in equalization was received in May, which is about 23 percent of the college's FY15 appropriation. A stopgap budget was approved June 30 for about \$3.2 million, which is about 33 percent of the college's FY15 appropriation, which has not yet been received. For Adult Basic Education (ABE), this appropriation covers an 18-month period from July 1, 2015, to December 31, 2016. Adult Basic Education is running a very lean operation and expenses incurred during FY16 have been covered and the college will use the remainder to start FY17. He reported that it is hoped that another appropriation will be approved after the election, but the plan going forward is to operate on 70 percent of the FY15 budget.

**CONSENT AGENDA (IX – XII):**

It was moved by Mr. Coleman and seconded by Mrs. Murphy to approve the following consent agenda items, excluding Agenda Item 12.8:

**IX. WARRANTS**

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

**For JUNE 2016:**

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$5,744,392.19
9.3	Operation & Maintenance Fund	1,328,565.34
9.4	Operation & Maintenance Fund (Restricted)	1,779,562.76
9.5	Bond & Interest Fund	1,126,875.00
9.6	Auxiliary Enterprise Fund	1,042,704.31
9.7	Grants & Contracts Fund	479,724.40
9.7A	College Activity Clubs	5,477.40
9.8	Restricted Purpose Fund	931,053.36
9.9	Federal Fund	48,822.71
9.9B	Tort & Audit	16,589.90
9.9C	Working Cash Fund	-0-

(DOCUMENT E - SUPPLEMENT TO MINUTES)

**For JULY 2016:**

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$6,372,796.05
9.3	Operation & Maintenance Fund	564,553.99
9.4	Operation & Maintenance Fund (Restricted)	1,048,229.88
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	483,559.60
9.7	Grants & Contracts Fund	279,540.96
9.7A	College Activity Clubs	946.03
9.8	Restricted Purpose Fund	259,377.08
9.9	Federal Fund	710,618.43
9.9B	Tort & Audit	-0-
9.9C	Working Cash Fund	-0-

(DOCUMENT F - 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

Heather Casiello – Instructor, Nursing, Career Programs – effective 8/15/16

Emmanuel Esperanza – Director of Registration & Records, Enrollment Services – effective 9/6/16

Albert James – Senior Application Developer, Information Technology – effective 8/11/16

Patrick Lohan – Education Specialist, Learning Enrichment & College Readiness – effective 8/22/16

Aaron Roe – Senior Research Analyst, Institutional Research and Planning – effective 8/29/16

Jillian Tafelski – Assistant Director of Marketing, Marketing and Communications – effective 8/29/16

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

Yota Diamantopoulos – Lead Courier, Mailroom – L.O.A. (FMLA) 7/26/16-10/17/16

Socratis Pimenidis – Custodian, Campus Operations – L.O.A. (FMLA) 8/18/16-11/9/16

Shelita Shaw – Assistant Professor, Communications, Liberal Arts – L.O.A. (FMLA) Intermittent 8/18/16-8/17/17

(DOCUMENT I - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Dan Barkman – P.T. Police Officer, Police Department – effective 7/9/16

Richard Caldwell – Groundskeeper, Campus Operations – effective 8/8/16

Erin Kelly – Instructor, Mathematics, Science, Business and Computer Technology – effective 8/5/16

Karen Madsen – Departmental Assistant, Admissions & Recruitment – effective 7/8/16

Lisa Moore – Instructor, Nursing, Career Programs – effective 5/20/16

Keith Nabb – Professor, Mathematics, Science, Business and Computer Technology – effective 8/5/16

Eliza Plous – International Student Services Specialist, International Student Affairs – effective 8/5/16



Himanshu Verma – Assistant Professor, Physics, Science, Business and  
Computer Technology – effective 8/9/16  
Mary Vicich – Secretary II, Corporate, Community and Continuing  
Education – effective 8/10/16  
(DOCUMENT J - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Administrative Professional Staff

It is recommended that the following requests for retirement be approved as presented:

Mary Jo Shepard – Financial Aid Process Improvement Coordinator –  
retirement effective 6/20/16  
Linda Strzelczyk – Academic Coordinator, Nursing/BNAT Training  
Programs – retirement effective 6/30/17  
(DOCUMENT K - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement - Faculty

It is recommended that the following requests for retirement be approved as presented:

Janet Kotash – Professor, Natural Science, Science, Business and  
Computer Technology – retirement effective 8/31/16  
(DOCUMENT L - SUPPLEMENT TO MINUTES)

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

John Andres – from P.T. Departmental Assistant, Academic Services to  
F.T. Departmental Assistant, Learning Enrichment and College  
Readiness – effective 8/22/16

Krista Appelquist – from Associate Professor, Speech, Liberal Arts to  
Professor – effective Academic Year 2016-2017

Judy Bernier – from P.T. Accounting Clerk/Cashier, Cashier’s Office to  
F.T. Accounting Clerk/Cashier – effective 8/29/16

Kasha Blahusiak – from Assistant Professor, Sociology, Liberal Arts to  
Associate Professor - effective Academic Year 2016-2017

Joanne Delany – from Assistant Professor, Nursing, Career Programs to  
Associate Professor - effective Academic Year 2016-2017

Eric DeVillez – from Assistant Professor, Communications, Liberal Arts  
to Associate Professor - effective Academic Year 2016-2017

Aileen Donnersberger – from Associate Professor, Education, Liberal  
Arts to Professor - effective Academic Year 2016-2017

Laurene Kirby – from Associate Professor, Mathematics, Science, Business and Computer Technology to Professor - effective Academic Year 2016-2017

Brian Kurth – from Instructor, Mathematics, Science, Business and Computer Technology to Assistant Professor - effective Academic Year 2016-2017

Tanginia May – from Instructor, Child Care, Liberal Arts to Assistant Professor - effective Academic Year 2016-2017

Steven Merriman – from Instructor, Physical Science, Science, Business and Computer Technology to Assistant Professor - effective Academic Year 2016-2017

John Nash – from Associate Professor, Speech, Liberal Arts to Professor - effective Academic Year 2016-2017

Michael O’Shea – from Assistant Professor, Culinary Arts, Science, Business and Computer Technology to Associate Professor – effective Academic Year 2016-2017

Donna Parks – from User Support Engineer, Information Technology to IT Project Manager – effective 8/22/16

Ann Marie Renfree – from Associate Professor, Biology, Science, Business and Computer Technology to Professor - effective Academic Year 2016-2017

Ann Shillinglaw – from Assistant Professor, Communications, Liberal Arts to Associate Professor - effective Academic Year 2016-2017

Craig Slocum – from Assistant Professor, Developmental Mathematics, Learning Enrichment and College Readiness to Associate Professor – effective Academic Year 2016-2017

Sarah Sophie – from Program Assistant, Student Life to Secretary II, Student Life – effective 7/1/16

Michelle Zurawski – from Associate Professor, Biology, Science, Business and Computer Technology to Professor – effective Academic Year 2016-2017

(DOCUMENT M - SUPPLEMENT TO MINUTES)

#### 10.1-6(a) Department Chair Appointment

It is recommended that the faculty member named below be appointed Department Chair for Public Service for the academic year 2016-17:

Chris Alberts                      Public Service  
(DOCUMENT N - 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 Resolution Reauthorizing Participation in Illinois School District Liquid Asset Fund Plus

It is recommended that the Board approve the Resolution for reauthorizing participation in Illinois School District Liquid Asset Fund Plus.  
(DOCUMENT O - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with DuPage Medical Group (Sleep Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with DuPage Medical Group for Sleep Technology.  
(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with Midwest Center for Sleep Disorders (Sleep Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with Midwest Center for Sleep Disorders for Sleep Technology.  
(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.4 Affiliation Agreement with Presence Behavioral Health (Addictions Studies)

It is recommended that the Board of Trustees approve the affiliation agreement with Presence Behavioral Health for Addictions Studies.  
(DOCUMENT R - SUPPLEMENT TO MINUTES)

12.5 Affiliation Agreement with Solly's Place (Addictions Studies)

It is recommended that the Board of Trustees approve the affiliation agreement with Solly's Place for Addictions Studies.  
(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.6 Institutional Agreement of Affiliation with Frankfort Fire Protection District (Fire Science)

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

12.7 Program Addendum to Affiliation Agreement with Presence Saint Joseph Medical Center (Health Information Technology)

It is recommended that the Board of Trustees approve the program addendum to affiliation agreement with Presence Saint Joseph Medical Center for Health Information Technology. (DOCUMENT U - SUPPLEMENT TO MINUTES)

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

Yes:	Coleman, Hastings, M. Murphy, S. Murphy, O’Sullivan, Wagner, J. Murphy
No:	None
Student	
Advisory:	Yes

Motion carried.

Michael Murphy asked for background on the bid for demolition, indicating that he wasn’t opposing the recommendation but wanted additional information.

Chairman Murphy provided some background about original plans for the site as a training center, and Dr. Jenkins also reviewed the progression of events leading to this recommendation. She indicated that the college owns the property, but costs to renovate the property adequately for instructional or training use would cost almost as much as building a new facility, and, without a partner to share costs, is not something the college can undertake at this time. However, the existing structure on the property is deteriorating and becoming unsafe and potentially hazardous, currently costing the college \$30-\$40

thousand a year to maintain at a minimal level. It was determined that the best course of action would be to demolish the building and eliminate maintenance costs going forward. She indicated that she shared the recommendation for demolition in an earlier memo to the Board in case there were any objections or concerns before moving forward to seek bids for the project for the Board's approval. She indicated that the demolition saves the college maintenance costs and removes potential liability issues.

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

12.8 8601 W. 107<sup>th</sup> Demolition Bid

Whereas Signature Demolition Services, of Bridgeview, Illinois, is the lowest responsible and responsive bidder, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of \$218,430.00 to Signature Demolition Services for the 8601 W. 107<sup>th</sup> Demolition Bid. (DOCUMENT V - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 12.8:

Yes:	Coleman, Hastings, M. Murphy, S. Murphy, O'Sullivan, Wagner, J. Murphy
No:	None
Student	
Advisory:	Abstain

Motion carried.

**XIII. MISCELLANEOUS**

Ms. O'Sullivan indicated that she had a concern about an email from a former teacher that had been directed to the Board and which had been forwarded to her by someone else on her way to this meeting. Chairman Murphy requested that she print it out and send it to the college to be shared with the Board. Ms. O'Sullivan indicated that she had been told before that this needed to be brought up in a formal meeting.

Chairman Murphy suggested that what he thought she might be getting at was if it was the opinion of the Board whether they wanted a college email. Ms. O'Sullivan stated that the email concerned her because it seemed to be a serious

problem and she wondered if it had been taken care of because it seemed as if the person had gone through all the proper channels. Chairman Murphy recommended that she share the information with the college to find out if it has been addressed. Ms. O’Sullivan requested clarification if she should share the email with President Jenkins but not the other Board members. Dr. Jenkins responded that Ms. O’Sullivan could let them know the topic and Dr. Jenkins could then respond whether it was something the administration had addressed or could address.

Chairman Murphy requested input whether the Board members felt a need or desire to have an individual college email address. Mrs. Wagner suggested some research into how other colleges handle this. Ms. O’Sullivan concurred, and Dr. Jenkins reported that she would do some research into this and report back. Michael Murphy indicated that he wouldn’t want to advertise any informal authority that he may or may not have in responding to such questions and indicated that constituents can contact him by calling him or through his Facebook page. Ms. O’Sullivan indicated that she would prefer that the other Board members were getting the same questions and concerns that she was getting. Dr. Jenkins indicated that the college does not advertise trustees’ personal email addresses and she would not recommend making those public but she will do some research and report back.

**XIV. AUDIENCE PARTICIPATION**

None.

**XV. ADJOURNMENT**

The meeting adjourned at 6:44 PM.

**BOARD REPORTS AND/OR REQUESTS**

5.1 Student Trustee Report - Shipyor

Verbal

**REPORTS OF ADMINISTRATION**

6.1 President's Report

Verbal

- Audit Report
- Enrollment Report



**COMMUNICATIONS**

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



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
National Weather Service Forecast Office Chicago  
333 W. University Drive  
Romeoville, IL 60446-1804

8/15/2016

Kendall Bruton  
Campus Safety Coordinator  
9000 W College Parkway, P Building  
Palos Hills, IL 60465

Kendall:

On behalf of the StormReady Advisory Board, congratulations on Moraine Valley Community College being recertified as a StormReady University. Your leadership and the progressive preparedness measures taken by Moraine Valley Community College continue to be outstanding. Since StormReady certification in August, 2013, Moraine Valley Community College has continued to meet and exceed all of the requirements of the StormReady program.

Moraine Valley Community College is authorized to continue to display the StormReady logo on official letterheads, brochures and other official documentation. The logo is trademarked and thus subject to certain restrictions requiring the National Weather Service to monitor its use, so please send us copies or descriptions of the way it is used. I can send the logo to you as an email attachment.

You can purchase additional signs for \$41.25 each and stickers for \$0.37 each. If you want to order stickers and/or signs, please contact OCI at 405-964-7206.

This special StormReady designation will need to be recertified before August, 2019. Congratulations! Moraine Valley Community College continues to maintain a "prototype" severe weather preparedness program and is very deserving of this prestigious recognition.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Deubelbeiss".

Ben Deubelbeiss, Meteorologist  
National Weather Service, Chicago



**Arbor Day Foundation®**

211 N. 12th St. • Lincoln, NE 68508 • 888-448-7337 • [arborday.org](http://arborday.org)

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

September 30, 2016

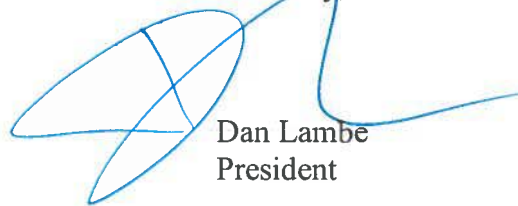
Dr. Sylvia Jenkins  
President  
Moraine Valley Community College  
9000 W College Pkwy  
Palos Hills, IL 60465-2478

Dear Dr. Jenkins,

Congratulations Moraine Valley Community College on receiving Tree Campus USA® recognition in 2015! This special distinction 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 30, 2016. The Arbor Day Foundation thanks you for your efforts and encourages you to apply for recertification by December 31, 2016. 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 2015 Tree Campus USA® Schools

As shown in the September 30, 2016, *Chronicle of Higher Education*



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



Ablene Christian University	Elmhurst College	Middle Georgia State University	State University of New York College of Environmental Science & Forestry	University of Louisiana at Lafayette
Abraham Baldwin Agricultural College	Emory University	Middlebury College	Environmental Science & Forestry	University of Louisville
Agnes Scott College	Emporia State University	Mississippi State University	Stetson University	University of Maryland
Alamance Community College	Florida Atlantic University	Missouri State University	Stony Brook University	University of Maryland Baltimore County
Albany Technical College	John D. MacArthur Campus	Montana State University - Bozeman	SUNY Geneseo	University of Massachusetts Amherst
Allegany College of Maryland	Florida Gulf Coast University	Moraine Valley Community College	Syracuse University	University of Massachusetts Lowell
American University	Florida Institute of Technology	Moravian College	Tarrant County College Southeast	University of Michigan
Appalachian State University	Florida International University	Morehead State University	Temple University Ambler Campus	University of Miami
Arizona State University	Fordham University	Morrisville State College	Tennessee Wesleyan College	University of Mississippi
Arizona Tech University	Franklin & Marshall College	Mountain View College	Texas A&M University	University of Mount Union
Arkansas Community and Technical College	Franklin College	Muhlenberg College	Texas Southern University	University of Nebraska Omaha
Athens State University	Frostburg State University	Nash Community College	Texas State University	University of Nebraska Medical Center
Auburn University	Furman University	Nebraska College of Technical Agriculture	The Catholic University of America	University of Nebraska - Lincoln
Auburn University at Montgomery	Georgia Institute of Technology	Nebraska Wesleyan University	The College of Wooster	University of Nevada, Las Vegas
Aurora University	(Georgia Tech)	North Dakota State University	The Ohio State University	University of Nevada, Reno
Austin Peay State University	Goshen College	North Lake College	The Ohio State University Wooster Campus	University of North Carolina at Pembroke
Baker University	Gwinnett Technical College	Northeastern Illinois University	The University of Alabama	University of North Carolina Greensboro
Bard College	Hannibal - LaGrange University	Northeastern State University	The University of Alabama in Huntsville	University of North Texas
Bellarmine University	Hastings College	Tahlequah Campus	The University of Georgia	University of Northern Colorado
Belmont University	Haverford College Arboretum	Northern Arizona University	The University of Kansas	University of Pennsylvania
Berea College	Hennepin Technical College	Northern Kentucky University	The University of Montana	University of Pittsburgh at Bradford
Berry College	Haverford College Arboretum	Northwest Missouri State University	The University of North Carolina at Charlotte	University of Puget Sound
Blackfeet Community College	Hobart and William Smith Colleges	Northwest Nazarene University	The University of Southern Mississippi	University of Redlands
Bluegrass Community and Technical College	Hocking College	Northwood University Texas Campus	The University of Tennessee at Chattanooga	University of South Carolina
Brookhaven College	Huntingdon College	Occidental College	The University of Texas at Austin	University of South Carolina Aiken
Butler University	Illinois College	Ohio Northern University	The University of Texas Rio Grande Valley	University of South Carolina Upstate
California Baptist University	Illinois State University	Oklahoma City Community College	The University of Vermont	University of South Florida
California Polytechnic State University, San Luis Obispo	Illinois Valley Community College	Oklahoma City University	The University of West Alabama	University of Utah
California State University Channel Islands	Indiana State University	Oklahoma State University	Trevecca Nazarene University	University of Washington
California State University Northridge	Indiana University Bloomington	Old Dominion University	Troy University	University of West Georgia
Calvin College	Inter American University of Puerto Rico - Metropolitan Campus	Oregon State University	Troy University - Dothan	University of Wisconsin - Stevens Point
Cameron University	Iowa State University	Oxford College of Emory University	Troy University - Montgomery	University of Wisconsin Oshkosh
Carnegie Mellon University	IU/PUI (Indiana University - Purdue University, Indianapolis)	Penn State Erie, the Behrend College	Troy University - Phenix City	University of Wisconsin - Fox Valley
Cazenovia College	Ivy Tech Community College - Southern Indiana	Pennsylvania College of Technology	Truman State University	Utah State University
Central Baptist College	Jacksonville State University	Portland Community College	Tulane University	Vadosta State University
Centre College	Jacksonville University	Portland State University	Tulsa Community College - Northeast Campus	Vassar College
Chatham University	Jacksonville University	Presbyterian College	United Tribes Technical College	Vincennes University Jasper Campus
Chippewa Valley Technical College	Jamestown Community College	Purdue University	University of Alabama at Birmingham	Virginia State University
Clark College	Jefferson Community College	Rhodes College	University of Alaska Anchorage	Virginia Tech
Clarke University	John Brown University	Roosevelt University	University of Arizona Campus Arboretum	Wake Forest University
Clayton State University	Johnson & Wales University - North Miami Campus	Sacramento State University	University of Arkansas - Monticello	Warren Wilson College
Clemson University	Kalamazoo Valley Community College	Saint Louis University	University of Arkansas for Medical Science	Washington State University
Cleveland State Community College	Kansas State University	Salisbury University	University of California Davis	Washington State University Vancouver
College of Central Florida	Kennecott Valley Community College	Salvo Regina University	University of California, Irvine	Washington University in St. Louis
College of Coastal Georgia	Kent State University	Sam Houston State University	University of Central Florida	Waubesa Community College
College of the Holy Cross	Kent State University - Salem Campus	Santa Rosa Junior College	University of Colorado Boulder	Weber State University
Colorado Mesa University	Kent State University at Stark	Santa Rosa Junior College - NWCCO	University of Connecticut	West Chester University
Colorado State University	Kenyon College	Sidmore College	University of Florida	West Virginia State University
Columbia Basin College	Kirkwood Community College	South Dakota State University	University of Idaho	Western Illinois University
Cornell University	Lander University	Southeastern Community College	University of Houston	Western Kentucky University
Craigton University	Lewis University	Southern Illinois University Carbondale	University of Illinois - Clear Lake Pearlman Campus	Western Michigan University
Dallas Baptist University	Lone Star College - Montgomery	Southern Oregon University	University of Illinois at Urbana-Champaign	Western Oregon University
Delaware State University	Los Angeles Valley College	Southern Utah University	University of Iowa	Western State Colorado University
Denison University	Louisiana State University	Spelman College	University of Kansas Medical Center	Western Technical College
Drake University	Marietta College	St. Bonaventure University	University of Kentucky	Wilbur Wright College
Drury University	McLennan Community College	St. Charles Community College		William Marsh Rice University
Duke University	Medical University of South Carolina	St. Edward's University		William Woods University
Earlham College	Messiah College	St. John's University		Winona State University
Eastern Kentucky University	Metropolitan Community College	St. John's College of Maryland		Youngstown State University
Eastfield College		State University of New York College at Cortland		
Eckerd College				

Learn more about Tree Campus USA at [arborday.org/TreeCampusUSA](http://arborday.org/TreeCampusUSA)

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$47,642,848.01	\$6,888,593.22	\$8,029,597.14	\$46,501,844.09
OPERATION & MAINT FUND	6,027,362.42	135,202.54	1,170,931.88	4,991,633.08
OPERATION & MAINT (RESTR.)	12,777,770.82	42,242.12	392,721.28	12,427,291.66
AUXILIARY FUNDS	8,895,052.39	1,506,218.12	2,436,570.09	7,964,700.42
RESTRICTED PURPOSE FUNDS	23,243,628.99	7,101,145.25	6,777,985.01	23,566,789.23
BOND & INTEREST FUND	55,311,884.46	69,107.75	0.00	55,380,992.21
TRUST & AGENCY FUNDS	145,004.90	4,580.56	7,063.23	142,522.23
TOTAL	<u>\$154,043,551.99</u>	<u>\$15,747,089.56</u>	<u>\$18,814,868.63</u>	<u>\$150,975,772.92</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		22,200.00
FIRST MERIT BANK	CHECKING ACCT	1,042,522.23
STANDARD BANK & TRUST	CHECKING ACCT	2,690,398.81
FIRST MERIT BANK	MONEY MARKET	1,004,062.97
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	7,743,704.68
IL SCHOOL DIST LIQUID ASSEST FUND	MONEY MARKET	5,414,805.79
SHORT TERM INVESTMENTS	VARIOUS	61,884,364.98
LONG TERM INVESTMENTS	VARIOUS	71,173,713.46
TOTAL		<u>\$150,975,772.92</u>

**ACCOUNT EXPENDITURE SUMMARIES**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$8,029,597.14
9.3	OPERATION & MAINTENANCE FUND	1,170,931.88
9.4	OPERATION & MAINTENANCE (RESTR)	392,721.28
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	2,436,570.09
9.7	GRANTS & CONTRACTS FUND	338,421.48
9.7a	COLLEGE ACTIVITY CLUBS	7,063.23
9.8	RESTRICTED PURPOSE FUND	142,998.33
9.9	FEDERAL FUND	6,234,686.20
9.9b	TORT & AUDIT	1,879.00
9.9c	WORKING CASH FUND	60,000.00
	TOTAL	<u><u>\$18,814,868.63</u></u>

10.0 REPORTS OF PERSONNEL

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

SUBJECT REPORT – Full Time

Sophia Cameron	Financial Aid Assistant Financial Aid	Effective: 11/7/16
Shatha Froukh	Admissions Support Assistant Admissions and Recruitment	Effective: 10/24/16
Judy Healy	Accounting Systems Analyst Finance	Effective: 10/31/16
Patti Stimatz	User Support Services Manager Information Technology	Effective: 11/14/16
Angela Wilson	Financial Aid Expeditor Financial Aid	Effective: 11/28/16

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RECOMMENDED ACTION

That the above be employed.



Renewal of Appointment – Grant Funded

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.

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

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RECOMMENDED ACTION

That the appointments be renewed for the above individuals.

SUBJECT REPORT - Resignations/Terminations

Stacey Reichard

Electronic Resources and  
Serials Assistant  
Learning Resource Center

Effective: 10/7/16

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RECOMMENDED ACTION

That the above be approved as presented.

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

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Shari Sutter	Sergeant Police Department	Reclassified to: Dispatcher Effective: 10/24/16
Cara Williams	Assistant Professor, Psychology Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor, Psychology Effective: Academic Year 2016-2017

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RECOMMENDED ACTION

That the above be approved as presented.

**NEW BUSINESS**

- |  |          |
|--|----------|
| *12.1 Acceptance of Audit  | Enclosed |
| *12.2 Depository Approval – Huntington National Bank   | Enclosed |
| *12.3 Affiliation Agreement with Crossmont & Associates (Addictions Studies)   | Enclosed |
| *12.4 Affiliation Agreement with Advocate Health & Hospitals Corporation, dba Advocate Medical Group (Medical Assistant)       | Enclosed |
| *12.5 Affiliation Agreement with Advocate Health & Hospitals Corporation, dba Advocate Occupational Health (Medical Assistant) | Enclosed |
| *12.6 Mailing Processing System Lease Agreement  | Enclosed |

**ACCEPTANCE OF AUDIT**

The FY2016 Audit was presented earlier this evening. The Board needs to accept the Audit so that it can be officially submitted to the state. It is included as a separate document.

**Recommended Action:**

It is recommended that the Board of Trustees accept the Audit for the fiscal year ending June 30, 2016 as presented and authorize that a copy of the Audit be filed with the State of Illinois.

DEPOSITORY APPROVAL

Moraine Valley Community College has been approached by the bank listed in the attached resolution to be included for consideration in the investment process.

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RECOMMENDED ACTION:

That the Board accepts the attached resolution to add said banking institution to the Approved Depository listing.

DEPOSITORY APPROVAL

**BE IT RESOLVED, that**

**1. Huntington National Bank**

be and hereby is designated as a depository in which investments may be made in bonds, notes, debentures, or other similar obligations of the United States of America or its agencies in accordance with the College's Investment Policy. The said funds of Moraine Valley Community College may be deposited by its officers, agents, and employees and each named is hereby authorized to deposit funds.

**BE IT FURTHER RESOLVED**, that the Moraine Valley Community College **Treasurer** and **Controller** are authorized to sign any and all checks, drafts, and orders, including orders or directions in informal or letter form, against any funds at any time standing to the credit of Moraine Valley Community College with the said Bank(s) and/or against any account of Moraine Valley Community College with the said Bank(s), and said Bank(s) hereby is/are authorized to honor any and all checks, drafts, and orders so signed, without further inquiry or regard to the authority of said officer(s) and/or other person(s) or the use of said checks, drafts and orders, or the proceeds thereof.

**BE IT FURTHER RESOLVED**, that each of the foregoing resolutions, directions, and instructions, shall continue in force until express written notice of its rescission or modification has been received by the Bank(s). It is agreed for the purpose of inducing the said Bank(s) to act hereunder that said Bank(s) shall be saved harmless from any loss suffered or liability incurred by it acting hereunder.

**I, THE UNDERSIGNED**, Secretary of Moraine Valley Community College Board, do hereby certify that the above is a complete, true and correct copy of certain resolutions adopted at a duly called meeting held on the 18th day of October 2016 and that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

**I FURTHER CERTIFY** that the following named persons are officers of the said Moraine Valley Community College, duly qualified and now acting as such:

Dated this 18th day of October 2016.

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Secretary

DATE: October 6, 2016

TO: Bob Sterkowitz  
Vice President of Finance and Treasurer

FROM: Kashif Shah, Director of Auxiliary services

RE: **Mailing Processing System Lease Agreement**

The Moraine Valley Community College mail center has been using Pitney Bowes postage processing systems since 1998 and has a good relationship with Pitney Bowes directly. In 2005, the mail center equipment was updated with a purchase of new mail processing machine (DM1000 \$15,891) and a meter. However, because of the age of the unit, the hardware maintenance of DM 1000 will no longer be supported after December 2016.

There are only two major companies providing mailroom equipment; Pitney Bowes and Neopost Hasler. In analysis of Pitney Bowes, it was found that Pitney Bowes offers National Joint Powers Alliance (NJPA) approved pricing. NJPA is a public agency serving as a municipal contracting agency under legislative authority. NJPA creates cooperative contract purchasing opportunities for all government, educational, and non for profit agencies nationwide. Pricing for this equipment was obtained via NJPA Contract, and manufacturer direct.

Over the past few years, the College has been paying approximately \$547.00 a month equipment maintenance and meter rental fee. Pitney Bowes, through NJPA Contract #043012-PIT, has offered a special 60 month lease on a new Send Pro 1500 Mail Machine and software, which includes maintenance and meter rental for \$367.04 per month for first 12 months and \$458.91 per month, for the remaining 48 months. This new lease should yield a savings of \$2,154.00 for the first year. In order to obtain this pricing, the lease agreement had to be signed by June 30<sup>th</sup> of 2016 in order to take advantage of this lease. There has been no interruption in mail center operations as well as further potential cost savings by not having to re-train any mail enter employee in learning to operate the new machine. This transaction has allowed the College to continuously stay compliant with the United States Postal Service. This upgrade maintains accuracy in departmental billing through mail accounting software which will transfer data into an excel spreadsheet that gets uploaded into the College business system, Colleague.

**RECOMMENDED ACTION:** Whereas Pitney Bowes Inc, of Lombard, Illinois, provided all specifications for mail center, the Board of Trustees are being informed of the issuance of a lease with Pitney Bowes in the amount of \$367.04 per month fiscal year 2017 and \$458.01 per month for remaining 48 months of the lease.