

**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 Immediately Following Public Hearing on the Tax Levy, was held on Monday, December 18, 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 6:32 PM.

**II. ROLL CALL**

Present: John Coleman, Chairman; Kimberly Hastings; Joseph Murphy;  
Brian O'Neill; Sandra Wagner;

Absent: Michael Murphy; Eileen O'Sullivan; Hana Asfar, Student  
Trustee

**III. MINUTES**

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of November 14, 2017, and the unapproved Minutes of the Closed Session held November 14, 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

In Ms. Asfar's absence, the Student Trustee Report is deferred.

**VI. REPORTS OF ADMINISTRATION**

6.1 Presentation to Robert Fisher (retirement)

On behalf of the Board and the administration, Mr. Joseph Murphy presented Bob Fisher, Warehouse Worker, with a retirement gift in appreciation for his service to the college and wished him well in retirement.

6.2 President's Report

- Certificates of Achievement in Financial Reporting (GFOA, ASBO)
- Distinguished Budget Presentation Award

On behalf of the Board and administration, these awards were presented to Bob Sterkowitz, Theresa O'Carroll and Stephanie Meuris. Dr. Jenkins and the Board recognized the hard work of the Finance staff and employees across the college who contributed to the college receiving these awards.

Dr. Jenkins also congratulated the Finance department for the college's favorable Moody's bond rating of Aa1 and the removal of a negative outlook. She announced that the February Board meeting will be held at the Blue Island Education Center with a ribbon cutting for the newly renovated allied health and nursing space on the third floor to be held before the meeting. Dr. Jenkins noted that on the agenda for Board action is a recommendation to change the April Board meeting date from Tuesday, April 17, to Monday, April 16. This date change will allow her to travel to the League for Innovation spring board meeting on April 17 to conduct her responsibilities as board chair for the League. She also thanked the many staff members in the audience for the successful women's leadership conference held on December 1 and distributed a gift from the conference for the women Board members. Lastly, Dr. Jenkins congratulated college staff for achieving level-1 accreditation as an arboretum site by The Morton Arboretum for its commitment to planting and conservation of trees on campus.

**VII. COMMUNICATIONS**

7.1 Association of School Business Officers (ASBO) Awards Certificate of Excellence in Financial Reporting to MVCC

7.2 Letter of Congratulations and Certificate for Achieving Arboretum Accreditation-Level I by The Morton Arboretum

**VIII. FINANCIAL STATEMENT**

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$146,763,963.83 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 Mrs. Wagner 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	\$6,618,923.05
9.3	Operation & Maintenance Fund	757,674.73
9.4	Operation & Maintenance Fund (Restricted)	927,176.84
9.5	Bond & Interest Fund	5,860,656.01
9.6	Auxiliary Enterprise Fund	530,205.42
9.7	Restricted Purpose Fund	131,857.31
9.7A	Grants & Contract Fund	445,034.15
9.7B	Federal Fund	348,423.59
9.7C	College Activity Clubs	10,182.92
9.8	Working Cash Fund	-0-
9.9	Tort & Audit	8,500.00

(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

Janet Bishara - Senior Applications Developer, Information Technology  
- effective 1/8/18

Michele Brandow - Administrative Assistant, Foundation - effective 1/8/18

Patricia Friend - Director of Alumni & Annual Programs, Foundation  
- effective 1/22/18

Erica Hickey - Coordinator of Access & Accommodations, Disability Services  
- effective 1/8/18

James Loughlin - Assistant Director, Corporate, Community & Continuing  
Education - effective 1/8/18

John Petro - Accounting Systems Analyst, Finance - effective 1/8/18

Kathleen Szeszycki – Custodian, Campus Operations - effective 1/8/18  
(DOCUMENT D - SUPPLEMENT TO MINUTES)

#### 10.1-1(a) Renewal of Appointment

It is recommended that the appointment for the following individual be renewed:

Josiah Fuller - Director, Educational Talent Search Student Services  
(DOCUMENT E - SUPPLEMENT TO MINUTES)

#### 10.1-2 Part-Time/Supplemental/Other

(DOCUMENT F - SUPPLEMENT TO MINUTES)

#### 10.1-3 Salary Revisions

None.

#### 10.1-4 Leave of Absence

Katarzyna Blahusiak - Associate Professor, Sociology, Liberal Arts - L.O.A.  
(FMLA) 2/12/18 – 5/18/18

Sharon Davis - Secretary II, Counseling & Advising - L.O.A. (FMLA)  
1/19/18 – 4/17/18

Michelle Flory - Instructor, Developmental Communications, Learning  
Enrichment & College Readiness - L.O.A. (FMLA) 12/4/17 – 5/18/18

Lynn Harrington - Director, Human Resources, Human Resources - L.O.A.  
(FMLA) 1/3/18 – 1/15/18

Rosetta Maston - Reprographics Clerk, Marketing & Communications - L.O.A.  
(FMLA) 12/2/17 – 3/13/18  
Amanda Mesirow - Coordinator, Code of Conduct, Student Development –  
L.O.A. (FMLA) Intermittent 11/10/17 – 11/9/18  
Leann Murphy - Secretary II, Career Programs - L.O.A. (FMLA) 11/29/17 –  
1/3/18  
Jeanne Ostrowski - P.T. Accounts Payable Clerk, Finance - L.O.A. (FMLA)  
Intermittent 11/20/17 – 11/19/18  
Bridget Spencer – Custodian, Campus Operations - L.O.A. (FMLA)  
Intermittent 12/2/17 – 12/1/18  
Claudia Tripoli - Associate Professor, Radiologic Technology, Career  
Programs – L.O.A. (FMLA) 1/22/18 – 3/9/18  
Lindsey Zerbian - Coordinator, Education Center at Blue Island, Academic  
Development/Outreach - L.O.A. (FMLA) 2/2/18 – 4/30/18  
(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Robert Salud - Multimedia Specialist, Information Technology – effective  
12/1/17  
(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Administrative Professional

Pennyann Zoeteman - Senior Applications Developer, Information Technology  
- effective 3/2/18  
(DOCUMENT I - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement - Faculty

Aaltje Riphagen - Academic Advisor, Student Development – effective  
8/31/18  
(DOCUMENT J - SUPPLEMENT TO MINUTES)

10.1-5(c) Retirement – Support Staff

Anita King - Program Assistant, Student Success – effective 4/30/18  
(DOCUMENT K - SUPPLEMENT TO MINUTES)

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

John Andres – from Departmental Assistant, Learning Enrichment & College Readiness to Coordinator of Records & Assessment - effective 1/8/18  
Christine Bennett – from Foundation Support Coordinator, Foundation to Contract Training Support Coordinator, Corporate, Community & Continuing Education - effective 12/4/17  
Larry Bernier – from Lead Event Set-Up Worker, Campus Operations to Warehouse Worker, Shipping & Receiving - effective 1/15/18  
Todd Lamberth – from User Support Services Coordinator, Information Technology to Technical Engineer - effective 1/8/18  
Jonathon Miller – from Microsoft SQL DBA & System Administrator, Information Technology to Oracle/MS SQL Database & System Administrator - effective 1/8/18  
Jeanne Upreti – from User Support Services Coordinator, Information Technology to Assistant Manager of User Support - effective 1/8/18  
Joseph Urchak – from System Administrator I, Information Technology to IT System Manager - effective 1/8/18  
(DOCUMENT L - 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 MetroSouth Medical Center (Mammography)

It is recommended that the Board of Trustees approve the affiliation agreement with MetroSouth Medical Center for Mammography.  
(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with MetroSouth Medical Center (Phlebotomy)

It is recommended that the Board of Trustees approve the affiliation agreement with MetroSouth Medical Center for Phlebotomy.  
(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with The Rehabilitation Institute of Chicago  
(Respiratory Therapy)

It is recommended that the Board of Trustees approve the affiliation agreement with The Rehabilitation Institute of Chicago for Respiratory Therapy.  
(DOCUMENT O - SUPPLEMENT TO MINUTES)

12.4 Intergovernmental Agreement with Village of Brookfield for  
Donation of Fire Truck

It is recommended that the Board of Trustees approve the intergovernmental agreement with Village of Brookfield for the donation of a fire truck.  
(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.5 Agreement with Professional Truck Driving School (PTDS) for  
Commercial Driving License (CDL) Training

It is recommended that the Board of Trustees approve the Instructional Course Agreement for commercial driving license education/preparation courses, pending documentation of insurance by Professional Truck Driving School.  
(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.6 Approval of New AAS Degree Program - New Automation and  
Engineering Technology (AET)

It is recommended that the Board of Trustees approve the new AAS degree program in Automation and Engineering Technology (AET), effective fall 2018. (DOCUMENT R - SUPPLEMENT TO MINUTES)

12.7 Resolution Reaffirming MVCC Policy and Procedures Prohibiting  
Sexual Harassment

It is recommended that the Board of Trustees approve the attached resolution reaffirming the policy and procedures of Moraine Valley Community College prohibiting sexual harassment.  
(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.8 Review of Closed Session Written Minutes and Audio Tapes

It is recommended that the written minutes of the closed sessions held on May 16, 2017, and October 10, 2017 not be released. It is recommended that the written minutes of the closed session held on June 6, 2017, be released. Additionally, it is recommended that the audio tapes of October 13, 2015 and April 20, 2016 closed session meetings be destroyed.  
(DOCUMENT T - SUPPLEMENT TO MINUTES)

12.9 April 2018 Board Meeting Date Change

It is recommended that the Board of Trustees change the date of the April 2018 Board meeting from Tuesday, April 17, 2018, to Monday, April 16, 2017.  
(DOCUMENT U - SUPPLEMENT TO MINUTES)

12.10 Document Imaging System Software Purchase

It is recommended that the Board of Trustees approve and authorize Hyland's proposal for the purchase of the OnBase Document Imaging System software spread across a term of five (5) years. The cost breakdown of their proposal is as follows:

Software:	\$116,070.00
Maintenance:	\$ 28,553.00
Installation:	\$ 68,000.00
<b>Total:</b>	<b>\$212,623.00</b>

(DOCUMENT V - SUPPLEMENT TO MINUTES)

12.11 Network Backbone Fiber Upgrade Project

Whereas Applied Communications Group, of Schaumburg, Illinois, provided the lowest responsible and responsive quotation for this project, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order in the amount of \$37,730.00 to Applied Communications Group for the Network Backbone Fiber Upgrade Project.

(DOCUMENT W - SUPPLEMENT TO MINUTES)

12.12 Tuition Increase Recommendation

It is recommended that the Board of Trustees approve a \$3 per credit hour increase in tuition, effective for the fall 2018 semester; a \$3 per credit hour



increase in tuition, effective for the fall 2019 semester; and a \$3 per credit hour increase in tuition, effective for the fall 2020 semester.  
(DOCUMENT X - SUPPLEMENT TO MINUTES)

12.13 Adoption of Resolution Setting Forth Tax Levies for 2017 and Approval of Tax Certificate of Tax Levy for 2017

It is recommended that the Board of Trustees adopt the Resolution Setting Forth Tax Levies for 2017 and approve the Certificate of Tax Levy for 2017.  
(DOCUMENT Y - SUPPLEMENT TO MINUTES)

12.14 Property Tax Limitation Resolution

It is recommended that the Board adopt the Property Tax Limitation Resolution as presented.  
(DOCUMENT Z - 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), 10.1-5(c), and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, 12.10, 12.11, 12.12, 12.13, and 12.14:

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

Motion carried.

It was moved by Mr. O'Neill and seconded by Mr. Joseph Murphy to approve the following agenda item:

Mrs. Wagner read the title of Agenda Item 12.15 into the record.

12.15 Resolution Abating the Tax Heretofore Levied for the year 2017 to Pay Debt Service on the Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District 524

It is recommended that the Board adopt the Resolution Abating the Tax Heretofore Levied for the year 2017 to Pay Debt Service on the Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District 524.

(DOCUMENT AA - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 12.15:

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

Motion carried.

**XIII. MISCELLANEOUS**

None.

**XIV. AUDIENCE PARTICIPATION**

None.

It was moved by Mr. Joseph Murphy and seconded by Ms. Hastings to move to closed session to discuss collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees pursuant to Section 2 2(c)(2) of the Illinois Open Meetings Act.

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

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

Motion carried.

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

The Board moved to closed session at 6:55 PM, returning to open session at 8:50 PM.

Roll Call: Coleman, Hastings, J. Murphy, O'Neill, Wagner

**XV. ADJOURNMENT**

The meeting adjourned at 8:51 PM.