

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, June 19, 2018, Board Room D219, 9000 West College
Parkway, Palos Hills, Illinois 60465.

A G E N D A

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15. **CLOSED SESSION** - Motion to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, pursuant to Section 2(c)(1) of the Illinois Open Meetings Act.
16. **ADJOURNMENT**

Agenda Item 3.0
June 19, 2018

MINUTES

Approved Minutes of the Regular Meeting of April 16, 2018

Enclosed

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Regular Meeting, was held on Monday, April 16, 2018, 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 6:00 PM.

II. ROLL CALL

Present: John Coleman, Chairman; Kimberly Hastings (via telephone); Brian O'Neill; Eileen O'Sullivan; Sandra Wagner; Hana Asfar, Student Trustee

Absent: Joseph Murphy

III. MINUTES

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of March 20, 2018; the unapproved Minutes of the Special Meeting of April 10, 2018, the unapproved Minutes of the Closed Session held March 20, 2018, and the unapproved Minutes of the Closed Session held April 10, 2018, 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 Appointment of Trustees/Oath of Office

It was moved by Mr. O'Neill and seconded by Mrs. Wagner to appoint Daniel E. Casey to the Board of Trustees to fill the unexpired term of Michael Murphy until the next regularly scheduled election.

ROLL CALL VOTE taken on motion:

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

Motion carried.

Mrs. Wagner, Secretary, administered the oath of office for new Board member, Daniel E. Casey, after which Mr. Casey was officially seated.

5.2 Presentation to Hana Asfar

Chairman Coleman read the plaque recognizing Hana Asfar’s service as Student Trustee:

“With great appreciation to Hana Asfar, Student Trustee, for her commitment and service to Moraine Valley Community College and its Board of Trustees, 2017-2018.”

Ms. Asfar thanked everyone who has encouraged and supported her as Student Trustee. She indicated that she has been able to do many things at Moraine Valley, including her role as Student Trustee, and she has learned a lot and takes away many good memories. As she graduates and moves on to Benedictine University, she indicated that she will miss Moraine Valley but looks forward to Benedictine and hopes that it is as memorable as Moraine Valley has been.

5.3 Oath of Office – Student Trustees – Mason Folsom

Mrs. Wagner, Secretary, administered the oath of office for new Student Trustee, Mason Folsom, after which Mr. Folsom was officially seated.

5.4 Student Trustee Report – Mason Folsom

Mr. Folsom provided a short introduction about himself. He is a graduate of Amos Alonzo Stagg High School and is attending Moraine Valley studying biology with a 4.0 GPA, hoping to become a marine biologist. He works at a local Jewel as a customer service supervisor. He shared his campaign and

continuing platform, which is “to promote the unity of students through involvement and participation.”

VI. REPORTS OF ADMINISTRATION

Dr. Jenkins welcomed Mason to the Board as the new Student Trustee and indicated that she looks forward to working with him. She also welcomed Daniel Casey and asked him to say a few words.

Mr. Casey shared that he is a Moraine Valley graduate from the early 1990s after which he pursued undergraduate and graduate degrees in finance. He indicated that when this opportunity came up, he looked at it as a great way to give back to such a strong pillar in the community, which afforded him the building blocks for both his academic and professional success. He thanked the Board and the president for having the confidence in him to help advance the mission of the college. He introduced his wife in the audience and thanked her for being here this evening and being by his side for nearly 20 years.

Mr. Folsom introduced his mother who was in the audience. A photo of Mr. Folsom with his mother was taken.

6.1 Student Recognitions

- *Glacier* Student Newspaper – Kent Marshall, Dean of Students and Compliance Officer, reported that Jessica Kubacka, the editor of the *Glacier* and the Mastodon student art and literary magazine, couldn't be here this evening. The Mastodon won 8th place in the Best of Show category for literary magazines at the Associated College Press National College Media Convention in Dallas, Texas. Ted Powers, advisor, was present and a photo was taken with Trustee O'Sullivan. Mr. Powers thanked the Board and the administration for the support given to the *Glacier* and the Mastodon.

6.1 President's Report

- Marketing and Communications Awards – Clare Briner, Director of Marketing & Communications, reported on a number of the 40 total awards received this year by the Marketing and Communications team, most in competition with other colleges and four-year universities with much larger marketing budgets. The college's Annual Report, content written by Jessica Crotty, won Best of Show for the fourth year in a row, among 17 awards given by Education Advertising Awards. Four national and eight regional awards were given by the National Council for Marketing & Public Relations (NCMPR), nine awards by the Education Digital Marketing

Awards, and a Best of Show in the University Photographers Association Monthly Image Competition was earned by a soccer photo taken by Glenn Carpenter. Clare shared examples of several award-winning pieces and thanked the board on behalf of the Marketing and Communications team for its support. A photo with Matt Grotto, Glenn Carpenter, Jessica Crotty, and Clare was taken with Trustee O'Neill.

- Higher Learning Commission (HLC) Update – Dr. Sharon Katterman, Director of Resource Development and Institutional Effectiveness, reported that the college has received its preliminary report from the HLC regarding the Comprehensive Quality Review (CQR) visit conducted in February. The college reviewed the preliminary report and it has been returned to the HLC for formal action. The recommendation will be for full reaccreditation, and the college should receive the formal notification by early June. This will allow the college to move from the eight-year AQIP process of accreditation to the ten-year Open Pathways accreditation.

Dr. Jenkins thanked the Board and staff members who contributed to the successful Higher Learning Commission visit. She reported that following the college's successful accreditation for the Culinary program and the completion of the demo kitchen in the B building, the program will have a "soft opening" of a restaurant run by the students in the program. Dr. Jenkins thanked Dr. Pamela Haney, Dr. Ryen Nagle, Panos Hadjimitsos, and all of the faculty in the Culinary Arts program for making this a reality. Dr. Jenkins thanked Hana Asfar for her service as Student Trustee this year. She shared information about the Foundation Gala event on Friday, April 20, at the Beverly Country Club and encouraged the Board and others to consider attending. She reported that she leaves tomorrow for Monroe Community College in Rochester, New York, to begin her term as League Board Chair, indicating that she and Dr. Salleh-Barone will chair meetings at the League's spring board meeting.

VII. COMMUNICATIONS

- 7.1 Complimentary Letter re Baseball Players and Coaches from College
Baseball Umpire Forrest Miller

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$ 147,409,963.18 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 Ms. O’Sullivan 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	\$ 8,171,042.59
9.3	Operation & Maintenance Fund	1,317,512.99
9.4	Operation & Maintenance Fund (Restricted)	4,971.28
9.5	Bond & Interest Fund	4,647,375.00
9.6	Auxiliary Enterprise Fund	1,054,471.27
9.7	Restricted Purpose Fund	494,528.10
9.7A	Grants & Contract Fund	573,511.90
9.7B	Federal Fund	360,206.66
9.7C	College Activity Clubs	14,685.07
9.8	Working Cash Fund	-0-
9.9	Tort & Audit	10,000.00

(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

Yolanda Bennett - Education Specialist, Learning Enrichment & College Readiness - effective 5/14/18

Jim Norris - System Administrator, Information Technology - effective 4/23/18

Christian Torres - Transition Specialist, Learning Enrichment & College Readiness - effective 5/7/18

(DOCUMENT D - SUPPLEMENT TO MINUTES)

10.1-1(a) Non-Renewal of Appointment – Grant Funded

It is recommended that the appointments for the following grant funded individuals not be renewed:

John Andres	Coordinator of Records & Assessment
Margaret Dawczak	Manager of Transition & ESL
Marie Harrell	Internship Manager
Erica Hickey	Coordinator of Access & Accommodations
Corinne Johnston	Grant Writer
Chauntai Mack	Career Connections, Youth Program Manager
Carmela Ochoa	Coordinator of ABE/ASE
Darice Wright	Career Connections, Adult Program Manager
Lauren Zajac	Education Specialist

(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

Michael Crotty – Groundskeeper, Campus Operations - L.O.A. (FMLA)
Intermittent 2/12/18 – 2/11/19

Dianne Donovan - P.T. Departmental Assistant, Academic Outreach - L.O.A.
(FMLA) 3/19/18 – 3/30/18

Mark Gurra - P.T. Police Officer, Police Department - L.O.A. (FMLA)
4/12/18 – 7/7/18

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-4(a) Sabbatical Leave - Faculty

It is recommended that the following faculty members be granted a sabbatical leave:

Kevin Navratil, Associate Professor, Political Science
Spring 2019 semester with full pay

Dr. Aaron Smith, Assistant Professor, Philosophy
Spring 2019 semester with full pay
Tanginia Southall, Assistant Professor, Child Care
Spring 2019 semester with full pay
(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Snowy DeCaen - Multimedia Specialist, Information Technology – resignation effective 3/29/18
Marcos Estrada - Veteran Success Coordinator, Student Development - resignation effective 3/29/18
Clarice Gilbert - Digital Press Operator, Marketing – resignation effective 4/3/18
Alyssa Humbles - Student Success Specialist, Student Development - resignation effective 4/23/18
Eduardo Lopez - Student Development Specialist, Student Development - resignation effective 3/29/18
Michael O’Shea - Associate Professor, Culinary Arts, Science, Business & Computer Technology – resignation effective 3/29/18
Efrain Perez – Groundskeeper, Campus Operations – termination effective 4/4/18
(DOCUMENT I - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Administrative & Professional

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

Roseanne Garavan-Oskielunas - Nursing Lab & Simulation Coordinator, Career Programs – retirement effective 6/30/18
(DOCUMENT J - SUPPLEMENT TO MINUTES)

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

Theresa O’Carroll – from Controller, Finance to Vice President, Financial and Business Services/College Treasurer - effective 6/1/18
Michael Vazquez – from P.T. Departmental Assistant, Academic Outreach to P.T. User Support Services Specialist, Information Technology – effective 4/23/18
(DOCUMENT K - SUPPLEMENT TO MINUTES)

10.1-6(a) Department Chair Appointment

It is recommended that John Halliwell be appointed Department Chair for Developmental Education for the academic year 2018-19.
(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 Serenity House (Addictions Studies)

It is recommended that the Board of Trustees approve the affiliation agreement with Serenity House for Addictions Studies.
(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with Advocate Health & Hospital Corp., North Side Health Network, Condell Medical, Sherman Hospital (CT Technology, Mammography, Radiologic Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with Advocate Health & Hospital Corp., North Side Health Network, Condell Medical, Sherman Hospital for CT Technology, Mammography, and Radiologic Technology.
(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.3 Educational Affiliation Agreement with Riveredge Hospital (Nursing)

It is recommended that the Board of Trustees approve the educational affiliation agreement with Riveredge Hospital for Nursing.
(DOCUMENT O - SUPPLEMENT TO MINUTES)

12.4 Affiliation Agreement with Mercy Circle (Basic Nurse Assistant, Associate Degree Nursing)

It is recommended that the Board of Trustees approve the affiliation agreement with Mercy Circle for Basic Nurse Assistant and Associate Degree Nursing.
(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.5 Resolution for Observance of Arbor Day 2018

It is recommended that the Board of Trustees approve the attached resolution observing Arbor Day 2018.
(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.6 Statement of Final Construction Completion – Boiler House 1 HVAC Upgrades

It is recommended that the Board of Trustees approve the Statement of Final Completion for the above-named project.
(DOCUMENT R - SUPPLEMENT TO MINUTES)

12.7 Statement of Final Construction Completion – Building G Student Success Center

It is recommended that the Board of Trustees approve the Statement of Final Completion for the above-named project.
(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.8 Human Resources Office Renovation Bid

Whereas Landmark Construction Systems, Inc., of Tinley Park, 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 \$383,000.00 for the Human Resources Office Renovation Bid.
(DOCUMENT T - SUPPLEMENT TO MINUTES)

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

Yes: Casey, Hastings, O’Neill, O’Sullivan, Wagner, Coleman
Absent: Murphy
Student
Advisory: Yes

Motion carried.

It was moved by Mr. O'Neill and seconded by Mr. Casey to approve Agenda Item 12.9.

Mrs. Wagner read aloud the title of the resolution into the meeting record:

12.9 Resolution providing for and authorizing the sale of securities held under the escrow agreements executed and delivered in connection with the issuance of Taxable General Obligation Refunding Bonds, Series 2012B, and Taxable General Obligation Refunding Bonds, Series 2012C, of Community College District No. 524, County of Cook and State of Illinois, authorizing the amendment of said escrow agreements and providing for the redemption of certain of the District's outstanding General Obligation Community College Bonds, Series 2007B

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

Yes:	Casey, Hastings, O'Neill, O'Sullivan, Wagner, Coleman
Absent:	Murphy
Student	
Advisory:	Abstain

Motion carried.

It was moved by Mr. O'Neill and seconded by Ms O'Sullivan to approve Agenda Item 12.10.

Mrs. Wagner read aloud the title of the resolution into the meeting record:

12.10 Resolution providing for the issue of not to exceed \$2,600,000 General Obligation Refunding Bonds, Series 2018, of Community College District No. 524, County of Cook and State of Illinois, for the purpose of refunding certain outstanding bonds of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof

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

ROLL CALL VOTE TAKEN on Agenda Item 12.10:

Yes:	Casey, Hastings, O’Neill, O’Sullivan, Wagner, Coleman
Absent:	Murphy
Student	
Advisory:	Abstain

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XV. CLOSED SESSION

It was moved by Ms. O’Sullivan and seconded by Mr. O’Neill to move to closed session to discuss collective negotiating matters between the public body and its employees or their representatives, pursuant to Section 2(c)(2), of the Illinois Open Meetings Act.

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

Yes:	Casey, Hastings, O’Neill, O’Sullivan, Wagner, Coleman
Absent:	Murphy
Student	
Advisory:	Yes

Motion carried.

Chairman Coleman indicated that there would be no business following the closed session.

The Board moved to closed session at 6:52 PM, returning to open session at 8:08 PM.

Roll Call: Coleman, Casey, Hastings, O'Neill, O'Sullivan, Wagner,
Folsom

XVI. ADJOURNMENT

The meeting adjourned at 8:10 PM.

BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report - Folsom

Verbal

REPORTS OF ADMINISTRATION

- | | | |
|------|--|--------|
| 6.1 | Presentation to Marian Berrigan (retirement) | Verbal |
| 6.2 | Presentation to Laura Cullen (retirement) | Verbal |
| 6.3 | Presentation to James Donaldson (retirement) | Verbal |
| 6.4 | Presentation to Sue Gray (retirement) | Verbal |
| 6.5 | Presentation to Gina Rinella (retirement) | Verbal |
| 6.6 | Presentation to Deborah Sievers (retirement) | Verbal |
| 6.7 | Presentation to Diane Viverito (retirement) | Verbal |
| 6.8 | Presentation to Bob Sterkowitz (retirement) | Verbal |
| 6.9 | Recognition of Accomplishments | Verbal |
| | <ul style="list-style-type: none">• Phi Theta Kappa Chapter• ICCTA Award Nominees<ul style="list-style-type: none">- Distinguished Alumnus- Student Essay- Outstanding Full-time Faculty Member | |
| 6.10 | President's Report | Verbal |
| | <ul style="list-style-type: none">• Midwest Association of Student Employment Administrators' 2018 State of Illinois Student Employment Supervisor of the Year (Tamima Farooqui)• 2018 Illinois Community College Trustees Association (ICCTA) Equity and Diversity Award | |

COMMUNICATIONS

- 7.1 Joint Review Committee on Education in Radiologic Technology
(JRCERT) Accreditation Award Letter for Radiologic Technology Enclosed
- 7.2 Letter from College Reading & Learning Association's (CRLA)
International Tutor Training Program Certification (Academic Skills
Center Tutor Training Program) Enclosed



Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300 • (Fax) 312.704.5304
www.jrcert.org

May 17, 2018

Sylvia M. Jenkins, Ph.D.
President and Chief Executive Officer
Moraine Valley Community College
9000 W. College Parkway
Palos Hills, IL 60465

RE: Program #0055

Previous Accreditation Status: 5 Years

Most Recent Site Visit: 06/16

Dear Dr. Jenkins:

After review of the requested progress report, the continuing accreditation status of the associate degree radiography program sponsored by Moraine Valley Community College was considered at the May 16, 2018 meeting of the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. Specialized accreditation awarded by the JRCERT offers institutions significant value by providing peer evaluation and by assuring the public of quality professional education in the radiologic sciences. The program was evaluated according to the **Standards for an Accredited Educational Program in Radiography (2014)**. The JRCERT took the following action:

EXTENSION OF ACCREDITATION FOR A PERIOD OF THREE YEARS.

This extension equates to an award of eight years of accreditation effective from the date of the most recent site visit.

An interim report will be required. The projected date for submission of the interim report is the Second Quarter of 2020. The JRCERT will provide program officials adequate notice of the due date for submission of the interim report. Based on the interim report, the JRCERT will determine if the accreditation award of eight years will be maintained or reduced and the continuing accreditation process expedited.

Based on this extension, the next site visit is tentatively scheduled for the Second Quarter of 2024.

The program is advised that consistent with JRCERT Policy 11.600, the JRCERT reserves the right to conduct unannounced site visits of accredited programs. The sponsoring institution would be responsible for the expenses of any on-site evaluation.

Sylvia M. Jenkins, Ph.D.
May 17, 2018
Page 2

The Joint Review Committee on Education in Radiologic Technology Directors and staff congratulate you and the program faculty for achieving the maximum award of accreditation from the JRCERT and wish you continuing success in your efforts to provide a quality educational program. If we can be of further assistance, do not hesitate to contact the office.

Sincerely,



Bette A. Schans, Ph.D., R.T.(R), FASRT
Chair

BAS/TBL/jm

copy: Program Director: Michael A. Gatto, M.S., R.T.(R)
 Dean: Kiana Battle, M.S.



June 2, 2018

Dear Kipp,

Congratulations! On behalf of the College Reading & Learning Association's (CRLA) International Tutor Training Program Certification (ITTPC) team, we are delighted to inform you that the Moraine Valley Community College, Academic Skills Center Tutor Training Program has been approved for Stage 1, Level 2.

Your program certification period begins on May 29, 2018, and ends on May 31, 2019.

This is a Stage 1 approval for one program at three locations as indicated on your application.

Your next approval application for Level 2 will be a Stage 2 application. Please plan to submit your Stage 2 application by March 31, 2019, which is three months prior to your current expiration date which will help insure that there is no lapse in your certification.

Attached is the ITTPC certificate for your tutor training program approval. You are being issued one program certification which is valid for the time period indicated above. You may access the tutor certification template each year using the link in the email that accompanied this letter. The templates with the current ITTPC Coordinator and CRLA president signatures are available in mid-November each year.

We recommend that you maintain lists of those tutors you certify, as individuals will often ask for their certification information long after they have left your institution.

For future reference your ITTPC ID # is: US-IL-1163. Please include this number in all correspondence with us as it helps us access your file easily.

Also, we have included below the comments from the reviewer team assigned to your application. Many programs find this information to be very helpful.

Once again, congratulations. We look forward to continuing to work with you and your tutor training program in the future.

Best wishes,

Sheri McIntyre, Certifications Assistant
Shawn O'Neil, ITTPC Coordinator
Roberta Schotka, Certification Director

Reviewer comments:

Strengths:	This is a very comprehensive program that takes care with CRLA guidelines and the growth of the tutoring staff. Records are well-maintained and provided within the application. All requested information was provided and easily accessible.
Concerns:	None
Recommendations for Continued Growth:	The program is moving through the levels at a nice pace. I suggest that a scan of future tutor/student contact hours be added to future certification applications. Good Job!



Program ID: US-IL-1163

The College Reading & Learning Association awards ITTPC program certification to

Moraine Valley Community College

Palos Hills, Illinois

Academic Skills Center Tutor Training Program

and authorizes the above program to issue certificates to tutors meeting its CRLA-approved requirements for the following program certification level(s):

Level II Advanced

Valid: 05/29/2018 – 05/31/2019

A handwritten signature in black ink, appearing to read 'Victoria Appatova'.

Victoria Appatova, CRLA President 2017-2018

A handwritten signature in blue ink, appearing to read 'Roberta Schotka'.

Roberta Schotka, Certifications Director

**MORAIN VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
TREASURER'S REPORT
MONTH ENDED MAY 31, 2018**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$56,179,575.69	\$3,898,483.66	\$7,271,401.77	\$52,806,657.58
OPERATION & MAINT FUND	8,950,804.03	367,668.34	1,195,899.50	8,122,572.87
OPERATION & MAINT (RESTR.)	12,391,495.01	2,048,307.86	1,573,567.51	12,866,235.36
AUXILIARY FUNDS	8,819,935.19	813,364.03	467,946.22	9,165,353.00
RESTRICTED PURPOSE FUNDS	22,835,929.22	1,005,262.46	880,357.33	22,960,834.35
BOND & INTEREST FUND	38,067,941.24	1,435,266.27	2,201,266.76	37,301,940.75
TRUST & AGENCY FUNDS	107,933.30	2,614.65	29,815.80	80,732.15
TOTAL	<u>\$147,353,613.68</u>	<u>\$9,570,967.27</u>	<u>\$13,620,254.89</u>	<u>\$143,304,326.06</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$23,700.00
HUNTINGTON BANK	CHECKING ACCT	980,732.15
FIRST MIDWEST BANK	CHECKING ACCT	3,224,979.34
WINTRUST MAXSAFE	MONEY MARKET	1,010,236.00
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	6,391,901.14
IL SCHOOL DIST LIQUID ASSEST FUND	MONEY MARKET	9,304,690.23
SHORT TERM INVESTMENTS	VARIOUS	95,474,702.99
LONG TERM INVESTMENTS	VARIOUS	26,893,384.21
TOTAL		<u>\$143,304,326.06</u>

ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$7,271,401.77
9.3	OPERATION & MAINTENANCE FUND	1,195,899.50
9.4	OPERATION & MAINTENANCE (RESTR)	1,573,567.51
9.5	BOND & INTEREST FUND	2,201,266.76
9.6	AUXILIARY ENTERPRISE FUND	467,946.22
9.7	RESTRICTED PURPOSE FUND	139,673.74
9.7a	GRANTS & CONTRACTS FUND	396,079.31
9.7b	FEDERAL FUND	248,444.28
9.7c	COLLEGE ACTIVITY CLUBS	29,815.80
9.8	WORKING CASH FUND	75,000.00
9.9	TORT & AUDIT	21,160.00
	TOTAL	<u><u>\$13,620,254.89</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
10.1-5	Resignations/Terminations	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed
10.1-7	President's Contract	Enclosed

SUBJECT REPORT – Full Time

Gary Ambroz	Media Specialist Information Technology	Effective: 7/9/18
Mary Boland	Instructor, Physics Science, Business & Computer Technology	Effective: 8/13/18
Iva Erkapic	Student Success Specialist Student Success	Effective: 6/25/18
Ingrid Farmer	Payroll Assistant Finance	Effective: 7/16/18
Essence Greenhill	Student Development Specialist Enrollment Services	Effective: 7/9/18
Evera Ivy	Job Resource Specialist Job Resource Center	Effective: 7/9/18
Paul Kristopaitis	Groundskeeper Campus Operations	Effective: 7/23/18
Angelina Myers	Instructor, Mathematics Science, Business & Computer Technology	Effective: 8/13/18
Bert Patania	Coordinator, Veteran Services Student Success	Effective: 7/9/18
Mike Rendon	Reprographics Clerk Marketing & Communications	Effective: 6/25/18
Lori Schmidt	Instructor, Phlebotomy Career Programs	Effective: 8/13/18
Leslye Toney	Nursing Lab & Simulation Coordinator Career Programs	Effective: 6/25/18
Jaime Valadez	Groundskeeper Campus Operations	Effective: 6/25/18

RECOMMENDED ACTION

That the above be employed.

SUBJECT REPORT – Leave of Absence (LOA)

Frederick Brennan	Director of Campus Operations Campus Operations	L.O.A. (FMLA) 6/13/18 – 6/27/18
Michael Loveday	Web Content Specialist Information Technology	L.O.A. (FMLA) Intermittent 6/1/18 – 5/31/19
Marie Martino	Librarian Learning Resource Center	L.O.A. (FMLA) Intermittent 4/24/18 – 12/14/18

RECOMMENDED ACTION

That the above leaves be granted.

S U B J E C T R E P O R T - Resignations/Terminations

Kendall Bruton	Campus Safety & Emergency Coordinator Police Department	Effective: 6/18/18
Matthew Piper	Manager, Staff Training & Development Center for Teaching & Learning	Effective: 6/15/18
Phyllis Pranevicius	Financial Aid Assistant Financial Aid	Effective: 5/25/18
Nilkamal Shah	Assistant Director of Institutional Research & Planning Institutional Research	Effective: 6/29/18
Carrie Wolf	Coordinator of Testing Services Testing Center	Effective: 6/25/18

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

That the above be approved as presented.

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

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Charles Bales	Associate Professor, Mechanical Design & Drafting Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2018-2019
Sonja Blades	Program Assistant Student Success Support Staff	Reclassified to: Secretary II Liberal Arts Effective: 6/25/18
Dawn Countryman	Assistant Professor, Anatomy & Physiology Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2018-2019
Michael Espinoza	Instructor, Criminal Justice Career Programs	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2018-2019
Ewa Fredette	Associate Professor, Chemistry Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2018-2019
Kelly Hruby	Assistant Professor, Humanities Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2018-2019
Rita Kealy	Instructor, Phlebotomy/Medical Terminology Career Programs	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2018-2019

Neil Kirkpatrick	Assistant Professor, Biology Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2018-2019
Myra Koran	Staff Accountant Finance Administrative & Professional	Reclassified to: Student Accounts Receivable Manager Effective: 6/18/18
Michael Loveday	Web Content Specialist Marketing & Communications Administrative & Professional	Reclassified to: Senior Web Content Specialist Effective: 6/18/18
Leann Murphy	Secretary II Career Programs Support Staff	Reclassified to: Program Assistant Corporate, Community & Continuing Education Effective: 6/25/18
Theresa Pallanti	Assistant Director, Resource Development Resource Development & Institutional Effectiveness Administrative & Professional	Salary Grade Reclassification Effective: 6/18/18
Cathi Predl	Instructor, Office Systems and Applications Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2018-2019
Rose Rich	Instructor, Office Systems and Applications Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2018-2019
Aaron Roe	Senior Research Analyst Institutional Research & Planning Administrative & Professional	Reclassified to: Assistant Director, Research & Planning Effective: 6/18/18
Nickolas Shizas	Associate Professor, Psychology Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2018-2019
Justin Valentino	Instructor, Data Communications Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2018-2019

Kevin Warchol

Groundskeeper
Campus Operation
Support Staff

Reclassified to:
Event Set-Up Worker
Effective: 6/25/18

RECOMMENDED ACTION

That the above be approved as presented.

**AMENDMENT TO THE PRESIDENT'S
EMPLOYMENT AGREEMENT**

Recommended Action:

That the amendment to the president's employment agreement, as presented to the Board, be approved.

**2018 AMENDMENT TO THE PRESIDENT'S
EMPLOYMENT AGREEMENT**

The Employment Agreement ("Agreement") dated April 16, 2014, between the Board of Trustees of Moraine Valley Community College District No. 524, Cook County, Illinois, and Dr. Sylvia Jenkins is hereby amended as follows:

1. The President's salary is adjusted to \$256,774.60, retroactive to July 1, 2017.
2. The term of the Agreement as set forth in Section A1 is hereby extended to and including June 30, 2022.
3. Section B1 of the Agreement is amended to provide the President with an annual salary increase of 3.0% for 2018-19, 3.0% for 2019-2020, 3.0% for 2020-21; and 3.0% for 2021-2022.
4. The amount of the tax sheltered annuity provided for in Section C2 shall be \$10,000.
5. All other terms of the Agreement remain in full force and effect. This 2018 Amendment supercedes and replaces the "Amendment to the President's Employment Agreement" dated June 20, 2017.

DATED: June 19, 2018.

Approved by the Board of Trustees at the June 19, 2018 regular meeting.

BOARD OF TRUSTEES OF MORaine VALLEY COMMUNITY COLLEGE,
COMMUNITY COLLEGE DISTRICT NO. 524,
COUNTY OF COOK AND STATE OF ILLINOIS

By: _____
Board Chair

Sylvia M. Jenkins

ATTEST: _____

NEW BUSINESS

- *12.1 Affiliation Agreement with Advocate South Suburban Hospital (Phlebotomy, Respiratory Therapy, Sleep Technology) Enclosed
- *12.2 Affiliation Agreement with Hartgrove Behavioral Health System (Addictions Studies) Enclosed
- *12.3 Affiliation Agreement with Chicago Ridge Fire Department (Fire Science) Enclosed
- *12.4 Review of Closed Session Written Minutes and Audio Tapes Enclosed
- *12.5 Dates for Regular Meetings Enclosed
- *12.6 Treasurer's Bond Renewal FY19 Enclosed
- *12.7 Resolution Authorizing the Transfer of Certain Funds from the Education Fund to the Operations and Maintenance Restricted General Fund for Purposes of Capital Project Funding-Reconstruction of Parking Lots A1 and A2 Enclosed
- *12.8 Resolution Authorizing the Transfer of Certain Funds from the Education Fund to the Restricted Purposes-Technology Fund for Future Technology Purchases Associated with the College's Technology Life-Cycle Management Program Enclosed
- *12.9 2020 Resource Allocation Management Plan (RAMP) Projects Enclosed
- *12.10 Dual Credit/Dual Enrollment Platform Software Enclosed
- *12.11 Non-emergency Notification System Purchase Enclosed
- *12.12 Xerographic Office Paper Bid Enclosed
- *12.13 Approval of Metropolitan Alliance of Police Contract (July 1, 2018 - June 30, 2022) Enclosed

REVIEW OF CLOSED SESSION WRITTEN MINUTES AND AUDIO RECORDINGS

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

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

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

Recommended Action:

It is recommended that the written minutes of the closed sessions held on May 16, 2017; October 10, 2017; November 14, 2017; December 18, 2017; March 20, 2018; April 10, 2018; and April 16, 2018 be released.

Item 12.4:

Written Minutes:

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

There are no written minutes of closed session meetings recommended for non-release at this time.

- Recommend that the written minutes of the following closed session meetings be released:

May 16, 2017
October 10, 2017
November 14, 2017
December 18, 2017
March 20, 2018
April 10, 2018
April 16, 2018

Audio Recordings:

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

There are no audio recordings of closed session meetings recommended for destruction at this time.

NOTICE IS HEREBY GIVEN

That regular meetings of the Board of Trustees of Community College District #524, Cook County, Illinois, are scheduled as follows:

July, 2018 – no meeting
Tuesday, August 21, 2018
Tuesday, September 18, 2018
Monday, October 15, 2018
Monday, November 12, 2018
Tuesday, December 18, 2018
January, 2019 - no meeting
Tuesday, February 19, 2019
Tuesday, March 19, 2019
Tuesday, April 16, 2019
Tuesday, May 14, 2019
Tuesday, June 18, 2019

All of the above meetings will begin at 6 p.m. (unless otherwise indicated) and will be held in the Board Room D219, 9000 West College Parkway, Palos Hills, IL 60465.

Dated: June 19, 2018

Secretary

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

TREASURER'S BOND RENEWAL

A Treasurer's Bond is required pursuant to 110 ILCS 805/3-19 for the term July 1, 2018-June 30, 2019. The statutory School Treasurer's bond lists the Board of Trustees of Moraine Valley Community College as obligees and covers the faithful performances and fidelity of the school treasurer in the amount of \$25,000,000. Twenty-five million dollars is the amount recommended to the College by our insurance broker, Marsh|National Brokerage. The total premium for the Treasurer's Bond for fiscal year 2019 will be \$19,832.00.

Recommended Action:

It is recommended that the Board approve the renewal of the Treasurer's Bond for fiscal year 2019 for \$25,000,000 at a cost of \$19,832.00 from The Hartford Insurance Company.

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

**RESOLUTION AUTHORIZING THE TRANSFER OF CERTAIN FUNDS FROM THE
EDUCATION FUND TO THE OPERATIONS AND MAINTENANCE RESTRICTED -
GENERAL FUND FOR PURPOSES OF CAPITAL PROJECT FUNDING**

WHEREAS, the Board of Trustees of Moraine Valley Community College, Community College District No. 524, has adopted a budget for its Education Fund for fiscal year 2018; and

WHEREAS, the budgeted expenditures and transfers out of the Education Fund equal \$83,622,563; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the College to provide capital funding for the reconstruction, including drainage improvements, of parking lots A1 and A2, adjacent to Building A, in order to better serve our community, students, faculty and staff;

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

That the sum not to exceed \$1,800,000 is authorized to be transferred from the Education Fund to the Operations and Maintenance Restricted - General Fund for the reconstruction of Building A parking lots, A1 and A2 to better serve our community, students, faculty and staff.

That total expenditures and transfers from the Education Fund shall not exceed the sum of \$83,622,563.

That said Resolution be in full force and effect from and after its passage.

APPROVED this 19th day of June 2018.

Chairman, Board of Trustees

Attest:

Secretary, Board of Trustees

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

**RESOLUTION AUTHORIZING THE TRANSFER OF CERTAIN FUNDS FROM THE
EDUCATION FUND TO THE RESTRICTED PURPOSES – TECHNOLOGY FUND
FOR FUTURE TECHNOLOGY PURCHASES ASSOCIATED WITH THE COLLEGE’S
TECHNOLOGY LIFE CYCLE MANAGEMENT PROGRAM**

WHEREAS, the Board of Trustees of Moraine Valley Community College, Community College District No. 524, has adopted a budget for its Education Fund for fiscal year 2018; and

WHEREAS, the budgeted expenditures and transfers out of the Education Fund equal \$83,622,563; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the College to provide funding for future purchases and upgrades associated with the College’s Technology Life Cycle Management Program;

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

That the sum not to exceed \$600,000 is authorized to be transferred from the Education Fund to the Restricted Purposes – Technology Fund for future purchases and upgrades associated with the College’s Technology Life Cycle Management Program.

That total expenditures and transfers from the Education Fund shall not exceed the sum of \$83,622,563.

That said Resolution be in full force and effect from and after its passage.

APPROVED this 19th day of June 2018.

Chairman, Board of Trustees

Attest:

Secretary, Board of Trustees

Fiscal Year 2020 RAMP
Community College Capital Requests

Scope of Work Narrative

DISTRICT/COLLEGE: 524 Moraine Valley Community College

PROJECT NAME: Renovation of Buildings A, B, & L/ Health Careers Center

Built between 1971 and 1977, Buildings A, B, and L represent the first permanent structures built for Moraine Valley Community College. Totalling approximately 306,000 g.s.f., these facilities were originally constructed utilizing the “Open Plan” concept to allow for maximum flexibility. Over time, however, this concept was proven unsuccessful and permanent interior partitions were built in an effort to improve the functional capabilities of the spaces. Because this build-out occurred over many years, and the original infrastructure does not necessarily support the desired programmatic configurations and adjacencies, the buildings require significant renovation work in order to provide functional and comfortable instructional and support spaces that fully comply with current code requirements and best practices.

A significant portion of the buildings’ mechanical systems are the original systems installed nearly 35-40 years ago, and are beyond their expected useful life and, therefore, require replacement in order to restore them to their original operating condition. New, more energy efficient and alternative energy sources may be used.

Additionally, components of the buildings’ exterior are nearing the end of their useful life, in particular the existing roofing systems and the existing window systems. Both of these systems require removal and replacement in order to prevent additional damage to the interior spaces.

In order to respond to specific programmatic growth and increasing student population in the health careers programs, additional instructional and associated support space is required on the MVCC campus.

Subsequently, this project is organized into three main categories:

Building Envelope Work:

1. **Roofing Removal & Replacement:**
The existing roofing systems on Buildings A, B, & L are in need of continuous maintenance and repair. Due to their current condition as well as the additional work that is being proposed to install new roof-mounted HVAC equipment, the existing roofing systems require complete removal and replacement.

2. **Window Removal & Replacement**
The seals on the existing windows on Buildings A, B, & L are beginning to fail throughout all of the buildings, and in order to maintain the integrity of the building envelope, the windows require removal and replacement. In order to increase the amount of natural light into the building and to decrease the amount of artificial lighting required during the daytime hours, additional windows will be installed to replace the existing solid panels around the perimeter of the buildings.

Fiscal Year 2020 RAMP
Community College Capital Requests

Building Infrastructure Work:

1. Mechanical Systems:
The existing air handler system, unit ventilator system, and air distribution system require replacement throughout the facilities in order to restore them to their original operating condition.
2. Ceilings/Lighting:
In order to complete the above mechanical rehabilitation work and the programmatic remodeling work, much of the existing ceilings and lighting throughout the facilities will require replacement.
3. Fire Protection System Modifications:
Although Buildings A, B, & L are currently sprinklered, the existing fire protection system within the ceilings and interstitial space will require modifications to accommodate the new HVAC and lighting systems as described above.
4. Plumbing:
Many of the existing plumbing fixtures throughout the facilities, including water closets, lavatories, drinking fountains and locker room showers are showing signs of deterioration and require replacement in order to restore them to their original operating condition.

Health Careers Center Renovations

The following health careers programs are in need of additional and renovated space:

- Respiratory Therapy
- Radiological Technology
- Medical Assistant
- Basic Nurse Assistant
- Nursing
- Phlebotomy
- Massage Therapy

The total NASF required to adequately accommodate the instructional space for these programs is 26,250 SF per the following breakdown of space. While some of these spaces currently exist, they are in need of renovation to bring them up to speed with current technologies and space requirements.

All of the current health careers space is currently located on the first floor of Building B, and in an effort to maximize the use of this existing space, the health careers programs will remain within Building B. The existing 9,863 SF of existing space will be renovated in place and the additional required space will grow within the first floor and up to the second floor as necessary to accommodate all necessary programs. Much of the space on the second floor will have the opportunity to vacate shortly as the science programs are being relocated on campus, thus allowing the additional space for the health careers programs to grow.

In addition to the expansion of instructional space, office space for faculty and staff as well as support space will be required.

Fiscal Year 2020 RAMP
Community College Capital Requests

Because the health careers programs will essentially be consuming the majority of Building B when completed, the building itself will be dedicated as a Health Careers Center, and as such, will require renovation of its corridors and entrances to replicate a healthcare facility in order to better introduce students to the types of environments they will likely be working within.

Respiratory Therapy

<u>Space</u>	<u>Area (NASF)</u>	<u>Quantity</u>	<u>Total NASF</u>	<u>Classification</u>
Lecture Classrooms	600	2	1,200	Classroom Use
Respiratory Therapy Lab	1,250	1	1,250	Laboratory Use
Storage	100	1	100	Laboratory Use
Total NASF			1,550	

Radiological Technology

<u>Space</u>	<u>Area (NASF)</u>	<u>Quantity</u>	<u>Total NASF</u>	<u>Classification</u>
Lecture Classrooms	600	2	1,200	Classroom Use
Rad Tech Lab w/ X-Ray	2,000	1	2,000	Laboratory Use
Diagnostic Imaging Lab	1,500	1	1,500	Laboratory Use
Storage	100	1	100	Laboratory Use
Total NASF			4,800	

Medical Assistant

<u>Space</u>	<u>Area (NASF)</u>	<u>Quantity</u>	<u>Total NASF</u>	<u>Classification</u>
Lecture Classrooms	600	2	1,200	Classroom Use
Medical Assistant Lab	1,500	1	1,500	Laboratory Use
Storage	100	1	100	Laboratory Use
Total NASF			2,800	

Basic Nurse Assistant

<u>Space</u>	<u>Area (NASF)</u>	<u>Quantity</u>	<u>Total NASF</u>	<u>Classification</u>
Lecture Classrooms	600	3	1,800	Classroom Use
BNA Lab	1,500	2	3,000	Laboratory Use
Storage	200	1	200	Laboratory Use
Total NASF			5,000	

Nursing

<u>Space</u>	<u>Area (NASF)</u>	<u>Quantity</u>	<u>Total NASF</u>	<u>Classification</u>
Lecture Classrooms	600	3	1,800	Classroom Use
Nursing Lab	1,500	3	4,500	Laboratory Use
Storage	200	1	200	Laboratory Use
Total NASF			6,500	

Fiscal Year 2020 RAMP
Community College Capital Requests

Phlebotomy

<u>Space</u>	<u>Area (NASF)</u>	<u>Quantity</u>	<u>Total NASF</u>	<u>Classification</u>
Lecture Classrooms	600	2	1,200	Classroom Use
Phlebotomy Lab	1,500	1	1,500	Laboratory Use
Storage	100	1	100	Laboratory Use
Total NASF			2,800	

Massage Therapy

<u>Space</u>	<u>Area (NASF)</u>	<u>Quantity</u>	<u>Total NASF</u>	<u>Classification</u>
Lecture Classrooms	600	2	1,200	Classroom Use
Massage Therapy Lab	1,500	1	1,500	Laboratory Use
Storage	100	1	100	Laboratory Use
Total NASF			2,800	

Faculty Office Suite

<u>Space</u>	<u>Area (NASF)</u>	<u>Quantity</u>	<u>Total NASF</u>	<u>Classification</u>
Faculty Offices	120	20	2400	Office Use
Conference Room	400	1	400	Office Use
Administrative Support	80	1	80	Office Use
Workroom	120	1	120	Office Use
Total NASF			3,000	

Total Net Assignable Area **29,250 S.F.**

Programmatic Justification Narrative

DISTRICT/COLLEGE: 524 Moraine Valley Community College

PROJECT NAME: Renovation of Buildings A, B, and L/Health Careers Center

Program Justification:

Buildings A, B, and L require significant renovation work in order to continue utilizing these existing resources as the primary instructional spaces on the Moraine Valley Community College Campus. Built nearly 35-40 years ago, these facilities are currently operating on their original M.E.P. systems, and have been consistently remodeled over the years to try to keep pace with programmatic changes that have occurred. Additionally, the existing roofing and window systems throughout these facilities are in need of complete removal and replacement in order to maintain the overall integrity of the building envelope and to avoid further damage and interruption to interior spaces.

Building Envelope Work:

Roofing Removal and Replacement

The existing roofing systems on Buildings A, B, & L are in need of continuous maintenance and repair. Due to their current condition as well as the additional work that is being proposed to install new roof-mounted HVAC equipment, the existing roofing systems require complete removal and replacement.

Window Removal and Replacement.

The seals on the existing windows on Buildings A, B, & L are beginning to fail throughout all of the buildings, and in order to maintain the integrity of the building envelope, the windows require removal and replacement. In order to increase the amount of natural light into the building and to decrease the amount of artificial lighting required during the daytime hours, additional windows will be installed to replace the existing solid panels around the perimeter of the buildings.

Building Infrastructure Work:

Mechanical Systems:

As previously stated, Buildings A, B, and L are currently operating on their original mechanical systems which are between 35 and 40 years old, and beyond their expected useful life. The systems require replacement in order to restore them to their original operating condition. Additionally, the current configurations of the mechanical systems are inefficient and difficult to control, due to the many modifications made to the original systems over time, as the original open plan concept was converted and subdivided into individual instructional and office space. Finally, the existing mechanical systems do not meet current code requirements regarding the amount of outdoor air being brought into the buildings.

Ceilings / Lighting:

Based on the extent of mechanical work throughout Buildings A, B, and L, the ceilings and lighting will require removal and replacement in order to access the existing interstitial space.

5/27/18

Fiscal Year 2020 RAMP
Community College Capital Requests

Plumbing:

Similar to the mechanical systems, the plumbing fixtures within Buildings A, B, and L are original to the buildings and are showing signs of deterioration. These fixtures include water closets, lavatories, drinking fountains, and locker room showers, and require replacement in order to restore them to their original operating condition. Additionally, the locker room showers do not meet the current code requirements regarding drainage and direction of water flow.

Health Careers Programs

In the past five years, health careers programs have consistently been cited in the top tier of occupations for employment while the current Occupational Handbook data lists seven allied health and nursing programs in the top ten “fastest growing occupations” through the year 2012 for students who obtain an associate’s degree. This long-term economic trend has had and will continue to have a tremendous impact on the space needs for Moraine Valley Community College.

At MVCC, the total number of students enrolled in health careers programs has doubled in the last five years, and in some programs it has tripled. Over the past 5 years, all of the health careers programs have increased in numbers of students entering and completing the programs anywhere from 15% to 700% within this timeframe.

During the 2005-06 school year, there were 700 surplus applicants to these programs, i.e., 700 applicants who could not be admitted to their program of choice due to space limitations. As of fall 2005, 344 students applied for 50 openings in Radiologic Technology, 287 students applied for 50 openings in Nursing, 108 students applied for 30 openings in Respiratory Therapy, 69 students applied for 24 openings in Health Information Technology, and 70 students applied for 24 openings in Polysomnography.

Currently the College has 9,863 NASF of instructional space dedicated to health careers programs which is woefully inadequate of the 26,250 NASF necessary to adequately deliver the appropriate programs to the current and future student demands.

Without the development of the additional space as identified, MVCC will continue the trend of turning away students and capping its programs, thus not serving its 26 communities and maintaining its position as a nationally recognized leader in higher education. This project is shovel-ready and will be ready to begin within 60 days of approval.

This project will meet LEED certification requirements.

Fiscal Year 2020 RAMP
Community College Capital Requests

Following is a breakdown of the required building infrastructure and envelope work for Buildings A, B, & L along with their associated costs:

HVAC System Rehabilitation

- Remove existing HVAC and control system throughout.
 - Provide new roof-mounted air handling equipment, ductwork, and DDC control system.
 - Provide enclosures around roof mounted equipment.
- 306,000 sf. @ \$50.15/sf. \$15,344,400

Electrical System Rehabilitation

- Remove existing lighting system throughout.
 - Provide new lighting system throughout.
 -
- 306,000 sf. @ \$11.10/sf. \$ 3,396,000

Fire Protection System Modifications

- Adjust existing sprinkler system to accommodate new mechanical and lighting system.
- 306,000 sf. @ \$2.46/sf \$ 752,200

Plumbing System Rehabilitation

- Remove and replace existing plumbing fixtures throughout.
- 150 fixtures @ \$3,290.88 each \$ 493,600

Ceiling Replacement

- Remove and replace existing suspended acoustical tile ceiling system.
- 306,000 sf. @ \$6.59/sf. \$ 2,016,500

Roofing Removal & Replacement

170,000 sf. @ \$16.45/sf. \$2,797,100

Window Removal & Replacement

50,010 sf. @ \$127.13/sf. \$ 6,357,800

Subtotal: **\$ 31,157,600**

5/27/18

Fiscal Year 2020 RAMP
Community College Capital Requests

On-site Observation:

72 weeks * 3 days per week * 8 hours per day * \$135.56 per hour \$ 234,300

Reimbursable expenses :

Blueprints, copies, etc. \$ 31,500

Site Improvements:

Exterior ramp demolition and restoration \$ 528,600

5/27/18

Fiscal Year 2020 RAMP
Community College Capital Requests

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Moraine Valley Community College, District #524, meeting in their regular session on June 19, 2018, with a quorum present, officially authorized the submission of the attached Fiscal Year 2020 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Renovation of Buildings A, B, & L/Health Careers Center

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 14,354,500</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (Remaining from 1987)	<u>\$</u>
6. Other (Please Specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$ 14,354,500</u>

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive Officer of the College District

COMPLETE ONE FOR EACH PROJECT REQUESTED

5/27/18

**TABLE 1
FISCAL YEAR 2018 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: 524 Moraine Valley Community College Renovation of Buildings A, B, & L / Health Careers Center

PROJECT NAME AND/OR DESCRIPTION Renovation of Buildings A, B, & L / Health Careers Center

Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION (Complete Table 2)
 REMODELING/REHABILITATION PROJECT (Complete Table 2)
 OTHER (Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER 1 **OUT OF** 2
Check one:
 NEW REQUEST
 REQUESTED PREVIOUSLY

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
LAND												
BLDGs, ADDITIONS, AND/OR STRUCTURES												
EQUIPMENT				2,512.1	837.4	3,349.5				2,512.1	837.4	3,349.5
UTILITIES												
REMODELING & REHABILITATION				37,541.4	12,513.8	50,055.2				37,541.4	12,513.8	50,055.2
SITE IMPROVEMENTS				372.2	124.1	496.3				372.2	124.1	496.3
PLANNING												
TOTAL				40,425.7	13,475.3	53,901.0				40,425.7	13,475.3	53,901.0

* Describe prior year funding and/or future year funding in the scope statement section using the requested format. State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 53,901,000

TOTAL COMPLETED PROJECT COST \$ 53,901,000

DESIRED PROJECT START DATE 12/1/2017

ESTIMATED COMPLETION DATE 12/31/2020

ESTIMATED OCCUPANCY DATE 2/1/2021

ESTIMATED ANNUAL OPERATING COST \$ _____

MATCHING CONTRIBUTION \$ 13,475,300
 (See item 10 in Section I of this Manual)

LOCAL FINANCING SOURCE

AVAILABLE FUND BALANCE \$ _____

ICCB CONSTRUCTION CREDITS \$ _____
 (if any)

DEBT ISSUE \$ _____
 DATE OF APPROVAL: _____

OTHER (please specify) \$ _____

TOTAL \$ 13,475,300

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2
FY 2018 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A		PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)	
Space Type	FICM Codes	Request for New Facilities Net Assignable Square Feet (NASF)	Redistribution of NASF Space Space Prior to Remodeling	Redistribution of NASF Space Space After Remodeling	Number of Acres Requested in Budget Year
Classrooms	110 thru 115		10,400	9,600	
Laboratory	210 thru 255		18,300	17,650	
Office	310 thru 355		1,550	3,000	
Study	410 thru 455				
Special Use	510 thru 590				
<i>General Use:</i> Assembly and Exhibition Other General Use	610 thru 625 630 thru 685				
Support Facilities	710 thru 765				
Health Care	810 thru 895				
Unclassified					
TOTAL NASF #			30,250	30,250	
TOTAL GSF* #			46,500	46,500	

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3
FY 2018 BUILDING BUDGET ESTIMATION FORM**

District/College 524 Moraine Valley Community College
Location Palos Hills, Illinois
Project Name Renovation of Buildings A, B, & L / Health Careers Center

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom Use	9600			120.15	\$1,153,400
Laboratory Use	17650			169.88	\$2,998,400
Office Use	3000			92.65	\$278,000
Corridors/Student Lounge Space	16250			123.54	\$2,007,500
Building Infrastructure Renovations	306000				\$20,656,300
Building Envelope Renovation					\$8,594,600
1. Base Total	352500				\$35,688,200
2. Added Costs: LEED Cost Factor @ 6.0%					\$2,141,300
3. Base Cost	352500				\$37,829,500

4. Escalation (Use .6121 percent per month from base bid to bid date.) \$2,778,500
 Expected Bid Date: 07/01/18 Number of Months to Bid Date: 12

5. Escalated Building Budget (Line 3 plus Line 4) \$40,608,000

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$44,668,800

7. Adds:

a. A/E Fees 8% \$3,573,500

b. On-Site Observation \$219,900
 Number of Months 18 Day per Week 3

c. Reimbursable Expenses \$29,600

d. Art in Architecture \$223,300
 one-half of one percent (Multiply Line 6 by .005)

e. Other Adds CAF @ 3% (ADA, Asbestos, etc. specify) \$1,340,100

f. Sub-total Adds (Lines 7a through 7e) \$5,386,400

8. Total Building Budget (Line 6 plus Line 7f) \$50,055,200

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense _____

Source of Cost Estimate: Demonica Kemper Architects
 Date of Cost Estimate: 5/25/2011

**TABLE 4
FY 2020 MOVEABLE EQUIPMENT LIST**

District/College: 524 Moraine Valley Community College
 Project Name: Renovation of Buildings A, B, & L / Health Careers Center

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

<u>Programmatic Unit</u>	<u>Room Use Classification</u>	<u>Name of Equipment</u>	<u>Number of Units</u>	<u>Cost per Unit</u>	<u>Estimated Total Cost</u>
Classroom Use	Instructional Classrooms	Student Tables	96	\$600.00	\$57,600.00
Classroom Use	Instructional Classrooms	Student Chairs	192	\$150.00	\$28,800.00
Classroom Use	Instructional Classrooms	Audio Visual Equipment	16	\$6,000.00	\$96,000.00
Classroom Use	Instructional Classrooms	Podium	16	\$5,000.00	\$80,000.00
Laboratory Use	Respiratory Therapy Lab	Hospital Room / Fully Equipped	4	\$60,000.00	\$240,000.00
	Respiratory Therapy Lab	Capnometers	4	\$2,000.00	\$8,000.00
	Respiratory Therapy Lab	Ventilators	4	\$27,000.00	\$108,000.00
	Respiratory Therapy Lab	Monitors	4	\$12,000.00	\$48,000.00
	Respiratory Therapy Lab	Pulmonary Functions	1	\$30,000.00	\$30,000.00
Laboratory Use	Radiological Tech Lab	X-Ray Suites	2	\$75,000.00	\$150,000.00
	Radiological Tech Lab	UltraSound Equipment	1	\$50,000.00	\$50,000.00
	Radiological Tech Lab	MRT Equipment	1	\$200,000.00	\$200,000.00
	Radiological Tech Lab	CT Scanner	1	\$150,000.00	\$150,000.00
	Radiological Tech Lab	Mammography Equipment	1	\$65,000.00	\$65,000.00
	Radiological Tech Lab	Bone Density Equipment	1	\$35,000.00	\$35,000.00
	Radiological Tech Lab	Digital Processor	1	\$150,000.00	\$150,000.00
	Radiological Tech Lab	Polysomnography Equipment	2	\$45,000.00	\$90,000.00
	Radiological Tech Lab	Capnometers	1	\$2,000.00	\$2,000.00
	Medical Assistant Lab	Specimin Analysis Equipment	1	\$50,000.00	\$50,000.00
	Medical Assistant Lab	Reception Room Set Up	1	\$20,000.00	\$20,000.00
	Medical Assistant Lab	Microscopes	20	\$2,500.00	\$50,000.00
	Medical Assistant Lab	Computer Equipment	1	\$60,000.00	\$60,000.00
	BNA Lab	Hospital Beds	4	\$2,000.00	\$8,000.00
	Nursing Lab	Sim Man Equipment	2	\$36,000.00	\$72,000.00
	Nursing Lab	Vita Sim Baby/Toddler/Birth Mother	2	\$10,000.00	\$20,000.00
	Nursing Lab	Mannequins	12	\$2,500.00	\$30,000.00
	Nursing Lab	Video Camera / Microphone	1	\$4,000.00	\$4,000.00
	Nursing Lab	IV Pumps	2	\$3,000.00	\$6,000.00
	Nursing Lab	Injection Teaching Modcls	10	\$400.00	\$4,000.00
	Nursing Lab	Sequential Compression Devices	2	\$400.00	\$800.00
	Nursing Lab	Hospital Beds	4	\$2,000.00	\$8,000.00
	Nursing Lab	Blood Pressure Gauges	8	\$100.00	\$800.00
	Nursing Lab	Computer Screens	10	\$300.00	\$3,000.00
	Nursing Lab	Computer Workstations	5	\$600.00	\$3,000.00
	Phlebotomy Lab	Virtual Blood Computer Equipment	1	\$20,000.00	\$20,000.00
Office Use	Faculty Offices	Full-Time Workstations	20	\$4,500.00	\$90,000.00
Office Use	Faculty Offices	Administrative Support Workstation	1	\$4,000.00	\$4,000.00
Office Use	Conference Room	Conference Table	1	\$3,000.00	\$3,000.00
Office Use	Conference Room	Ergonomic Chairs	12	\$250.00	\$3,000.00
Office Use	Workroom	Kitchenette Equipment	1	\$2,500.00	\$2,500.00
Grand Total Equipment Costs (this number should be included on the equipment line of table 1)					\$2,050,500.00
2009 Escalation @ 3.9%					\$80,000.00
2010 Escalation @ 4.0% + LEED Cost Factor @ 6.0%					\$213,100.00
2011 Escalation @ 11.18%					\$262,000.00
2012 Escalation @ 9.27%					\$241,500.00
2013 Escalation @ 8.23%					\$234,300.00
2014 Escalation @ 0.00%					
2015 Escalation @ 0.67%					\$20,600.00
2016 Escalation @ 1.19%					\$36,900.00
2017 Escalation @ 3.33%					\$104,500.00
2018 Escalation @ 3.27%					\$106,100.00
2019 Escalation @ 1.84%					\$61,800.00
2020 Escalation @ 4.6%					\$156,900.00
Total					\$3,568,000.00

Scope of Work Narrative

DISTRICT/COLLEGE: 524 Moraine Valley Community College

PROJECT NAME: Classroom Building

The New Classroom Building at MVCC will provide 59,042 SF for the college and will include the following spaces:

- (12) General Instructional Classrooms
- (6) Computer Labs
- (6) Seminar Rooms
- (1) Open Computer Lab
- Faculty Office Space
- Student Lounge/Study Space

The project will consist of a new building constructed at the Main Campus in Palos Hills. The building will be oriented to maximize daylighting opportunities as well as to enhance views toward the campus greenspace.

The building is envisioned as a two-story structure and will be constructed of a steel frame with a combination masonry / glass building envelope in order to blend in with the rest of the campus. The two-story configuration will allow the new building to connect to other buildings on campus in the future via enclosed second story pedestrian bridges. Due to the existing poor soil conditions on campus, special foundations will be required to adequately support the structure.

The new facility will incorporate hard-wired as well as wireless technology in order to provide flexibility for students and faculty. Instructional spaces will also accommodate audio-visual equipment and will be designed to allow for various types of teaching and learning configurations to be developed. A breakdown of space requirements is substantiated in the attached Budget Development Methodology (Table3).

In order to accommodate the new facility, the existing parking lot and site utilities will require reconfiguration. The existing pedestrian walkway system will be extended to connect to the proposed new building entrances, and landscaping will be provided around the facility to enhance its presence on campus and tie it into the campus green space. The exterior spaces and the interior spaces will be designed as natural extensions of each other in order to promote the facility as a learning-centered environment.

This project will also be designed in accordance with LEED standards and will incorporate energy-efficient mechanical systems. Additionally, renewable energy systems will be considered and may be incorporated into the project.

Programmatic Justification Narrative

DISTRICT/COLLEGE: 524 Moraine Valley Community College

PROJECT NAME: Classroom Building

Moraine Valley Community College is the second largest college in the state of Illinois. Over the past 10 years the college has realized a 30% increase in growth. This project will consist of a new building constructed at the southwest portion of the campus. The building is envisioned as a two-story structure constructed of a steel frame with a combination masonry / glass building envelope in order to blend in with the rest of the campus. Due to the existing poor soil conditions on campus, special foundations will be required to adequately support the structure.

The new facility will incorporate hard-wired as well as wireless technology in order to provide flexibility for students and faculty. Instructional spaces will also accommodate audio-visual equipment and will be designed to allow for various types of teaching and learning configurations to be developed.

In order to accommodate the new facility, the existing parking lot and utilities within this area will require reconfiguration. The existing pedestrian walkway system will be extended to connect to the proposed new building entrances, and landscaping will be provided around the facility to enhance its presence on campus and tie it into the campus green space. The exterior spaces and the interior spaces will be designed as natural extensions of each other in order to promote the facility as a learning-centered environment using alternative renewable energy sources.

In order to align the college more closely with the state averages in terms of space, a new 59,042 SF Classroom Building is required on the main campus. The new facility will include the following spaces:

- (12) General Instructional Classrooms
- (6) Computer Labs
- (6) Seminar Rooms
- (1) Open Computer Lab
- Faculty Office Space
- Student Lounge/Study Space

In addition to the lack of general instructional space as described above, the continuous growth of existing programs on campus such as health careers and emerging technologies is displacing existing classrooms and computer labs as these programs grow in place, creating even more strain on these instructional spaces.

In addition to the need for instructional classroom and computer lab space, additional office space to accommodate faculty and staff will be required as well as support spaces such as student lounge / study space and an open computer lab.

Once constructed, the new facility will accommodate 672 additional students simultaneously and will provide MVCC with the additional space to continue to offer the programs and opportunities to its residents that currently makes it a nationally recognized leader in higher education. This project is shovel-ready and will be ready to begin within 60 days of approval.

Fiscal Year 2020 RAMP
 Community College Capital Requests

Budget Development Methodology (Table 3)

District/College: 524-Moraine Valley Community College
 Project Name: Classroom Building

Classroom Use: General Instructional Classrooms

Number of Units	12
Multiplier	1.5
Unit Cost	342.15

AREA REQUIREMENTS

General instructional classrooms will hold 32 students each. Each classroom will include a “smart” podium, tables, ergonomic chairs, and audio visual equipment.

Persons	32 @	40 SF =	1,280 NASF
Storage	1 @	50 SF =	50 NASF
Total			1,330 NASF
Multiply: Number of Units			12
Total NASF			15,960 NASF

Laboratory Use: General Computer Labs

Number of Units	6
Multiplier	1.64
Unit Cost	383.29

AREA REQUIREMENTS

General computer labs will hold 32 students each. Each lab will include access to technology for students, a “smart” podium, tables, ergonomic chairs, and audio visual equipment.

Persons	32 @	40 SF =	1,280 NASF
Storage	1 @	50 SF =	50 NASF
Total			1,330 NASF
Multiply: Number of Units			6
Total NASF			7,980 NASF

Fiscal Year 2020 RAMP
Community College Capital Requests

Classroom Use: Seminar Rooms

Number of Units	6
Multiplier	1.5
Unit Cost	342.15

AREA REQUIREMENTS

Seminar rooms will hold 16 students each. Each seminar room will include a “smart” podium, tables, ergonomic chairs, and audio visual equipment

Persons	16 @	45 SF =	720 NASF
Storage	1 @	50 SF =	50 NASF
Total			770 NASF
Multiply: Number of Units			6
Total NASF			4,620 NASF

Laboratory Use: Open Computer Lab

Number of Units	1
Multiplier	1.64
Unit Cost	383.29

AREA REQUIREMENTS

The open computer lab will hold 40 students, and will include access to technology for students, tables, ergonomic chairs, and audio visual equipment.

Persons	40 @	40 SF =	1,600 NASF
Tech Support Workstation	1 @	80 SF =	80 NASF
Total			1,680 NASF

General Use: Student Lounge / Study Space

Number of Units	1
Multiplier	1.9
Unit Cost	408.96

AREA REQUIREMENTS

Flexible student lounge and gathering spaces will be provided throughout the classroom building to promote student and faculty interaction.

Lounge / Study Space	4 @	750 SF =	3,000 NASF
Total NASF			3,000 NASF

Fiscal Year 2020 RAMP
Community College Capital Requests

Office Use: Faculty and Staff Office Suite

Number of Units	1
Multiplier	1.7
Unit Cost	354.19

AREA REQUIREMENTS

These offices will serve faculty and staff for the new Classroom Building.

Full-Time Faculty Offices	16 @	120 SF = 1,920 NASF
Adjunct Faculty Offices	6 @	80 SF = 480 NASF
Large Conference Room	1 @	500 SF = 500 NASF
Small Conference Room	1 @	240 SF = 240 NASF
Administrative Support	4 @	80 SF = 320 NASF
Storage	1 @	200 SF = 200 NASF
Workroom	1 @	240 SF = 240 NASF

Total NASF	3,900 NASF
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On Site Observation:

68 weeks*2 days per week* 8 hours per day *\$148.03 per hour	\$ 161,100
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Reimbursable Expenses:

Blueprint, Copies, etc.	\$ 31,500
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Site Improvements:

Excavation for building pad	\$1,070,300
Extension of site utilities including electrical, water, sewer, and gas	
Extension of sidewalks and pedestrian walkways	
Upgrade parking areas adjacent to new structure	
Landscaping	

Fiscal Year 2020 RAMP
 Community College Capital Requests

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Moraine Valley Community College, District #524, meeting in their regular session on June 19, 2018, with a quorum present, officially authorized the submission of the attached Fiscal Year 2020 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 8,125,700</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (Remaining from 1987)	<u>\$</u>
6. Other (Please Specify)_____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$ 8,125,700</u>

Signed _____
 Chairperson of the Board of Trustees

Signed _____
 Chief Executive Officer of the College District

**TABLE 1
FISCAL YEAR 2018 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: 524 Moraine Valley Community College DISTRICT PRIORITY NUMBER 2 OUT OF 2
 PROJECT NAME AND/OR DESCRIPTION Classroom Building
Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION (Complete Table 2)
 REMODELING/REHABILITATION PROJECT (Complete Table 2)
 OTHER (Complete Table 2 or provide additional information per instructions)
 NEW REQUEST
 REQUESTED PREVIOUSLY

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORY*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS. ADDITIONS, AND/OR STRUCTURES				20,906.3	6,968.8	27,875.0				20,906.3	6,968.8	27,875.0
LAND												
EQUIPMENT				1,224.1	408.0	1,632.1				1,224.1	408.0	1,632.1
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS				753.5	251.2	1,004.7				753.5	251.2	1,004.7
PLANNING												
TOTAL				22,883.9	7,628.0	30,511.8				22,883.9	7,628.0	30,511.8

* Describe prior year funding and/or future year funding in the scope statement section using the requested format. State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 30,511,800
 TOTAL COMPLETED PROJECT COST \$ 30,511,800
 DESIRED PROJECT START DATE 12/1/2017
 ESTIMATED COMPLETION DATE 12/31/2020
 ESTIMATED OCCUPANCY DATE 2/1/2021
 ESTIMATED ANNUAL OPERATING COST \$ 120,000

MATCHING CONTRIBUTION \$ 7,628,000
 (See item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE

AVAILABLE FUND BALANCE \$
 ICCB CONSTRUCTION CREDITS \$
 DEBT ISSUE (if any) \$
 DATE OF APPROVAL:
 OTHER (please specify) \$
TOTAL \$ 7,628,000

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3
FY 2018 BUILDING BUDGET ESTIMATION FORM**

District/College 524 Moraine Valley Community College
Location Palos Hills, Illinois
Project Name Classroom Building

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom Use: General Classrooms	15960	1.5	23940	321.04	\$7,685,700
Classroom Use: Seminar Rooms	4620	1.5	6930	321.04	\$2,224,800
Laboratory Use: Computer Labs	7980	1.64	13087	359.64	\$4,706,700
Laboratory Use: Open Computer Lab	1680	1.64	2755	359.64	\$990,900
General Use: Student Lounge/Study Space	3000	1.9	5700	383.73	\$2,187,300
Office Use: Faculty and Staff Offices	3900	1.7	6630	332.34	\$2,203,400
1. Base Total	37140		59042		\$19,998,800
2. Added Costs (Special Foundations)					
Special Foundations					\$600,000
LEED Cost Factor @ 6%					\$1,235,900
3. Base Cost	37140		59042		\$21,834,700

4. Escalation (Use .3623 percent per month from base bid to bid date.) \$949,500
 Expected Bid Date: 07/01/18 Number of Months to Bid Date: 12

5. Escalated Building Budget (Line 3 plus Line 4) \$22,784,200

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$25,062,600

7. Adds:

a. A/E Fees 7% \$1,754,400

b. On-Site Observation \$151,200
 Number of Months 16 Day per Week 2

c. Reimbursable Expenses \$29,600

d. Art in Architecture \$125,300
 one-half of one percent (Multiply Line 6 by .005)

e. Other Adds CAF @ 3% \$751,900

f. Sub-total Adds (Lines 7a through 7e) \$2,812,400

8. Total Building Budget (Line 6 plus Line 7f) \$27,875,000

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense _____

Source of Cost Estimate: Demonica Kemper Architects

Date of Cost Estimate: 5/25/2011

**TABLE 4
FY 2020 MOVEABLE EQUIPMENT LIST**

District/College: 524 Moraine Valley Community College
Project Name: Classroom Building

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

<u>Programmatic Unit</u>	<u>Room Use Classification</u>	<u>Name of Equipment</u>	<u>Number of Units</u>	<u>Cost per Unit</u>	<u>Estimated Total Cost</u>
Classroom Use	Instructional Classrooms	Student Tables	192	\$600.00	\$115,200.00
Classroom Use	Instructional Classrooms	Student Chairs	192	\$150.00	\$28,800.00
Classroom Use	Instructional Classrooms	Audio Visual Equipment	12	\$6,000.00	\$72,000.00
Classroom Use	Instructional Classrooms	Podium	12	\$5,000.00	\$60,000.00
Laboratory Use	Computer Labs	Computer Tables	96	\$800.00	\$76,800.00
Laboratory Use	Computer Labs	Ergonomic Chairs	192	\$250.00	\$48,000.00
Laboratory Use	Computer Labs	Audio Visual Equipment	6	\$38,000.00	\$228,000.00
Laboratory Use	Computer Labs	Podium	6	\$5,000.00	\$30,000.00
Classroom Use	Seminar Rooms	Student Tables	48	\$600.00	\$28,800.00
Classroom Use	Seminar Rooms	Student Chairs	96	\$150.00	\$14,400.00
Classroom Use	Seminar Rooms	Audio Visual Equipment	6	\$6,000.00	\$36,000.00
Classroom Use	Seminar Rooms	Podium	6	\$5,000.00	\$30,000.00
Laboratory Use	Open Computer Lab	Computer Tables	20	\$800.00	\$16,000.00
Laboratory Use	Open Computer Lab	Ergonomic Chairs	40	\$250.00	\$10,000.00
General Use	Student Lounge Space	Lounge Chairs	60	\$600.00	\$36,000.00
General Use	Student Lounge Space	Lounge Tables	20	\$300.00	\$6,000.00
Office Use	Faculty Offices	Full-Time Workstations	16	\$4,500.00	\$72,000.00
Office Use	Faculty Offices	Adjunct Workstations	6	\$4,000.00	\$24,000.00
Office Use	Faculty Offices	Administrative Support Workstations	4	\$4,000.00	\$16,000.00
Office Use	Large Conference Room	Conference Table	1	\$5,000.00	\$5,000.00
Office Use	Small Conference Room	Conference Table	1	\$2,500.00	\$2,500.00
Office Use	Large Conference Room	Ergonomic Chairs	16	\$250.00	\$4,000.00
Office Use	Small Conference Room	Ergonomic Chairs	8	\$250.00	\$2,000.00
Office Use	Workroom	Kitchenette Equipment	1	\$2,500.00	\$2,500.00
Miscellaneous	All	Window Coverings	35	\$1,000.00	\$35,000.00
Grand Total Equipment Costs (this number should be included on the equipment line of table 1)					\$999,000.00
2009 Escalation @ 3.9%					\$39,000.00
2010 Escalation @ 4.0% + LEED Costs @ 6.0%					\$103,800.00
2011 Escalation @ 11.18%					\$127,700.00
2012 Escalation @ 9.27%					\$117,700.00
2013 Escalation @ 8.23%					\$114,200.00
2014 Escalation @ 0.00%					
2015 Escalation @ 0.67%					\$10,100.00
2016 Escalation @ 1.19%					\$18,000.00
2017 Escalation @ 3.33%					\$50,900.00
2018 Escalation @ 3.27%					\$51,700.00
2019 Escalation @ 1.84%					\$30,000.00
2020 Escalation @ 4.6%					\$76,500.00
Total					\$1,738,600.00

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

FROM: Dr. Jo Ann Jenkins, Dean of Student Success
Kamlesh Sanghvi, Chief Information Officer
Alexandria Terrazas, Assistant Dean of Student Success

DATE: June 6, 2018

RE: **Dual Credit/Dual Enrollment Platform Software**

Upon recommendation of the Dual Credit Registration Group, the college explored the two (2) current Dual Credit management systems available in today's higher education market. Stakeholder departments have been utilizing paper forms and/or Excel spreadsheets to manage over five thousand (5,000) dual credit registrations annually. This process takes over one hundred forty four (144) working hours within a four and a half (4-1/2) week processing deadline. The use of this platform will allow departments across the college to use online web-based software for student scheduling, facilitate self-service payment check-out, allow for instructor verifications, identify duplicate student records prior to registration, provide data for analytics modeling and reduce the registration process to one and a half (1-1/2) weeks.

Two (2) companies, Canusia, Inc, of Syracuse, NY and DualEnroll, of Reston, VA, were invited to campus to provide product demonstrations in March 2018. The review committee for the college included members representing Student Success, Registration and Information Technology.

Upon discussion and review, the committee determined that DualEnroll offered a more comprehensive web based solution which meets the Dual Credit program and other college stakeholder needs. DualEnroll products are used extensively throughout the higher education market. Parkland Community College is a current user of DualEnroll. Although DualEnroll did not offer the lowest cost solution to the college, the Canusia solution does not have an existing platform and acts more as a facilitator of the process. Our Information Technology (IT) department would be required to build the system with Canusia, consequently costing the college more in terms of man hours, cost and additional work load for the IT staff. DualEnroll also has a Program Management component that will be utilized to greatly streamline faculty credentialing, course evaluations and new course adoptions. Canusia does not offer a component of this type. The DualEnroll solution offers an intuitive design for student/faculty usage, ability to be used by multiple departments on campus, ease of use, course scheduling, and current work by the vendor to integrate directly with the college's Ellucian Colleague system. To best serve this broad need across campus, funding will be collaboratively provided between the Student Development and Academic Affairs divisions.

Recommendation:

It is recommended that the Board of Trustees approve the DualEnroll web based software solution and authorize the issuance of a purchase order to DualEnroll, of Reston, VA, in the amount of \$46,171.00 for the licensing and implementation costs of DualEnroll online web based platform for dual enrollment and dual credit needs.

DATE: June 5, 2018

TO: Robert J Sterkowitz, Vice President of Financial and Business Services
Kamlesh Sanghvi, CIO

FROM: Sue Gray, Director of Infrastructure and Network Services

RE: **Non-emergency Notification System Purchase**

The Information Technology Department, in collaboration with Student Development and Marketing and Communications, have researched non-emergency notification systems that would provide mass notifications via text, phone and email. The college researched packages and obtained quotations from three (3) vendors in the market for this system; Regroup, Remind and School Messenger.

This communication medium will provide real time messaging to communicate important information to students as well as reduce the processing time it takes to currently perform these notifications. The technology available through this system will allow college staff to remind students to register for classes, make payments, or notify them of other important things such as appointment reminders. Additionally, this system will provide reporting capabilities that will provide usage statistics.

Although Remind submitted the lowest proposal, this solution does not have the ability to process mass phone notifications, which is one of the major capabilities that the college was seeking. The Regroup solution is able to provide all of the functionality the college is seeking. In addition, the Regroup system is flexible enough that it can be adapted to any department on campus that has a need to communicate important information to students. The Regroup solution also integrates with the college's ERP system, Colleague and SARS software programs.

RECOMMENDED ACTION: Whereas Regroup, of San Francisco, CA, provided the best solution for the needs of the college, it is recommended that the Board of Trustees approve entering into a three (3) year discounted fixed price agreement with Regroup and authorize the amount of \$15,000.00 annually for three (3) years for the Non-emergency Notification System Purchase.

Annual Cost Comparison

Remind Inc. San Francisco, CA	\$13,068.75
Regroup San Francisco, CA	\$15,000.00
School Messenger Scotts Valley, CA	\$29,444.00

DATE: May 30, 2018

TO: Robert J Sterkowitz
Vice President of Financial and Business Services

FROM: Jane Bentley
Director of Purchasing

RE: **Xerographic/Office Paper 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. Bids were opened on Thursday, May 17, 2018 at 11:00 A.M. in, Room L 187. Two (2) bids and three (3) "no 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 bid is to secure pricing for cartons of 20#, 92 white brightness, 8-1/2" x 11", xerographic multipurpose paper for use with the college's multifunction devices and printers. The college uses approximately 1800 cases of paper, 10 reams per case. Reprographics has tested many manufacturers of paper in the past for quality, reliability, dust, bleed through and jams. Upon testing, it was determined that the Domtar Husky Copy30 paper worked best with the college's Canon equipment and therefore, was the paper specified for this bid. Domtar Husky Copy30 is made with 30% recycled content, which is in line with the college's sustainability initiatives. The awarded bidder will act as a repository for paper inventory and release delivery to the college as requested. This pricing will be held firm with the awarded bidder from July 1, 2018 – June 30, 2019.

RECOMMENDED ACTION: Whereas Lewis Paper, of Wheeling, Illinois, is the lowest responsible and responsive bidder meeting specifications, it is recommended that the Board of Trustees award this bid and authorize the **execution of an agreement for one year, July 1, 2018 - June 30, 2019 with Lewis Paper to secure the pricing for paper at a price of \$ 31.75 per case.**

APPROVAL OF COLLECTIVE BARGAINING AGREEMENT
WITH METROPOLITAN ALLIANCE OF POLICE
July 1, 2018 – June 30, 2022

Recommended Action:

It is recommended that the Board of Trustees approve the collective bargaining agreement with the Metropolitan Alliance of Police for the period July 1, 2018 through June 30, 2022.