

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, November 12, 2018, in the Fogelson Theater, Room T002, 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; Daniel Casey; Joseph Murphy; Brian O'Neill; Eileen O'Sullivan; Sandra Wagner; Mason Folsom, Student Trustee

Absent: Kimberly Hastings

III. MINUTES

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of October 15, 2018, and the unapproved minutes of the Closed Session Held October 15, 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 ACCT/ICCTA Report

Mr. Coleman reported that he attended the ICCTA meetings held September 9-10, 2018. ICCTA representatives at the meeting discussed several topics, including working together to promote trades and workforce development in Illinois, interaction of Boards with student bodies, and additional options for trustee education. Mr. Coleman reported that he shared information about Moraine Valley's partnership with Nissan to train service technicians, its

agreement with the Chicago Lighthouse for the Blind for call center training, and its classroom training for truck driving, after which students receive actual driving instruction with a local truck driving school. The group further discussed midnight classes, a greater development council, diesel power programs, and apprenticeship programs as other options for promoting trades and workforce development. Interaction with student bodies included mention of various student clubs, and Mr. Coleman shared Moraine Valley's Community Service Days in which students participate. The trustee education topic was cut short for time constraints, but included options such as state-mandated training, finance, fundamentals, and lobbying. Dr. Karen Hunter Anderson's retirement was discussed, and there was a recognition of Barbara Oilschlager, who received an ACCT award. Mr. Coleman reported that the chairman apologized for not recognizing Dr. Sylvia Jenkins for the ACCT Central Region Equity Award, which was awarded in New York at the ACCT meeting. Mr. Coleman reported that Dr. Jenkins would receive a letter of apology and congratulations. In conclusion, Mr. Coleman shared the ACCT Central Region Equity Award received by the college with the Board and audience.

5.2 Student Trustee Report

Mr. Folsom reported that Phi Theta Kappa (PTK) held an induction ceremony with 130 new inductees to the honor society. He reported that students who have completed 12 hours of credit with a 3.5 or higher GPA are eligible for PTK membership and shared photos of the event. A voter registration education event open to all students was also held, sponsored by the Student Government Association and the Muslim Student Association. Thirty students recently went on a campus visit to the University of Illinois, where they met with the assistant director of housing for a tour of dorm rooms and campus buildings. This event helped educate students about the options and programs offered at the college. TRIO and Student Life held an appreciation event for first-generation college students, highlighting well-known role models and sharing personal stories. Student leaders participated in a luncheon on October 22 with President Sylvia Jenkins, which provided an opportunity for students to express both appreciation and concerns in an informal setting with the college president. October was Hispanic and Arab Heritage month, and many events were held to celebrate the Hispanic culture as well as the Arab culture. Mr. Folsom concluded his report, sharing that the college is part of an Illinois Equity in Attainment (ILEA) initiative, focusing on low-income, first-generation students, with the goal of closing the gap of achievement.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

- Legislative Update – Senator Ed Maloney shared some thoughts on the midterm elections, indicating that he felt they will be good for education by putting a lot of higher education issues on the front burner. A number of new legislators usually means a lot of new bills that may come out in January. He will keep the college informed. He reported that the Governor-elect has put together a transition team and there will be subject-matter transition teams that will work on other issues. He also shared his advice about lobbying locally—that legislators are more receptive to meeting constituents in their home districts.
- Fall Enrollment Report – Aaron Roe, interim Director of Research and Planning, shared the fall enrollment report which showed a decrease in headcount of 5.9% and a decrease in credit hours of 5.5% from fall 2017. Some reasons for the decrease include a decline in numbers of graduates from in-district high schools, removal of Cook County Training Institute hours, and a decrease in student enrollments by adult students—those 25 years and older—which relates to a recovering economy and lower unemployment rates. Some areas of increases included dual credit and online offerings. Blue Island and Southwest Education Center experienced declines in credit hours generated over last fall. It was noted that the Southwest Education Center, while experiencing a decline in enrollment, has seen an increase in rental of space in the facility. Statewide headcounts for Illinois community colleges dropped by 3.8% and FTE (full-time student equivalency) by 4.3%. Statewide, there is an increase in online enrollments as well as an increases in graduates and degrees/certificates earned.
- New Faculty Onboarding Process – Dr. Cynthia Anderson, Dean of Academic Development and Outreach, shared a new faculty onboarding process that offers additional resources to instructors to support their success in the classroom. She reported that the Center for Teaching and Learning (CTL) has provided a faculty orientation for a long time, but wanted to take presentations that have been done in the past and put them on Canvas for an online orientation for adjunct faculty. Department chairs share a flyer with new faculty and new faculty also receive an email to participate. Dr. Anderson shared the welcome module content screens and reported that this process was rolled out in August and there have been 38 adjunct faculty members who have completed the program.
- Teacher Training in Jordan – Michael Morsches, Dean of Learning Enrichment and College Readiness, shared his volunteer experiences

working with young people through the State Department. He reported that one former student has established a school in Arar, Jordan, that serves refugee and also special needs children. Of the school's 40 students, 15 are special needs children. He reported that 20 Moraine Valley staff served as mentors for the teachers at the school in support of this project. He shared photos of the students, including two young students who received scholarships from Moraine Valley. He also shared a plaque that was presented to the college in appreciation for the support and assistance provided by the college and its staff.

- Grants Report – Dr. Sharon Katterman, Director of Resource Development and Institutional Effectiveness, provided a report on grants received by the college, which totaled \$7,556,712 for FY18. She noted that some of the increase in funding is a result of the resolution of the state of Illinois' budget, providing retroactive grant funding. She noted a number of new grants in the report's summary of grants, including arts grants, a nursing grant, and a Purdue NW Cyber Defenders program that supports one or two students through a bachelor or master's degree in cybersecurity. She introduced Dr. John Sands, Professor and Department Chair of Computer Integrated Technologies, to talk about the Purdue program. Dr. Sands reported that there is a critical shortage of cybersecurity personnel in the U.S. and this program provides outstanding students with scholarship opportunities in this field. Students will go on from their degree to work for the federal or local governments in the field of cybersecurity. He introduced Ray Morain, one of the students currently in the program. Ray expressed his gratitude for the program and the opportunity, reporting that he will graduate in the spring and go on to Purdue for his Masters in cybersecurity.
- NCMPR Medallion Awards – Clare Briner, Director of Marketing and Communications, shared information about the National Council for Marketing & Publications (NCMPR) awards won by Moraine Valley staff, including four gold awards, three silver awards, and two bronze awards. In addition, Jessica Crotty received the District 3 Communicator of the Year award for her work with the college's 50th anniversary community celebration and graduation. She will now be the District 3 nominee for the national award, with will be announced in March at the national conference.

Dr. Jenkins informed the Board that following the Board meeting, Michelle August and John Sands were available to give tours for anyone interested in seeing more of the T building and its programming. She reported that on December 3, she will attend a joint event for community college and university presidents in conjunction with the IBHE meeting being held in Joliet on

December 4. She also reported that she will be leaving tomorrow to attend the AACC Fall Meeting in Arlington, Virginia.

VII. COMMUNICATIONS

- 7.1 Thank You Letter from Oak Lawn Community High School for hosting the MVCC Youth Empowerment Summit
- 7.2 Congratulations Letter from George Boggs re 2018 Central Region Equity Award from ACCT
- 7.3 Thank You Letters from Arar Academy Schools and Academy for Special Education for Support, Teacher Training, and English Camp (Michael Morsches)
- 7.4 Thank You Letter from Arar Academy for Scholarships for Two Refugee Students
- 7.5 Thank You Letter from Jordanian Pioneering Center for Support for We Teach Initiative to Support Teachers and Students (Michael Morsches)
- 7.6 Letter of Congratulations from CASE District V re Selection of Dr. Sylvia Jenkins for the 2018 CASE V Chief Executive Leadership Award

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$110,755,680.69 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. Murphy and seconded by Mrs. Wagner to approve the following consent agenda items.

Ms. O'Sullivan requested to remove Agenda Item 10.1-7 from the consent agenda. Mr. Murphy and Mrs. Wagner moved and seconded the amended motion to approve the consent agenda items, excluding Agenda Item 10.1-7.

IX. WARRANTS

The warrant summaries are presented to the Board.

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$6,037,189.83
9.3	Operation & Maintenance Fund	1,038,184.77
9.4	Operation & Maintenance Fund (Restricted)	-0-
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	757,806.98
9.7	Restricted Purpose Fund	1,895,859.44
9.8	Working Cash Fund	-0-
9.9	College Activity Clubs	14,460.01
9.10	Audit Fund	30,000.00
9.11	Liability, Protection & Settlement Fund	-0-
(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

Yvonne Foston - Nursing Lab and Simulation Coordinator, Career Programs
 - effective 11/26/18

Rhyan Gillard - Registration Representative, Registration and Records
 - effective 11/26/18

Ava Thommen - Admissions Support Assistant, Admissions and Recruitment
 - effective 11/26/18

(DOCUMENT D - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

Frederick Brennan - Director of Campus Operations, Campus Operations
 - L.O.A. (FMLA) 10/25/18 – 11/23/18

Carissa Davis - Director of Financial Aid, Financial Aid - L.O.A. (FMLA) 9/18/18 – 12/13/18
Margaret Dawczak - Manager of Transitions and ESL, Learning Enrichment and College Readiness - L.O.A. (FMLA) Intermittent 11/5/18 – 11/4/19
Katherine Doranski - Laboratory Technician, Biological Sciences - L.O.A. (FMLA) 1/3/19 – 4/19/19
Courtney Farr - Secretary II, Student Success - L.O.A. (FMLA) 9/25/18 – 3/31/19
William Helmold - Director of Client Services, Information Technology – L.O.A. (FMLA) 9/18/18 – 10/19/18; (EXTENSION) 10/20/18 – 12/13/18
Annette Herbert - Coordinator of Learning, Children’s Learning Center - L.O.A. (FMLA) Intermittent 9/27/18 – 9/26/19
Georgina Murphy - Director of Nursing Program, Nursing - L.O.A. (FMLA) Intermittent 10/23/18 – 10/22/19
Craig Rosen - Professor, Theater, Fine Arts and Humanities - L.O.A. (FMLA) 10/25/18 – 12/14/18
Shelita Shaw - Assistant Professor, Communications, Communications – L.O.A. (FMLA) Intermittent 11/8/18 – 11/7/19
(DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Rosetta Maston - Reprographics Clerk, Marketing and Communications - termination effective 11/7/18
Jonathon Miller - Oracle/MS SQL Database and System Administrator, Network Operations – resignation effective 10/26/18
Jeanne Ostrowski - P.T. Accounts Payable Clerk, Accounts Payable – termination effective 10/30/18
(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Faculty

Patricia Galien – Associate Professor, Intensive English Language Program, Developmental Education – retirement effective 8/31/19
(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement – Support Staff

Joanne Cavanaugh - Lead Registration Representative, Registration and Records – retirement effective 4/30/19

Karen Crofton User Support Services Specialist, Client Services – retirement effective 6/30/19
Cindy Knafl Library Assistant II, Learning Resource Center – retirement effective 5/31/19
Josephine Mazanec - Operations Coordinator, Central Computing Services – retirement effective 6/30/19
Susan McNulty - Secretary II, Center for Teaching and Learning – retirement effective 1/31/19
Michele Sutko - Operations Clerk, Information Technology – retirement effective 1/31/19
Jay Thomas - Computer Operator, Central Computing Services – retirement effective 6/30/19
(DOCUMENT I - SUPPLEMENT TO MINUTES)

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

Merri Fefles – from Associate Professor, History, Liberal Arts to Professor – effective Academic Year 2018-2019
Amanda Pettigrew – from Instructor, Communications, Liberal Arts to Assistant Professor - effective Academic Year 2018-2019
Dennis Sage – from Director, IT Project Management, Information Technology to Director, Infrastructure and Network Services – effective 11/19/18
(DOCUMENT J - 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 MidAmerica Orthopaedics (Radiologic Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with MidAmerica Orthopaedics for Radiologic Technology.
(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.2 Trust for Capital Development Board Project-FPAC Boilers

It is recommended that the Board of Trustees establish a trust in the amount of \$141,728 for a Capital Development Project to replace boilers in the Fine and Performing Arts Center (FPAC).

(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.3 Resolution Determining the Estimated Tax Levy and Public Hearing

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

(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.4 New Yamaha CL5 Sound Board Bid

Whereas TC Furlong, Inc., of Lake Forest, Illinois, is the lowest responsible and responsive bidder meeting specifications, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$30,223.78 to TC Furlong, Inc.**, for the purchase of a new Yamaha CL5 Sound Board.

(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.5 Early Alert System Proposal

It is recommended that the Board of Trustees approve Hobsons proposal for the Starfish Early Alert platform and enter into a contract in the total amount of \$473,742.00 with Hobsons across a five (5) year term. The cost breakdown is as follows: Year 1 (beginning 01/01/2019) - \$125,000.00; Year 2 - \$87,185.50; Year 3 - \$87,185.50; Year 4 - \$87,185.50; Year 5 - \$87,185.50. First three (3) years are paid entirely by the Title III grant. Year four the college will conduct an evaluation of the software and pay the yearly amount of maintenance for the Starfish software.

(DOCUMENT O - 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, 9.8, 9.9, 9.10, and 9.11; 10.1-1, 10.1-2, 10.1-3, 10.1-4, 10.1-5, 10.1-5(a), 10.1-5(b), and 10.1-6; and 12.1, 12.2, 12.3, 12.4, and 12.5:

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

Motion carried.

It was moved by Mr. Murphy and seconded by Mrs. Wagner to approve the following agenda item:

10.1-7 Amendment to the President's Employment Agreement

It is recommended that the amendment to the president's employment agreement, as presented to the Board, be approved.
(DOCUMENT P - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 10.1-7:

Yes: Casey, J. Murphy, O'Neill, Wagner, Coleman
No: O'Sullivan
Absent: Hastings
Student
Advisory: Yes

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XV. ADJOURNMENT

The meeting adjourned at 7:17 PM.