

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

Governing Board of Moraine Valley Community College, Community College District #524,  
Public Hearing on the Budget, 6:00 PM, Tuesday, June 18, 2019, Board Room D219, 9000 West  
College Parkway, Palos Hills, Illinois 60465.

**A G E N D A**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **BUDGET PRESENTATION**
4. **PUBLIC HEARING**
5. **ADJOURNMENT**

**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 immediately following Public Hearing on the Budget, immediately following Public Hearing at 6:00 PM, Tuesday, June 18, 2019, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465.

**A G E N D A**

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **MINUTES**

- 1) Unapproved Minutes, Regular Meeting of May 14, 2019

4. **AUDIENCE PARTICIPATION**

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

- 1) ICCTA Meeting Report - P. Murphy
- 2) Student Trustee Report – Williams

6. **REPORTS OF ADMINISTRATION**

- 1) Presentation to Donna Schnepf (retirement)
- 2) Recognition of Accomplishments
  - Phi Theta Kappa Chapter
  - ICCTA Award Nominees
    - Distinguished Alumnus
    - Student Essay
- 3) President's Report
  - Concept 3D Campus Mapping Software Presentation

7. **COMMUNICATIONS**

- 1) Letter from Illinois Community College Trustees Association re John Sands receiving ICCTA 2019 Outstanding Full-Time Faculty Member Award
- 2) Letter of Appreciation from Forest Preserves of Cook County for Hosting the 2019 Illinois Prescribed Fire Council Symposium at Moraine Valley Community College
- 3) Letter from Commission on Accreditation for Respiratory Care (CoARC) recognizing MVCC receiving the Distinguished RRT Credentialing Success Award
- 4) Letter re MVCC Fire Academy Graduate Bryan Lowery, Recipient of State of Illinois Firefighting Medal of Valor

8. **FINANCIAL STATEMENT**

- 1) Treasurer's Report
- 2) Budget Summary Report

**CONSENT AGENDA (Agenda Items 9 - 12) (\*Items included for action)**

9. **WARRANTS**

- 1) \* Account Expenditure Summaries (including Travel Expense Reimbursements)
- 2) \* Education Fund
- 3) \* Operation & Maintenance Fund
- 4) \* Operation & Maintenance Restricted Fund
- 5) \* Bond & Interest Fund
- 6) \* Auxiliary Fund
- 7) \* Restricted Purpose Fund
- 8) \* Working Cash Fund
- 9) \* Trust and Agency Fund
- 10) \* Audit Fund
- 11) \* Liability, Protection and Settlement Fund

10. **REPORT OF PERSONNEL**

- 1) \* Full-Time
- 2) \* Part-Time/Supplemental/Other
- 3) Salary Revisions
- 4) Leave of Absence
- 5) \* Resignations/Terminations
  - a. \* Retirement - Administrative and Professional Staff
  - b. \* Retirement - Support Staff
- 6) \* Reclassifications (Promotions, Transfers, Corrections, etc.)
  - a. \* Department Chair Appointment

11. **UNFINISHED BUSINESS**

12. **NEW BUSINESS**

- 1) \* Affiliation Agreement with Traffic School of Behavior Change (Addictions Studies)
- 2) \* Affiliation Agreement with DuPage Medical Group, Ltd. (Radiologic Technology, Mammogram, CT)
- 3) \* Affiliation Agreement with Bright Light Medical Imaging (Radiologic Technology)
- 4) \* Affiliation Agreement with Munster Medical Research Foundation dba Community Hospital (Health Information Technology)
- 5) \* Board Policies - Human Resources - #7285 Educational Benefits (revision); #7268.5 Retirement (new)
- 6) \* Board Policy - Finance - #8310 Investment Policy (revision)
- 7) \* Review of Closed Session Written Minutes and Audio Tapes
- 8) \* Treasurer's Bond Renewal FY20

- 9) \* Resolution Authorizing the Transfer of Certain Funds from the Education Fund to the Operations and Maintenance Restricted Fund for Purposes of Capital Funding
- 10) \* 2021 Resource Allocation Management Plan (RAMP) Projects
- 11) \* Approval of 2019-2024 Strategic Plan
- 12) \* Approval of FY20 Budget
- 13) \* Xerographic Office Paper Bid
- 14) \* Concept 3D Campus Mapping Software
- 15) Legal Counsel Services
- 13. **MISCELLANEOUS**
- 14. **AUDIENCE PARTICIPATION**
- 15. **ADJOURNMENT**

**MINUTES**

Approved Minutes of the Regular Meeting of April 16, 2019

Enclosed

Approved Minutes of the Special Meeting of April 30, 2019

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 Tuesday, April 16, 2019, 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; Daniel Casey; Kimberly Hastings; Joseph Murphy; Brian O'Neill; Eileen O'Sullivan; Sandra Wagner; Mason Folsom, Student Trustee

Absent: None

**III. MINUTES**

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of March 19, 2019, and there being no further corrections to the minutes, the minutes are approved as presented.

**IV. AUDIENCE PARTICIPATION**

Melanie Behrman addressed the Board, representing students in the Nursing program cohort at the Blue Island Education Center, regarding issues related to the Nursing program. She shared a handout with Board members that outlined some of the issues that the students in the cohort hoped could be addressed. On behalf of the students in the cohort, Ms. Behrman indicated that they all want to be competent nurses but are concerned that the program might have opened too early and they are worried that, as the first cohort at Blue Island, they do not feel they are getting the best possible educational experience.

Dr. Jenkins indicated that these issues will be thoroughly addressed with the vice president and dean.

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

5.1 Presentation to Mason Folsom

Mrs. Wagner presented a plaque to Mason Folsom, recognizing Mason's service as Student Trustee for 2018-2019. A photo was taken with the entire Board of Trustees.

Dr. Jenkins thanked Mason for the fine job that he has done this year and for informing the college community of student activities and events.

Congratulations were offered by the Board members; Mr. Folsom reported that he will go on to the University of Illinois in the Pre-Veterinary Medicine program.

Dr. Jenkins shared with the Board that students from the American Sign Language (ASL) program are present to interpret for the meeting and recognized Shelley Engstrom-Kestel, ASL Program Coordinator.

5.2 Oath of Office – Student Trustee – Andrew (Drew) Williams

5.3 Student Trustee Report

Because of the absence of Andrew Williams due to illness, the Oath of Office and Student Trustee Report are deferred.

**VI. REPORTS OF ADMINISTRATION**

6.1 Student Recognition

Bill Finn, Director of Athletics, introduced Coach Delwyn Jones, Skyway Conference and Regional Conference Coach of the Year, and the women's basketball team.

Coach Jones thanked the president for supporting the team at the regional championship. He reported that the team is regional champions, ranked #3 in the nation following their 34-3 season, which included 31 wins in a row. He thanked Assistant Coaches Sean Mackey and Kathleen Zulevic and Athletic Advisor, General MacArthur. He recognized the team members, some of whom were unable to attend tonight: Jasmia Edmond (Rich East), Lauren O'Leary (Sandburg), Lexi Langellier (Lockport), Nicole Poole (Sandburg), Gabbie Brent (Oak Forest), Erin Greenfield (Sandburg), Elizabeth Coffey (Peotone), Hennessey Handy (Plainfield Central), Ashley Hunter (Homewood

Flossmoor), Julia Ruzevich (Marist), Kate Ruzevich (Marist), and Destiny Thames (Chicago Agricultural). He shared some statistics for the team that led to their outstanding season and national/regional standing.

### 6.2 President's Report

- National Council for Marketing & Public Relations (NCMPR) Awards – Clare Briner, Director of Marketing & Communications, reported on awards received by the Marketing & Communications department. A total of 39 awards were received this year by the department from the National Council for Marketing & Public Relations (9 regional, including Communicator of the Year, and 3 national); Educational Advertising Awards (22 awards); Education Digital Marketing Awards (3 awards); and University Photographers Association of America (2 awards). A sampling of the award-winning pieces were shown, including the college class schedule, photos, videos, online ads, student viewbook, and poster. A photo was taken.

Dr. Jenkins reported that following the Board elections on April 2, some presentations will be made to Board members; this will be at the end of tonight's meeting agenda. She reminded the Board members that the Foundation gala is Friday, April 26. Kristy McGreal, in the audience, shared the theme and events planned for the evening. Dr. Jenkins reported that she finished a three-year term serving on the Board for AACC, a position that she was selected for by her peers across the nation. She thanked Kim Hastings for participating in the STEM conference held on campus last week, attended by more than 800 middle school students. Invitations have been sent out for the college's staff recognition dinner, which is Thursday, May 2, at 6 p.m. Graduation will start a little earlier this year, at 5 p.m. Dr. Jenkins concluded her report by extending an invitation to both current and new Board members to the graduation ceremony on Friday, May 17.

## **VII. COMMUNICATIONS**

- 7.1 Letter from American Association for Women in Community Colleges re Sadya Khan, Recipient of AAWCC's Under 40 Award
- 7.2 Letter from Professional Certificate Approval Program (PCAP) Council re Accreditation for Coding Specialist Program (Donna Schnepf)
- 7.3 Letter from the Government Finance Officers Association (GFOA) re Certificate of Achievement for Excellence in Financial Reporting for FY18 Comprehensive Annual Financial Report (CAFR)

**VIII. FINANCIAL STATEMENT**

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$114,397,022.12 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. Hastings and seconded by Ms. O’Sullivan to approve the following consent agenda items:

**IX. WARRANTS**

The warrant summaries are presented to the Board.

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$7,335,622.30
9.3	Operation & Maintenance Fund	1,241,976.72
9.4	Operation & Maintenance Fund (Restricted)	80,886.18
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	591,827.87
9.7	Restricted Purpose Fund	1,045,192.44
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	8,538.83
9.10	Audit Fund	-0-
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

Dean Eliacostas - Instructor, Culinary Arts, Science, Business & Computer Technology - effective 8/12/19  
Daniel Gaichas - Senior Research Analyst, Institutional Research & Planning - effective 5/6/19  
Azim Husain - Computer Operator, Application & Web Service – effective 4/29/19  
Therese Mundo - Secretary II, Resource Development & Institutional Effectiveness - effective 4/29/19  
(DOCUMENT D - SUPPLEMENT TO MINUTES)

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

It is recommended that the appointment of the following grant-funded individuals not be renewed. However, their current appointment shall be continued to the end of their current grant cycle:

John Andres	Coordinator of Records & Assessment
Margaret Dawczak	Manager of Transition & ESL
Michael Gonzalez	Program Coordinator - CSSIA
Marie Harrell	Internship Manager
Erica Hickey	Coordinator of Access & Accommodations
Evera Ivy	Job Resource Specialist
Stanley Kostka	CAE Regional Resource Center Manager
Chauntai Mack	Career Connections, Youth Program Manager
Carmela Ochoa	Coordinator of HSE
Nathan Payovich	Director of Disability Services
Agata Rawdanik	Data Center Manager
Brenda Rodriguez	Career Connections, Student Success Specialist
Christian Torres	Transition Specialist
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

None.

10.1-4(a) Sabbatical Leave – Faculty

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

Dr. Jeffrey McCully, Assistant Professor, Sociology  
Spring 2020 semester with full pay

Dr. Souzan Naser, Associate Professor, Counseling  
Spring 2020 semester with full pay

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Ross Brenza - Police Officer, Police Department – resignation effective 4/26/19

Vance Curtner - Community Service Officer, Police Department –  
resignation effective 4/7/19

Rhyan Gillard - Registration Representative, Registration and Records  
- resignation effective 3/14/19

Karen Lukes - P.T. Accounting Clerk/Cashier, Cashier's Office – resignation  
effective 4/24/19

Suzanne Maurovich - P.T. Departmental Assistant, Learning Enrichment and  
College Readiness – resignation effective 6/30/19

Kurt McMillian – Groundskeeper, Campus Operations – resignation effective  
4/12/19

Catalina Nava-Esparza - Coordinator, Education Center at Blue Island,  
Academic Outreach – resignation effective 3/20/19

Zipporah Robinson - Art Studio Technician, Liberal Arts – resignation  
effective 4/19/19

(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Administrative and Professional

Frederick Brennan – Director of Campus Operations, Campus Operations –  
retirement effective 4/30/20

(DOCUMENT I - SUPPLEMENT TO MINUTES)

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

Marie Martino – from Assistant Professor, Librarian, Learning Resource Center to Associate Professor - effective Academic Year 2019-2020

Daniel Matthews – from Instructor, Librarian, Learning Resource Center to Assistant Professor - effective Academic Year 2019-2020

Deborah Morley – from Instructor, Health Information Technology, Career Programs to Assistant Professor - effective Academic Year 2019-2020

(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 George Skarpathiotis MD SC (Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with George Skarpathiotis MD SC for Medical Assistant.

(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.2 Resolution for Observation of Arbor Day 2019

It is recommended that the Board of Trustees approve the attached resolution observing Arbor Day 2019.

(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.3 Palos Hills Request for Use of College Property

It is recommended that the Board of Trustees authorize the City of Palos Hills to use college property as specified above for their annual Palos Hills Friendship Festival 2019 to be held July 11-14, 2019.

(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.4 Scissor Lift Bid

Whereas Tri-State Technologies, of New Lenox, 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 \$78,676.36 to Tri-State Technologies for the Scissor Lift Bid.  
(DOCUMENT N - 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, 9.7B, 9.7C, 9.8, and 9.9; 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), and 10.1-6; and 12.1, 12.2, 12.3, and 12.4:

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

Motion carried.

By consensus of the Board, Agenda Item XIII, Miscellaneous, is presented at this time.

**XIII. MISCELLANEOUS**

- 13.1 Presentation to Daniel Casey
- 13.2 Presentation to Eileen O’Sullivan
- 13.3 Presentation to Sandra Wagner

Dr. Jenkins indicated that the agenda was rearranged so that these presentations can be presented at this time so that audience members can participate in this opportunity to say thank you to three Board members for whom this is their last official meeting. On behalf of herself and the college as a whole, Dr. Jenkins thanked Eileen, Dan, and Sandi for their service to the Board and that it has meant so very much to have the support that they have given to the college. She recognized two new Board members in the audience, Bernadette Barrett and Beth Kirkwood, and thanked them both for being here.

In tribute to their service as Board members, a video was shown of highlights from each trustee’s tenure on the Board.

Sandi Wagner said that her service on the board has been a wonderful time and it was a pleasure and an honor to be a part of the college. She expressed her pride in being a part of Moraine and being in the community to represent what the college does and is. She said that it was everyone at the college that she is representing to the community, and everyone works together and supports each other and great things have been accomplished, from the referendum and new buildings to the selection of Dr. Jenkins. She stated that she is very proud of everything that she was able to be a part of at Moraine Valley. She also thanked everyone for the beautiful presentation.

Eileen O'Sullivan thanked the Board members and Dr. Jenkins for their patience with her to answer questions and help her understand. She indicated that she has always had the best intentions and truly wanted to serve the community. She indicated that she asked a lot of questions and people wanted transparency and the best person who would look out for the best interests of all, not just a few and not special groups. She said that she challenged people here and she thanked Dr. Jenkins for her grace and respect. She indicated that she learned a lot from her fellow Board members and enjoyed the healthy debate that occurred. She indicated that Moraine Valley is a phenomenal school, and that she hopes that the new Board will be one that continues to work together and be a Board that really wants to serve the community for the benefit of the students. She thanked each Board member and expressed her appreciation for all of the work that happens at the college.

Dan Casey thanked the faculty, the administration, and the Board members for their trust in him as an appointed Board member. He indicated that his experience serving on the Board was incredible, and he had no regrets. He said that there were two things he would take away with him: the staff recognition dinner, and he recommended that any new Board member to attend this event. He indicated that the dedication and commitment shown during that event was very meaningful for him. Mr. Casey also recognized Joe Murphy, and expressed his appreciation for Joe's dedication to the college and that he was staying on the Board. He indicated that he had tried to find anything wrong and came to the conclusion that the college is on great financial footing and has the right people at the helm.

Photos were taken with the full Board and Dr. Jenkins.

Dr. Jenkins extended an invitation to the departing Board members to participate in graduation so that she can publicly say thank you in front of the largest audience the college has.

**XIV. AUDIENCE PARTICIPATION**

None.

It was moved by Mr. Murphy and seconded by Ms. O’Sullivan to move to closed session to discuss the purchase or lease of real property for the use of the public body and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, pursuant to Sections 2(c)(5) and 2(c)(1) of the Illinois Open Meetings Act.

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

Yes:	Casey, Hastings, Murphy, O’Neill, O’Sullivan, Wagner, Coleman
Absent:	None
Student	
Advisory:	Yes

Motion carried.

The Board moved to closed session at 7:12 PM, returning to open session at 8:07 PM.

Roll Call:	Casey, Coleman, Hastings, Murphy, O’Neill, O’Sullivan, Wagner, Folsom
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It was moved by Mrs. Wagner and seconded by Mr. Casey to approve Agenda Item 12.5:

12.5 Acquisition of Property

It is recommended that the Board of Trustees approve the attached resolution authorizing the acquisition of the real estate property identified as the Kuecher property, Palos Hills, IL.

(DOCUMENT O - SUPPLEMENT TO MINUTES)

ROLL CALL taken on Agenda Item 12.5:

Yes:	Casey, Hastings, Murphy, O’Neill, O’Sullivan, Wagner, Coleman
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Absent:               None  
Student  
Advisory:            Yes

Motion carried.

**XV.     ADJOURNMENT**

The meeting adjourned at 8:09 PM.

**APPROVED**

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

The Governing Board of Moraine Valley Community College, District No. 524, Special Meeting/Reorganization, was held on Tuesday, April 30, 2019, in the Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465. Public notice was given pursuant to the Open Meetings Act Section 42.02 (attached).

**I. CALL TO ORDER**

The meeting was called to order by Chairman John Coleman at 6:00 PM.

**II. ROLL CALL**

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

Absent: Daniel Casey; Eileen O'Sullivan; Sandra Wagner; Mason Folsom, Student Trustee

**III. OATH OF OFFICE**

**3.1 Bernadette Garrison Barrett**

Judge Michael Barrett administered the oath of office to Bernadette Garrison Barrett, congratulating her on her election to the Board of Trustees.

**3.2 Beth McElroy Kirkwood**

Judge Michael Barrett administered the oath of office to Beth McElroy Kirkwood, congratulating her on her election to the Board of Trustees.

**3.3 Patricia Joan Murphy**

Judge Michael Barrett administered the oath of office to Patricia Joan Murphy, congratulating her on her election to the Board of Trustees.

**3.4 Joseph P. Murphy**

Mrs. Rosemary Murphy administered the oath of office to Joseph Murphy, congratulating him on his re-election to the Board of Trustees.

3.5 Student Trustee – Andrew (Drew) Williams

Judge Michael Barrett administered the oath of office to Andrew Williams, congratulating him on his election as Student Trustee to the Board of Trustees.

**IV. REORGANIZATION**

4.1 Election of Chairman

It was moved by Ms. Kirkwood and seconded by Mr. O’Neill to nominate Kimberly Hastings Cristelli for the position of Chairman of the Board.

No other nominations were made.

ROLL CALL VOTE taken on the nomination of Kimberly Hastings Cristelli for Chairman of the Board:

Yes: Barrett, Coleman, Cristelli, Kirkwood, J. Murphy, P. Murphy,  
O’Neill  
No: None  
Student  
Advisory: Yes

Motion carried.

4.2 Election of Vice Chairman

It was moved by Mr. O’Neill and seconded by Ms. Kirkwood to nominate Bernadette Garrison Barrett for the position of Vice Chairman of the Board.

No other nominations were made.

ROLL CALL VOTE taken on the nomination of Bernadette Garrison Barrett for Vice Chairman of the Board:

Yes: Barrett, Coleman, Cristelli, Kirkwood, J. Murphy, P. Murphy,  
O’Neill  
No: None  
Student  
Advisory: Yes

Motion carried.

4.3 Election of Secretary

It was moved by Ms. Barrett and seconded by Ms. Murphy to nominate Brian O’Neill for the position of Secretary of the Board.

No other nominations were made.

ROLL CALL VOTE taken on the nomination of Brian O’Neill for Secretary of the Board:

Yes: Barrett, Coleman, Cristelli, Kirkwood, J. Murphy, P. Murphy,  
O’Neill  
No: None  
Student  
Advisory: Yes

Motion carried.

4.4 Appointment of ACCT and ICCTA Representatives

It was moved by Ms. Murphy and seconded by Ms. Hastings Cristelli to nominate Beth McElroy Kirkwood to serve as ACCT representative.

No other nominations were made.

ROLL CALL VOTE taken on the nomination of Beth McElroy Kirkwood as ACCT representative:

Yes: Barrett, Coleman, Cristelli, Kirkwood, J. Murphy, P. Murphy,  
O’Neill  
No: None  
Student  
Advisory: Yes

Motion carried.

It was moved by Ms. Hastings Cristelli and seconded by Mr. O’Neill to nominate Patricia Joan Murphy to serve as ICCTA representative.

No other nominations were made.

ROLL CALL VOTE taken on the nomination of Patricia Joan Murphy to serve as ICCTA representative:

Yes: Barrett, Coleman, Cristelli, Kirkwood, J. Murphy, P. Murphy,  
O'Neill  
No: None  
Student  
Advisory: Yes

Motion carried.

#### 4.5 Dates for Regular Meetings

It was moved by Mr. Murphy and seconded by Ms. Kirkwood to approve the Dates for Regular Meetings of the Board of Trustees.

ROLL CALL VOTE taken on Agenda Item 4.5, Dates for Regular Meetings:

Yes: Barrett, Coleman, Cristelli, Kirkwood, J. Murphy, P. Murphy,  
O'Neill  
No: None  
Student  
Advisory: Yes

Motion carried.

### **V. AUDIENCE PARTICIPATION**

Dr. Jenkins congratulated the newly elected Board members and indicated that she looked forward to working with them. She thanked continuing Board members Kim and Brian and extended a special congratulations to Joe on his fourth six-year term of office as a trustee. She stated that everyone works very hard at the college, but the only way they can do that is with the support from the Board of Trustees. She thanked all the trustees for committing and volunteering their time to the college. She congratulated Kim and Bernadette as Chair and Vice Chair and was looking forward to working with them both, indicating that it has been her tradition to meet with the Chair before the meeting to go over the agenda. She reminded everyone that we are all here to support Moraine Valley and the wonderful students at the college. She congratulated and welcomed Drew Williams as Student Trustee. She thanked all the family members in the audience. On behalf of the faculty and staff, she again thanked the Board members for their time and commitment to Moraine Valley.

### **VI. ADJOURNMENT**

The meeting adjourned at 6:17 PM.

April 22, 2019

## **Meeting Notice**

The Moraine Valley Community College Board of Trustees will hold its reorganization meeting at 6 p.m., on Tuesday, April 30. The meeting will take place in the Board Room, Building D, Room D219, on campus, 9000 West College Parkway, Palos Hills.

**BOARD REPORTS AND/OR REQUESTS**

5.1 ICCTA Meeting Report – P. Murphy Verbal

5.2 Student Trustee Report - Williams Verbal

**REPORTS OF ADMINISTRATION**

- |     |   |        |
|-----|---|--------|
| 6.1 | Presentation to Donna Schnepf (retirement)  | Verbal |
| 6.2 | Recognition of Student Accomplishments  | Verbal |
|     | <ul style="list-style-type: none"><li>• Phi Theta Kappa Chapter</li><li>• ICCTA Award Nominees<ul style="list-style-type: none"><li>○ Distinguished Alumnus</li><li>○ Student Essay</li></ul></li></ul> |        |
| 6.2 | President's Report  | Verbal |
|     | <ul style="list-style-type: none"><li>• Concept 3D Campus Mapping Software Presentation</li></ul>   | Verbal |

**COMMUNICATIONS**

- 7.1 Letter from IL Community College Trustees Association re John Sands recipient of ICCTA's 2019 Outstanding Full-Time Faculty Member Award  
Enclosed
- 7.2 Letter of Appreciation from Forest Preserves of Cook County for Hosting the 2019 Illinois Prescribed Fire Council Symposium at Moraine Valley Community College  
Enclosed
- 7.3 Letter from Commission on Accreditation for Respiratory Care (CoARC) recognizing MVCC receiving the Distinguished RRT Credentialing Success Award  
Enclosed
- 7.4 Letter re Fire Academy Graduate Bryan Lowery Recipient of State of Illinois Firefighting Medal of Valor  
Enclosed

**I C C T A**  
**ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION**

May 9, 2019

Dr. John Sands  
Moraine Valley Community College  
9000 W. College Parkway  
Palos Hills, Illinois 60465

Dear Dr. Sands:

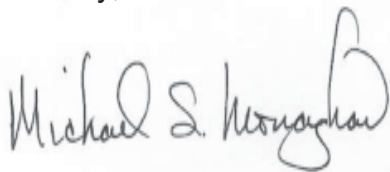
The Illinois Community College Trustees Association is pleased to announce that you have been chosen to receive ICCTA's 2019 **Outstanding Full-Time Faculty Member Award**. Congratulations on this well-deserved honor!

We would like to recognize your achievements at our annual Awards Banquet on Friday, June 7, at the Westin Chicago Northwest Hotel in Itasca, Illinois. The ICCTA President's Reception will start at 5 PM, followed by dinner at 6 PM.

Please contact ICCTA's Stephanie Spann (phone: 1-800-454-2282, ext. 3) **BY MAY 31** to RSVP for this event. As an award winner, you and your guest will receive complimentary registration for the banquet.

Once again, please accept our congratulations on your college's selection as one of ICCTA's award recipients for 2019. You have every reason to be proud of this distinction!

Cordially,



Michael S. Monaghan  
Executive Director



**TONI PRECKWINKLE,  
PRESIDENT**

**BOARD OF  
COMMISSIONERS**

- Alma E. Anaya
- Luis Arroyo, Jr.
- Scott R. Britton
- John P. Daley
- Dennis Deer
- Bridget Degnen
- Bridget Gainer
- Brandon Johnson
- Bill Lowry
- Donna Miller
- Stanley Moore
- Kevin B. Morrison
- Sean M. Morrison
- Peter N. Silvestri
- Deborah Sims
- Larry Suffredin
- Jeffrey R. Tobolski

**GENERAL  
SUPERINTENDENT**

Arnold L. Randall

June 1, 2019

Sylvia Jenkins  
President, Moraine Valley Community College  
9000 W. College Parkway  
Palos Hills, IL 60465

Dr. Jenkins,

On behalf of the Forest Preserves of Cook County, we would like to thank Moraine Valley Community College for hosting the 2019 Illinois Prescribed Fire Council Symposium on May 8<sup>th</sup>, 2019. Your hospitality and generosity were greatly appreciated by the Illinois Prescribed Fire Council, and by the Forest Preserves as the regional hosts of the event. The Symposium was attended by conservation agencies from across Illinois and its neighboring states, and portrayed the Forest Preserves of Cook County in a highly positive light. We've heard many compliments about the venue from presenters and attendees alike, and we would like to extend our gratitude to you and the rest of your staff for making this possible.

We would also like to specifically thank Michael Crehan and the rest of the event coordination staff for their help beforehand, as well as their exceptional service the day of the event. They did a great job of answering our logistical questions, touring the facility with us, and explaining our layout and catering options. Mr. Crehan also went out of his way to make sure he was present for our event and able to assist us with coordination of audio/video needs across concurrent sessions, checking in multiple times to ensure that everything was running smoothly. The professionalism, expertise, and courteousness of your staff greatly contributed to the success of the Symposium no doubt due to your great leadership.

We appreciate our partnership and look forward to continuing to work with you and Moraine Valley Community College on future endeavors.

Sincerely,

Arnold Randall  
General Superintendent  
Forest Preserves of Cook County

John McCabe  
Director, Department of Resource Mgmt  
Forest Preserves of Cook County



## COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE

May 3, 2019

Carolyn DeWitt, MPA, RRT, Program Director  
Respiratory Care Program  
Moraine Valley Community College  
9000 W College Pkwy  
Palos Hills, IL 60465

RE: Program Number 200122

Dear Ms. DeWitt:

It is our pleasure to notify you that your program is among a select group of programs that will be recognized by the Commission on Accreditation for Respiratory Care (CoARC) to receive the *Distinguished RRT Credentialing Success* Award. This award is presented as part of the CoARC's continued efforts to value the RRT credential as a standard of professional achievement. From a program effectiveness perspective, the CoARC views the RRT credential as a measure of a program's success in inspiring its graduates to achieve their highest educational and professional aspirations.

In selecting programs for this recognition, the CoARC Board used objective criteria based on key accreditation metrics documented in the 2018 Annual Report of Current Status (RCS). These programs were required to: (1) have three or more years of outcomes data; (2) hold accreditation without a progress report; (3) document RRT credentialing success of 90% or above, and (4) meet or exceed established CoARC thresholds for CRT credentialing success, retention, and on-time graduation rate. The CoARC extends its sincere congratulations to you, your faculty, students, and graduates for meeting these rigorous criteria.

Keep in mind that the conferral of this achievement award does not imply the CoARC's recommendation, endorsement, or ranking of your program in relation to other CoARC-accredited programs. Publications or announcements of this award shall not imply such recommendation, endorsement, or ranking. The primary responsibility of CoARC is to accredit programs based on their compliance with established accreditation standards.

Your program will receive a certificate of recognition during the CoARC reception on Saturday, July 20, 2019 from 5:30 pm – 7:00 pm at the Fort Lauderdale Marriott Harbor Beach Resort & Spa (site of the AARC's Summer Forum.) *We hope you or a representative from your program can be present at the CoARC reception on July 20<sup>th</sup> to receive this recognition. An invitation will be forthcoming allowing for two attendees from your program, **so please be sure to RSVP for this event** when you receive your invitation.*

The CoARC will not be taking pictures with awards recipients during the awards ceremony. **Please bring your smart phone or camera** for a photo opportunity with the CoARC leadership and one member of your faculty that will occur prior to the Awards Ceremony from 3:30pm to 5:15pm.

Thank you for your continued commitment to excellence in respiratory care education.

Sincerely,

Allen Gustin Jr., MD, FCCP  
President

Christine Hamilton, DHSc, RRT  
Chair, Public Relations Committee

cc: Kiana Battle, MS, Dean  
Sylvia Jenkins, PhD, President

**From:** Ryan Hornback  
**Sent:** Wednesday, May 15, 2019 12:49 PM  
**To:** Hufnagl, Andrew  
**Subject:** Bryan Lowery Medal of Valor

I thought you'd like to know that one of our Fire Academy graduates, Bryan Lowery, received the State of Illinois Firefighting Medal of Valor yesterday. Bryan is a graduate of the 2014 Moraine Valley Fire Academy and began his career with the Calumet City Fire Department in 2017. "The Firefighting Medal of Valor award is given by the State of Illinois to a firefighter for an act of heroism or bravery that clearly demonstrated courage and dedication in the face of danger while in the performance of duty."

On November 25, 2018, while assigned to Ambulance 11, FF/PM Lowery arrived on the scene of a two vehicle crash to find one of the vehicles on fire with the driver still trapped inside. Without regard for his own personal safety, FF/PM Lowery entered the rear passenger compartment of the vehicle in an attempt to free the driver while subsequent fire crews arrived and began extinguishment efforts. FF/PM Lowery came out for a breath of air three times before he was able to free the driver, who was then removed with the help of additional responders. The driver, though suffering burns and multiple traumatic injuries, survived.

Attached is a picture from the Calumet City Fire Department's Instagram page.



Instagram post interface showing icons for heart, comment, share, and bookmark. Below the icons, it says "Liked by ryan\_banks\_ and 84 others". The caption reads: "calcityfd Calumet City's Bravest, Firefighter Bryan Lowery, was awarded the Medal of Valor today. Congrats FF Lowery! #iaff621".

**MORAIN VALLEY COMMUNITY COLLEGE  
 COMMUNITY COLLEGE DISTRICT NO. 524  
 TREASURER'S REPORT  
 MONTH ENDED MAY 31, 2019**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$55,567,811.15	\$3,171,638.34	\$5,950,033.80	\$52,789,415.69
OPERATION & MAINT FUND	\$9,108,648.50	324,490.43	978,072.14	8,455,066.79
OPERATION & MAINT (RESTR.)	\$17,415,364.80	368,875.35	2,606,237.09	15,178,003.06
BOND & INTEREST FUND	\$4,858,319.27	1,442,412.77	2,140,483.51	4,160,248.53
AUXILIARY FUNDS	\$9,073,062.14	841,394.50	788,803.95	9,125,652.69
RESTRICTED PURPOSE FUNDS	\$8,022,180.32	630,801.69	1,769,316.55	6,883,665.46
WORKING CASH FUND	\$13,463,038.03	40,480.92	0.00	13,503,518.95
TRUST & AGENCY FUNDS	\$104,766.10	1,662.29	8,635.59	97,792.80
AUDIT FUND	\$165,817.78	754.02	0.00	166,571.80
LIAB, PROTECT & SETTLE FUND	\$1,454,026.07	5,277.47	7,760.14	1,451,543.40
TOTAL	<u>\$119,233,034.16</u>	<u>\$6,827,787.78</u>	<u>\$14,249,342.77</u>	<u>\$111,811,479.17</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$23,150.00
HUNTINGTON BANK	CHECKING ACCT	997,792.80
FIRST MIDWEST BANK	CHECKING ACCT	3,144,590.88
FIRST MIDWEST BANK	TRUST ACCT	131,653.45
WINTRUST MAXSAFE	MONEY MARKET	2,033,405.04
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	6,499,116.53
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS	5,715,199.43
SHORT TERM INVESTMENTS	VARIOUS	63,550,308.33
LONG TERM INVESTMENTS	VARIOUS	29,716,262.71
TOTAL		<u>\$111,811,479.17</u>

**ACCOUNT EXPENDITURE SUMMARIES**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$5,950,033.80
9.3	OPERATION & MAINTENANCE FUND	978,072.14
9.4	OPERATION & MAINTENANCE (RESTR) FUND	2,606,237.09
9.5	BOND & INTEREST FUND	2,140,483.51
9.6	AUXILIARY ENTERPRISE FUND	788,803.95
9.7	RESTRICTED PURPOSE FUND	1,769,316.55
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	8,635.59
9.10	AUDIT FUND	-
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	7,760.14
	TOTAL	<u><u>\$14,249,342.77</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)	None
10.1-5	Resignations/Terminations	Enclosed
10.1-5(a)	Retirement – Administrative and Professional Staff	Enclosed
10.1-5(b)	Retirement – Support Staff	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed
10.1-6(a)	Department Chair Appointment	Enclosed

SUBJECT REPORT – Full Time

Leah Cassella	Music & Arts Assistant Fine & Performing Arts Center	Effective: 7/8/19
Cassandra Cole	Instructor, Basic Nurse Assistant Career Programs	Effective: 8/12/19
Clare DeVries	Instructor, Basic Nurse Assistant Career Programs	Effective: 8/12/19
Sandra Gaona	Project Facilitator Registration & Records	Effective: 7/8/19
Lawrence Hart	Groundskeeper Campus Operations	Effective: 7/8/19
Christina Matussek	Assistant Professor, Art Fine Arts & Humanities	Effective: 8/12/19
David O'Connor	Assistant Professor, Criminal Justice Career Programs	Effective: 8/12/19
Freddie Pantaleon	Computer Operator Application & Web Services	Effective: 6/3/19
Lisa Rispoli	Special Events & Donor Relations Manager Foundation	Effective: 7/8/19
Nathan Schneider	IT Operations Coordinator Application & Web Services	Effective: 6/10/19
Dominika Spychalska	Instructor, Nursing Career Programs	Effective: 8/12/19

Christopher Wheat      Instructor, Health Information Technology  
Career Programs      Effective: 8/12/19

Hiyam Yusef      Counselor  
Counseling & Advising      Effective: 8/12/19

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RECOMMENDED ACTION

That the above be employed.

SUBJECT REPORT - Resignations/Terminations

Courtney Farr	Secretary II Student Success	Effective: 6/26/19
Lynn Threewitt	P.T. Departmental Assistant Learning Enrichment & College Readiness	Effective: 6/6/19

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RECOMMENDED ACTION  
That the above be approved as presented.

Retirement – Administrative and Professional

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

Patrick J. O'Connor	Chief of Public Safety Police Department	1/31/20
Mark Wilkans	Police Lieutenant/Support Services Commander Police Department	7/31/19

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RECOMMENDED ACTION

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

Retirement – Support Staff

The following employee has submitted a notice of retirement per date listed:

Christine Machulis	Secretary II Academic Outreach	7/10/19
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RECOMMENDED ACTION

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

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

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Paula DeAnda-Shah	Assistant Professor, Developmental Mathematics Learning Enrichment & College Readiness	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2019-2020
Rosemary Deneen	Assistant Professor, Culinary Arts Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2019-2020
Gail Ditchman	Associate Professor, Education Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2019-2020
Rita Ferriter	Assistant Professor, Reading Learning Enrichment & College Readiness	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2019-2020
Kimberly Golk	Instructor, Advisor Counseling & Advising	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2019-2020
Shanya Gray	Instructor, Counselor Counseling & Advising	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2019-2020
Lara Hernandez Corkrey	Assistant Professor, Developmental Communication Learning Enrichment & College Readiness	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2019-2020

Peter Keep	Instructor, Mathematics Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2019-2020
Helen Limberopoulos	Secretary II Campus Operations Support Staff	Reclassified to: Campus Operations Coordinator Effective: 6/24/19
Mike Rendon	Reprographics Clerk Marketing & Communications Support Staff	Reclassified to: Digital Press Operator Effective: 6/24/19
Alicea Toso	Manager, Honors Program & Curricular Learning Communities Liberal Arts Administrative & Professional	Reclassified to: Manager, Honors Program & Liberal Arts Student Support Services Effective: 6/17/19
Lampros Tzimas	Assistant Professor, Culinary Arts Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2019-2020
Lisa Vladika	Associate Professor, Mathematics Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2019-2020
Susan Yach	P.T. Learning Resource Center Technical Assistant Learning Resources Center Support Staff	Reclassified to: F.T. Interlibrary Loan & Serials Assistant Effective: 7/1/19
Angelo Zito	P.T. User Support Services Specialist Client Services Support Staff	Reclassified to: F.T. User Support Services Specialist Effective: 7/1/19

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**RECOMMENDED ACTION**

That the above be approved as presented.

Department Chair Appointment for Academic Years  
2019-2021

Pursuant to the terms of the 2018-2022 Negotiated Agreement with the Moraine Valley Faculty Association, Section 1.15, the following individual has been recommended as Department Chair for the 2019-2020 and 2020-2021 academic years.

Science, Business & Computer Technologies:

Dr. Jeannine Christensen

Department Chair, Physical Science

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RECOMMENDED ACTION

That the individual named above be appointed Department Chair per the term outlined herein and the terms and conditions of the negotiated agreement.

**NEW BUSINESS**

- |  |          |
|--|----------|
| *12.1 Affiliation Agreement with Traffic School of Behavior Change (Addictions Studies)  | Enclosed |
| *12.2 Affiliation Agreement with DuPage Medical Group, Ltd. (Radiologic Technology, Mammogram, CT)   | Enclosed |
| *12.3 Affiliation Agreement with Bright Light Medical Imaging (Radiologic Technology)  | Enclosed |
| *12.4 Affiliation Agreement with Munster Medical Research Foundation, Inc., dba Community Hospital (Health Information Technology)                                   | Enclosed |
| *12.5 Board Policies - Human Resources - #7285 Educational Benefits (revision); #7268.5 Retirement (new)   | Enclosed |
| *12.6 Board Policy - Finance - #8310 Investment Policy (revision)  | Enclosed |
| *12.7 Review of Closed Session Written Minutes and Audio Tapes   | Enclosed |
| *12.8 Treasurer's Bond Renewal   | Enclosed |
| *12.9 Resolution Authorizing the Transfer of Certain Funds from the Education Fund to the Operations and Maintenance Restricted Fund for Purposes of Capital Funding | Enclosed |
| *12.10 2021 Resource Allocation Management Plan (RAMP) Projects  | Enclosed |
| *12.11 Approval of 2019-2024 Strategic Plan  | Enclosed |
| *12.12 Approval of FY20 Budget   | Enclosed |
| *12.13 Xerographic Office Paper Bid FY20   | Enclosed |
| *12.14 Concept 3D Campus Mapping Software  | Enclosed |
| *12.15 Legal Counsel Services  | Enclosed |

**BOARD POLICIES CONCERNING**

**HUMAN RESOURCES**

**#7285 – EDUCATIONAL BENEFITS**

**#7268.5 - RETIREMENT**

It is recommended that the following action(s) be taken:

Review and approve Revised Policy #7285, Human Resources – Educational Benefits

Review and approve New Policy #7268.5, Human Resources - Retirement

All noted policies are attached.

**Recommended Action:**

It is recommended that the Board of Trustees approve the suggested actions dealing with Board Policies #7285 and #7268.5.

## Human Resources

### Educational Benefits

The college encourages its employees to continue their formal education at Moraine Valley Community College and/or other institutions of higher education. Regularly scheduled benefit eligible full-time and part-time employees, in addition to tuition waivers at MVCC, are eligible for tuition reimbursement for courses taken at other recognized institutions of higher education in accordance with guidelines established by the Board.

An employee may take a work related course during normal working hours with the consent of the supervisor provided that release for class does not interfere with the efficient performance of the unit in which the employee works and provided such time as granted is made up within the week it was granted at a time or times satisfactory to the employee's supervisor.

The spouse of a regularly scheduled full-time employee and dependent children under the age of 26 and living in the employee's household are eligible to enroll in college courses at Moraine Valley Community College 100% tuition free [including any course fees] and subject to the following conditions: [1] For the purposes of this policy, semesters are defined as one of the traditional semesters: fall, spring, summer pre-session, and summer. The dependent child(ren) cannot turn 26 anytime during a traditional semester and still qualify for the waiver for that semester regardless of the start or finish date of the class within that semester; [2] the tuition waiver is limited to courses applicable to the Associate Degree, college credit Certificate Programs, and/or remedial developmental courses as designated by state code; [3] for courses in which admission to a specific instructional program is a condition of registration, such as Nursing, Respiratory, etc., tuition shall be waived only in the event that space is available in the program after all qualified tuition-paying students have been admitted. This does not preclude admission and registration as a tuition paying student. If any employee dies while employed full time, the above benefit described in this paragraph shall be extended to the employee's child(ren) while the child(ren) is under the age of 26.

A retiree may enroll in credit and non-credit courses at Moraine Valley Community College 100% tuition free (the retiree must pay for course materials and/or fees for all courses, **consistent with the current provisions of the Faculty Association agreement**) subject to the following conditions: [1] no paying student shall be bumped from the course; [2] a maximum of two (2) seats per non-credit course are available to retirees; [3] decisions to run or cancel a course shall be based upon the number of paying students enrolled disregarding non-paying students.

Policy

Adopted: 11/20/84  
Amended & replaces  
#7285, 7286, 7287 & 7288  
Reviewed: 10/12/95  
Amended: 12/17/09  
Amended: 10/17/12  
Amended: 10/7/14  
Amended: 6/17/15  
Amended: 3/20/18  
Amended: 3/19/19

MORaine VALLEY COMMUNITY COLLEGE  
Palos Hills, Illinois

## Human Resources

### Retirement

Employees who retire from Moraine Valley Community College or any other Illinois college and become State Universities Retirement System (SURS) annuitants are generally not eligible for hire/rehire at Moraine Valley Community College. Retired Moraine Valley Community College employees who retired from a Moraine Valley Community College full-time position and are SURS annuitants may be rehired upon the approval of the President, and only after determination that the rehiring will not have an adverse financial impact on the College.

Policy  
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE  
Palos Hills, Illinois

**REVISED BOARD POLICY #8310:**  
**FINANCE**  
**#8310 – INVESTMENT POLICY**

The revised policy is attached.

**Recommended Action:**

It is recommended that the Board approve the revision to Board Policy #8310, Investment Policy, as presented.

## Finance

### Investment Policy

#### **1.01 Policy**

It is the policy of Moraine Valley Community College to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

#### **1.02 Scope**

This policy includes all funds governed by the Board of Trustees.

#### **1.03 Prudence**

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income ~~to~~ to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.

#### **1.04 Objective**

The primary objective, in order of priority, shall be:

- Legality – conformance with federal, state and other legal requirements
- Safety – preservation of capital and protection of investment principal
- Liquidity – maintenance of sufficient liquidity to meet operating requirements
- Yield – attainment of market rates of return

The portfolio should be reviewed periodically as to its effectiveness in meeting the college’s needs for safety, liquidity, rate of return, diversification and its general performance.

#### **1.05 Delegation of Authority**

Management and administrative responsibility for the investment program is hereby delegated to the Treasurer who, under the delegation of the Board of Trustees, shall establish written procedures for the operation of the investment program.

### **1.06 Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

### **1.07 Authorized Financial Dealers and Institutions**

The Treasurer will maintain a list of financial institutions authorized to provide investment services.

The Treasurer may use financial intermediaries, brokers, and/or financial institutions (**banks and savings and loan associations**) to solicit bids for securities and certificates of deposit. The intermediaries shall be approved by the Board of Trustees.

In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness.

### **1.08 Authorized and Suitable Investments**

**The college shall invest in instruments as allowed by the Public Funds Investment Act, 30 ILCS 235/2. A summary of authorized investments follows:**

- a. Funds may be deposited in Certificates of Deposits, Money Market Accounts, Time Deposits or Savings Accounts, only with banks, savings banks, and savings and loan associations which are insured by the FDIC (Bank Insurance Fund or Savings Association Insurance Fund.)
- b. Investments may be made in bonds, notes, certificates of indebtedness, treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America as to principal and interest. Investments may be made in bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
- c. Repurchase Agreements fully collateralized by any of the above securities.
- d. Commercial Paper which has a stated maturity of 180 days or fewer from the date of its issuance and is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies, but in an amount not to exceed the statutory limit of 33% of total investments.
- e. The college may invest in the Illinois Public Treasurer's Investment Pool.
- f. The college may invest in the Illinois School District Liquid Asset Fund (ISDLAF) Plus with certain restrictions:

1. ISDLAF Plus Certificates of Deposit must be either fully insured or collateralized;
  2. ISDLAF Plus Investment Pools and Money Market Programs must be either fully insured or collateralized.
- g. The total deposits at any one financial institution may not exceed 75% of the capital stock and surplus of that institution, in accordance with the most recent call report of that institution. Further, unless specifically authorized by the Board of Trustees, the Treasurer shall not have deposits in excess of ~~\$22,000,000~~ **\$28,000,000** in any one financial institution **(bank or savings and loan association)** regardless of the calculation mentioned in this section.
- h. Municipal bonds issued by the county, park district, sanitary district, or other municipal corporation, or bonds and other interest bearing obligations of the State of Illinois, or of any other state or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds should be rated at the time of purchase within the three highest general classifications established by at least one nationally recognized rating service.

Investments shall be made that reflect the cash flow needs of the fund type being invested including capital construction related funds which may have more specific cash flow requirements related to the timing of the construction projects.

### **1.09 Collateralization**

Financial institutions must collateralize all deposits in excess of **coverage provided by the Federal Deposit Insurance Corporation (\$250,000)** to ~~110%~~ **105%** of market value.

Acceptable collateral will include the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
2. Bonds issued by Moraine Valley Community College; and
3. ~~Obligations of United States Government Agencies.~~ **Deposits may additionally be collateralized by a letter of credit issued by a Federal Home Loan Bank in an amount equal to at least the market value of that amount of funds on deposit exceeding the insurance limitation provided by the Federal Deposit Insurance Corporation or the National Credit Union Administration.**

~~All investments requiring collateral in accordance with the above section, shall be witnessed by a written agreement and held at an independent — third party institution in the name of the college.~~  
**All investments requiring collateral in accordance with the above section, shall be witnessed by a written agreement, and pledged securities collateral must be held in an independent – third party institution in the name of the college.**

The only exception to this collateralization policy is limited to funds invested for capital construction projects which the college Treasurer will be authorized to determine appropriate collateralization levels based on cash flow needs necessary for the college to complete construction projects.

### **1.10 Safekeeping and Custody**

All security transactions, including collateral for repurchase agreements, entered into by Moraine Valley Community College shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Treasurer. The safekeeping department of the bank designated will be considered to be a third party for the purposes of safekeeping of securities. Securities purchased through a broker/dealer may be held by the broker as long as they are registered in the name of the college and they meet other credit requirements.

Banks that place purchased securities or securities that are provided as collateral by that bank into that bank's Trust Department shall be considered to have complied with the third party safekeeping requirements.

### **1.11 Diversification**

Moraine Valley Community College shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

### **1.12 Maximum Maturities**

To the extent possible, Moraine Valley Community College shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Moraine Valley Community College will not directly invest in securities maturing more than five years from the date of purchase.

Reserve funds may be invested in securities exceeding one year if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds. Except for the investment of bond proceeds and capital construction funds, no more than 40% of the college's total investments shall be invested in securities maturing more than one year from the date of purchase.

### **1.13 Internal Control**

The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion

- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investments and wire transfers

#### **1.14 Performance Standards**

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio.

#### **1.15 Reporting**

The Treasurer shall prepare an investment report at least monthly. The report should be provided to the Board of Trustees and be made available upon request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board.

#### **1.16 Marking to Market**

A statement of the market value of the portfolio shall be issued to the Board of Trustees quarterly.

#### **1.17 Investment Policy Adoption**

The investment policy shall be adopted by the Board of Trustees. The policy shall be reviewed on an annual basis by the Treasurer and any modifications made thereto must be approved by the Board of Trustees.

Policy	
Adopted:	11/23/70
Amended:	7/21/81
Amended:	7/21/91
Amended:	10/12/95
Amended:	1/19/00
Amended:	1/16/02
Amended:	12/17/03
Amended:	11/16/06
Amended:	3/15/11
Amended:	2/22/12
Reviewed:	2/18/15

MORAIN VALLEY COMMUNITY COLLEGE  
Palos Hills, Illinois

**REVIEW OF CLOSED SESSION WRITTEN MINUTES AND AUDIO TAPES**

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 February 19, 2019, and April 16, 2019 be released. Additionally, it is recommended that the audio tapes/recordings of October 10, 2017; November 14, 2017; and December 18, 2017 closed session meetings be destroyed.

Item 12.7:

Written Minutes:

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

February 19, 2019

April 16, 2019

Audio Tapes:

- Recommend that the audio tapes 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):

October 10, 2017

November 14, 2017

December 18, 2017

**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, 2019-June 30, 2020. 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 2020 will be \$19,832.00.

Recommended Action:

It is recommended that the Board approve the renewal of the Treasurer's Bond for fiscal year 2020 for \$25,000,000 at a cost of \$19,832.00 from The Hartford Insurance Company.

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

Recommended Action:

It is recommended that the Board of Trustees approve the attached resolution.

**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 FUND  
FOR PURPOSES OF CAPITAL 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 2019; and

WHEREAS, the budgeted expenditures and transfers out of the Education Fund equal \$84,509,183; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the College to provide capital funding for the expansion of the culinary demonstration kitchen in building M and the expansion of building T for career programs. These projects will help 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 \$2,000,000 is authorized to be transferred from the Education Fund to the Operations and Maintenance Restricted - General Fund for purposes of funding the expansion of the culinary demonstration kitchen in building M and the expansion of building T for career programs. These projects will better service serve our community, students, faculty and staff;

That total expenditures and transfers from the Education Fund shall not exceed the sum of \$84,509,183.

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

APPROVED this 18<sup>th</sup> day of June 2019.

---

Chairman, Board of Trustees

Attest:

---

Secretary, Board of Trustees

**2021 RAMP PROJECTS**

(See attached)

Recommended Action:

It is recommended that the Board of Trustees approve the Resource Allocation Management Plan (RAMP), which consists of two projects: Northeast Career Center (Priority #1), and Career & Technical Education Lab Expansion (Priority #2). Further, it is recommended that the Board of Trustees authorize the administration to submit the RAMP documents to the Illinois Community College Board.

Fiscal Year 2021 RAMP  
Community College Capital Requests

**COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION**

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District 524

Budget Year Request 2021

Capital RAMP Contact Person Mr. Rick Hendricks

Telephone Number 708-974-5203

**ONE FORM ONLY**

**Scope of Work Narrative**

**DISTRICT/COLLEGE:** 524 Moraine Valley Community College

**PROJECT NAME:** Northeast Career Center

In order to serve the Career and Technical Education needs as well as General Education needs in the northern part of the MVCC District, the new Northeast Career Center will provide approximately 103,717 SF of additional space for the college.

The project will consist of a new building and associated sitework constructed in the north / northeast portion of the District. The building will be oriented to maximize visibility and access within the community as well as to be sensitive to the facility’s context and surroundings. Many of the lab spaces within the facility will require one-and-a-half to two stories in height and several of the programs will require outdoor receiving areas as well as outdoor storage. As a result, visual and security screening will be required for these areas.

The building is envisioned as a two-story structure and will be constructed of a steel frame with a combination masonry / rainscreen cladding / glass building envelope in order to coordinate with other college structures. Hard-wired as well as wireless technology will be incorporated throughout the building 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. Due to the mixture of various functions to be provided within the building, acoustical separation will be required, and the design will incorporate finishes that can easily be maintained.

A breakdown of space requirements is substantiated in the attached Proposed Building Program.

In order to accommodate the new facility, the adjacent sitework will need to include the following:

- Utility extensions from surrounding area (water, sewer, gas, electricity, fiber): \$300,000
- Curb cuts from adjacent municipal roadway(s): \$100,000
- Access drives and parking for approximately 300 vehicles: \$1,500,000
- Pedestrian walkways and landscaping: \$200,000
- Outdoor learning space and storage for HVAC and Welding programs: \$200,000
- Stormwater management: \$150,000
- Total*** ***\$2,450,000***

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 to support the programmatic components within the building.

***On Site Observation:***

78 weeks\*2 days per week\* 8 hours per day \*\$154.40 per hour ***\$192,700***

***Reimbursable Expenses:***

Copies, deliveries, etc. ***\$32,900***

## Programmatic Justification Narrative

**DISTRICT/COLLEGE:** 524 Moraine Valley Community College

**PROJECT NAME:** Northeast Career Center

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. In order to serve the Career and Technical Education needs as well as General Education needs in the northern part of the MVCC District, the new Northeast Career Center will provide approximately 103,717 SF of additional space for the college. This project will consist of a new building and associated site work constructed in the north/northeast portion of the District. The building will be oriented to maximize visibility and access within the community.

As requests intensify for Moraine Valley to fulfill workforce development and general education needs, it is becoming increasingly important for the college to establish partnerships with K-12 schools, local employers, chambers, and other entities. Beneficial partnerships will provide students with pathways into the workforce while achieving financial and academic success goals.

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

In order to support our students, K-12 schools, and industry partnerships, the new facility will include instruction and training for courses and programs such as, but not limited to, General Education Courses, High School Equivalency, Adult Basic Education, English as a Second Language, Science Lab, Supply Chain Management, Non-Destructive Testing, Welding, Forklift, Diesel, Hydraulics and Mechanical, Heating & Air Conditioning, and CAD Programming.

In order to align the college more closely with the state averages in terms of space for instructional needs, the new facility will include the following spaces:

- (12) General Instructional Classrooms
- (11) Instructional Training Labs
- (5) Computer Labs
- (3) Office Spaces
- Tutoring/Testing/Student Lounge/Study Spaces
- Bookstore/Cyber Café

The continuous growth of existing programs on our main campus, such as manufacturing and emerging technologies, is creating a need for space where programs can grow and service those in our industry sector.

Once constructed, the new facility will accommodate over 600 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 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 to support the programmatic components of the building.

**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 18, 2019, with a quorum present, officially authorized the submission of the attached Fiscal Year 2021 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>\$ 15,383,200</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>
 <b>TOTAL LOCAL MATCH</b>	 <b><u>\$ 15,383,200</u></b>

Signed \_\_\_\_\_  
 Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
 Chief Executive Officer of the College District

**TABLE 1  
FISCAL YEAR 2021 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: 524 Moraine Valley Community College

PROJECT NAME AND/OR DESCRIPTION Northeast Career Center  
**Check one:**  
 NEW FACILITIES CONSTRUCTION/ACQUISITION X (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 X  
 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
BLDGS. ADDITIONS, AND/OR STRUCTURES				40,987.4	13,662.5	54,649.9				40,987.4	13,662.5	54,649.9
LAND				1,125.0	375.0	1,500.0				1,125.0	375.0	1,500.0
EQUIPMENT				2,199.8	733.2	2,933.0				2,199.8	733.2	2,933.0
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS				1,837.5	612.5	2,450.0				1,837.5	612.5	2,450.0
PLANNING												
TOTAL				46,149.7	15,383.2	61,532.9				46,149.7	15,383.2	61,532.9

\* 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) \$ 61,532,900  
 TOTAL COMPLETED PROJECT COST \$ 61,532,900  
 DESIRED PROJECT START DATE 12/1/2020  
 ESTIMATED COMPLETION DATE 12/31/2023  
 ESTIMATED OCCUPANCY DATE 2/1/2024  
 ESTIMATED ANNUAL OPERATING COST \$ \$200,000

**MATCHING CONTRIBUTION** \$ 15,383,200  
 (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 \$ 15,383,200

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED**

60

**TABLE 2  
FY 2021 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A		PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)	
		REDISTRIBUTION OF NASF SPACE		Number of Acres Requested in Budget Year	
Space Type	FICM Codes	REQUEST FOR NEW FACILITIES Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling	
Classrooms	110 thru 115	12,000			1 Landscaped Ground
Laboratory	210 thru 255	39,400			2 Physical Education and Athletic Fields
Office	310 thru 355	2,810			3 Buildings and Attached Structures
Study	410 thru 455				4 Experimental Plots
Special Use	510 thru 590				5 Other Instructional Areas
<i>General Use:</i>					6 Parking Lots
Assembly and Exhibition	610 thru 625				7 Roadways
Other General Use	630 thru 685	7,000			8 Pond Retention and Drainage
Support Facilities	710 thru 765	2,520			9 Other (specify)
Health Care	810 thru 895				Total Assigned Area
Unclassified					Currently Unassigned
<b>TOTAL NASF #</b>		<b>63,730</b>			<b>Total Acres</b>
<b>TOTAL GSF* #</b>		<b>103,717</b>			

\*Gross Square Feet

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

**TABLE 3  
FY 2021 BUILDING BUDGET ESTIMATION FORM**

**District/College** 524 Moraine Valley Community College  
**Location** Palos Hills, Illinois  
**Project Name** Northeast Career Center

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom Use		12000	1.5	18000	\$6,420,800
Instructional Lab: Wet		34400	1.64	56416	\$22,543,800
Instructional Lab: Dry		5000	1.64	8200	\$3,276,700
Office		2810	1.7	4777	\$1,764,000
General Use		7000	1.9	13300	\$5,670,700
Supporting Facilities		2520	1.2	3024	\$1,007,400
<b>1. Base Total</b>		<b>63730</b>		<b>103717</b>	<b>\$40,683,400</b>
<b>2. Added Costs (Special Foundations)</b>					
LEED Cost Factor @ 6%					\$2,441,000
<b>3. Base Cost</b>		<b>63730</b>		<b>103717</b>	<b>\$43,124,400</b>

4. Escalation (Use .3583 percent per month from base bid to bid date.) \$1,854,300  
 Expected Bid Date: 07/01/21      Number of Months to Bid Date: 12

5. Escalated Building Budget (Line 3 plus Line 4) \$44,978,700

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$49,476,600

7. Adds:

    a. A/E Fees 6.5% \$3,216,000

    b. On-Site Observation \$192,700  
         Number of Months 18      Day per Week 2

    c. Reimbursable Expenses \$32,900

    d. Art in Architecture \$247,400  
         one-half of one percent      (Multiply Line 6 by .005)

    e. Other Adds CAF @ 3% \$1,484,300

        f. Sub-total Adds (Lines 7a through 7e) \$5,173,300

8. Total Building Budget (Line 6 plus Line 7f) \$54,649,900

OTHER:  
 Estimate of Annual State Supported Operations and Maintenance Expense \_\_\_\_\_

Source of Cost Estimate: Demonica Kemper Architects  
 Date of Cost Estimate: 6/8/2019

**TABLE 4  
FY 2021 MOVEABLE EQUIPMENT LIST**

District/College: 524 Moraine Valley Community College  
 Project Name: Northeast Career 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	Instructional Classrooms	Student Tables	192	\$600.00	\$115,200.00
Classroom	Instructional Classrooms	Student Chairs	384	\$200.00	\$76,800.00
Classroom	Instructional Classrooms	Audio Visual Equipment	12	\$15,000.00	\$180,000.00
Instructional Lab (Wet)	Non-Destructive Lab	Training Equipment	1	\$25,000.00	\$25,000.00
Instructional Lab (Wet)	Welding Lab	Training Equipment	1	\$400,000.00	\$400,000.00
Instructional Lab (Wet)	Hydraulics / Pneumatics Lab	Training Equipment	1	\$120,000.00	\$120,000.00
Instructional Lab (Wet)	Mechanical / Pipe Fitting Lab	Training Equipment	1	\$120,000.00	\$120,000.00
Instructional Lab (Wet)	Advanced PLC Lab	Training Equipment	1	\$120,000.00	\$120,000.00
Instructional Lab (Wet)	CNC Lab	Training Equipment	1	\$500,000.00	\$500,000.00
Instructional Lab (Wet)	HVAC Lab	Training Equipment	1	\$150,000.00	\$150,000.00
Instructional Lab (Wet)	Diesel Lab	Training Equipment	1	\$100,000.00	\$100,000.00
Instructional Lab (Wet)	Forklift Training Lab	Training Equipment	1	\$100,000.00	\$100,000.00
Instructional Lab (Wet)	Science Lab	Training Equipment	1	\$50,000.00	\$50,000.00
Instructional Lab (Wet)	CAD Lab	Training Equipment	1	\$175,000.00	\$175,000.00
Instructional Lab (Dry)	Computer Labs	Computer Tables	80	\$800.00	\$64,000.00
Instructional Lab (Dry)	Computer Labs	Ergonomic Chairs	160	\$250.00	\$40,000.00
Instructional Lab (Dry)	Computer Labs	Audio Visual Equipment	5	\$40,000.00	\$200,000.00
Instructional Lab (Dry)	Computer Labs	Podium	5	\$5,000.00	\$25,000.00
Office	Office Space	Workstations	24	\$5,000.00	\$120,000.00
Office	Large Conference Room	Conference Table	1	\$5,000.00	\$5,000.00
Office	Large Conference Room	Ergonomic Chairs	10	\$250.00	\$2,500.00
Office	Workroom	Kitchenette Equipment	1	\$2,500.00	\$2,500.00
Office	Reception	Soft Seating	1	\$5,000.00	\$5,000.00
General Use	Tutoring	Tables / Chairs / AV	1	\$35,000.00	\$35,000.00
General Use	Testing	Testing Stations / Proctor Station	1	\$75,000.00	\$75,000.00
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
General Use	Bookstore / Cyber Café	Display / Tables / Chairs	1	\$50,000.00	\$50,000.00
Miscellaneous	All	Window Coverings	1	\$35,000.00	\$35,000.00
<b>Grand Total Equipment Costs (this number should be included on the equipment line of table 1)</b>					<b>\$2,933,000.00</b>

Fiscal Year 2021 RAMP  
Community College Capital Requests

**COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION**

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District \_\_\_\_\_ 524

Budget Year Request \_\_\_\_\_ 2021

Capital RAMP Contact Person \_\_\_\_\_ Mr. Rick Hendricks

Telephone Number \_\_\_\_\_ 708-974-5203

**ONE FORM ONLY**

### Scope of Work Narrative

**DISTRICT/COLLEGE:** 524 Moraine Valley Community College

**PROJECT NAME:** Career & Technical Education Lab Expansion

In order to support the needs of the Career and Technical Education programs at Moraine Valley Community College's main campus, expansion is required for the following programs:

- Heating, Ventilation, Air Conditioning & Refrigeration
- Welding
- Automotive Technology

The current programs exist within Building T located at the southwest portion of the academic core of the campus. The existing building is constructed of a steel frame clad with precast concrete panels, and in order to create connectivity between the existing facility and the three new additions, various sections of the existing precast concrete panels will require removal. Existing utilities serving the building will require extension through the existing facilities and the new additions will be constructed of precast concrete to match the existing building materials.

Based on the current building geometry and the requirements for expansion for each program, the size of the three separate building additions are as follows:

- Heating, Ventilation, Air Conditioning & Refrigeration Labs: 5,600 sf
  - Refrigeration Lab
  - Sustainability Lab
- Welding Lab: 2,000 sf
- Automotive Technology Lab: 3,400 sf

In order to match the existing building massing and to provide adequate height for the functions within the proposed labs, the new additions will be two story volumes, and the concrete slabs will likely be structural slabs to accommodate for the poor soil conditions within this area.

Both the Automotive Technology Lab addition and the Welding Lab addition will require access drives to be extended from the existing drive system to the new additions to accommodate deliveries and vehicle access. Stormwater management strategies will also be implemented to account for the additional impervious area being added to the campus footprint.

In order to accommodate the new additions, the adjacent sitework will include the following:

- |                                    |                         |
|------------------------------------|-------------------------|
| • Access drives / vehicle storage: | \$170,000               |
| • Grading and landscaping:         | \$30,000                |
| • Stormwater management:           | \$50,000                |
| <b><i>Total</i></b>                | <b><i>\$250,000</i></b> |

This project will 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 to support the programmatic components within the building.

Fiscal Year 2021 RAMP  
Community College Capital Requests

***On Site Observation:***

52 weeks\*2 days per week\* 8 hours per day \*\$154.40 per hour ***\$128,500***

***Reimbursable Expenses:***

Copies, deliveries, etc. ***\$32,900***

### **Programmatic Justification Narrative**

**DISTRICT/COLLEGE:** 524 Moraine Valley Community College

**PROJECT NAME:** Career & Technical Education Lab Expansion

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. To support the needs of the Career and Technical Education programs at Moraine Valley Community College's main campus, expansion is required for the following programs:

- Heating, Ventilation, Air Conditioning & Refrigeration
- Welding
- Automotive Technology

Partnerships with our Automotive Program continue to grow. These programs are designed to provide students with increased opportunities for employment upon completion. Additionally, our Welding certificate has seen an enrollment growth of 17% over one year and 27% over the past five years. Moraine Valley is steadily becoming an integral part of labor market and we need space to continue advancement in these areas.

This project will consist of a renovation of the existing building. The current programs exist within Building T located at the southwest portion of the academic core of the campus. The expansion requirements for the programs include approximately 11,000 square feet.

Instructional spaces will also accommodate hands-on labs, and audio-visual/technical equipment will be designed to allow for various types of teaching and learning configurations to be developed.

A major accommodation will include access drives for the Automotive Technology Lab and the Welding Lab to accommodate deliveries and vehicle access. Storm water management strategies will also be implemented to account for the additional impervious area being added to the campus footprint.

This project will 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 to support the programmatic components within the building.

Fiscal Year 2021 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 18, 2019, with a quorum present, officially authorized the submission of the attached Fiscal Year 2021 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>\$ 2,151,200</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>
<b>TOTAL LOCAL MATCH</b>	<b><u>\$ 2,151,200</u></b>

Signed \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
Chief Executive Officer of the College District

**TABLE 1  
FISCAL YEAR 2021 CAPITAL PROJECT REQUEST**

**DISTRICT/COLLEGE:** 524 Moraine Valley Community College

PROJECT NAME AND/OR DESCRIPTION Career & Technical Education Lab Expansion  
**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 2 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
BLDGS, ADDITIONS, AND/OR STRUCTURES				5,669.8	1,889.9	7,559.7				5,669.8	1,889.9	7,559.7
LAND												
EQUIPMENT				596.2	198.8	795.0				596.2	198.8	795.0
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS				187.5	62.5	250.0				187.5	62.5	250.0
PLANNING												
TOTAL				6,453.5	2,151.2	8,604.7				6,453.5	2,151.2	8,604.7

*\* 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) \$ 8,604,700  
 TOTAL COMPLETED PROJECT COST \$ 8,604,700  
 DESIRED PROJECT START DATE 12/1/2020  
 ESTIMATED COMPLETION DATE 12/31/2022  
 ESTIMATED OCCUPANCY DATE 2/1/2023  
 ESTIMATED ANNUAL OPERATING COST \$ \$20,000

**MATCHING CONTRIBUTION** \$ 2,151,200  
 (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 \$ 2,151,200

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 2  
FY 2021 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A		PART B		
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)		
		REDISTRIBUTION OF NASF SPACE		Number of Acres Requested in Budget Year		
		REQUEST FOR NEW FACILITIES	Space Prior to Remodeling	Space After Remodeling		
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>				
Classrooms	110 thru 115				1 Landscaped Ground	
Laboratory	210 thru 255	11,000			2 Physical Education and Athletic Fields	
Office	310 thru 355				3 Buildings and Attached Structures	
Study	410 thru 455				4 Experimental Plots	
Special Use	510 thru 590				5 Other Instructional Areas	
<i>General Use:</i>					6 Parking Lots	
Assembly and Exhibition	610 thru 625				7 Roadways	
Other General Use	630 thru 685				8 Pond Retention and Drainage	
Support Facilities	710 thru 765				9 Other (specify)	
Health Care	810 thru 895				Total Assigned Area	
Unclassified					Currently Unassigned	
					Total Acres	
<b>TOTAL NASF #</b>		11,000				
<b>TOTAL GSF* #</b>		11,550				

\*Gross Square Feet

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

**TABLE 3  
FY 2021 BUILDING BUDGET ESTIMATION FORM**

**District/College** 524 Moraine Valley Community College  
**Location** Palos Hills, Illinois  
**Project Name** Career & Technical Education Lab Expansion

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Instructional Lab (Wet)	11000	1.05	11550	422.56	\$4,880,600
1. Base Total	11000		11550		\$4,880,600
2. Added Costs (Tie-Into Existing)					
Tie-Into Existing					\$600,000
LEED Cost Factor @ 6%					\$328,800
3. Base Cost	11000		11550		\$5,809,400

4. Escalation (Use .3583 percent per month from base bid to bid date.) \$249,800  
 Expected Bid Date: 07/01/21      Number of Months to Bid Date: 12

5. Escalated Building Budget (Line 3 plus Line 4) \$6,059,200

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$6,665,100

7. Adds:

    a. A/E Fees 7.5% \$499,900

    b. On-Site Observation \$128,500  
         Number of Months 12      Day per Week 2

    c. Reimbursable Expenses \$32,900

    d. Art in Architecture \$33,300  
         one-half of one percent      (Multiply Line 6 by .005)

    e. Other Adds CAF @ 3% \$200,000

        f. Sub-total Adds (Lines 7a through 7e) \$894,600

8. Total Building Budget (Line 6 plus Line 7f) \$7,559,700

OTHER:  
 Estimate of Annual State Supported Operations and Maintenance Expense \_\_\_\_\_

Source of Cost Estimate: Demonica Kemper Architects  
 Date of Cost Estimate: 6/8/2019

**TABLE 4  
FY 2021 MOVEABLE EQUIPMENT LIST**

**District/College:** 524 Moraine Valley Community College  
**Project Name:** Career & Technical Education Lab Expansion

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

<b>Programmatic Unit</b>	<b>Room Use Classification</b>	<b>Name of Equipment</b>	<b>Number of Units</b>	<b>Cost per Unit</b>	<b>Estimated Total Cost</b>
Instructional Lab (Wet)	Refrigeration Lab	Cooler	1	\$25,000.00	\$25,000.00
Instructional Lab (Wet)	Refrigeration Lab	Refrigeration Equipment	10	\$10,000.00	\$100,000.00
Instructional Lab (Wet)	Sustainable Technologies Lab	Training Equipment	10	\$25,000.00	\$250,000.00
Instructional Lab (Wet)	Welding Lab	Storage Racks	1	\$15,000.00	\$15,000.00
Instructional Lab (Wet)	Welding Lab	Welding Booths / Welders	10	\$15,000.00	\$150,000.00
Instructional Lab (Wet)	Automotive Lab	Car Lifts	3	\$35,000.00	\$105,000.00
Instructional Lab (Wet)	Automotive Lab	Benches / Tools	3	\$50,000.00	\$150,000.00
<b>Grand Total Equipment Costs (this number should be included on the equipment line of table 1)</b>					<b>\$795,000.00</b>

**APPROVAL OF 2019-2024 STRATEGIC PLAN**

See attached.

**Recommended Action:**

It is recommended that the Board of Trustees approve the 2019-2024 Strategic Plan as presented on the attached sheets.

## **MISSION AND PURPOSE**

The mission of our college is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. We value excellence in teaching, learning and service as we maintain sensitivity to our role in a global, multicultural community. We are committed to innovation and continuous improvement and dedicated to providing accessible, affordable, and diverse learning opportunities and environments.

### **THE COLLEGE FULFILLS ITS EDUCATIONAL MISSION THROUGH:**

#### **GENERAL EDUCATION**

Courses and concepts integrated into the curriculum that foster critical thinking and enable informed judgment and decision making

#### **TRANSFER PROGRAMS**

Courses in arts, sciences and business leading to an associate's degree and fulfilling the first two years of a bachelor's degree

#### **CAREER EDUCATION**

Occupational courses and skill development that respond to industry and community needs and lead to professional credentials, a certificate or an Associate in Applied Science degree

#### **COMMUNITY ENRICHMENT**

Opportunities for residents to engage in lifelong education and cultural enrichment in a learning community

#### **WORKFORCE DEVELOPMENT**

Partnerships with and customized training for business, government, social, and civic institutions resulting in organizational and economic improvement

#### **STUDENT DEVELOPMENT**

Programs and services to support and enhance academic, career and personal growth and success for our diverse student population

#### **DEVELOPMENTAL AND ENRICHMENT EDUCATION**

Courses, programs, and services to support and advance academic success leading to high school equivalency, English language proficiency, or entry to college-level courses

We promise to provide a student-centered environment and to focus all college staff and resources on student learning, student development and student success.

## **VISION STATEMENT**

We envision a world-class college that meets current and emerging community needs for education and training through excellent service and outstanding programs offered in stimulating learning environments.

### **CORE VALUES**

**INTEGRITY**

**RESPONSIBILITY**

**RESPECT**

**FAIRNESS**

**DIVERSITY**

**INCLUSION**

**EQUITY**

# A. Student Success

---

The college will provide a successful student experience focusing on students' well-being and college and career success.

## **GOALS**

- SS.1: Ease student navigation of college processes and information beginning with recruitment, onboarding and registration.
- SS.2: Improve retention, completion and transfer rates.
- SS.3: Identify needs and barriers to student success, and develop and implement programs to address them.
- SS.4: Support and develop programs, services and curriculum to strengthen college readiness of students.
- SS.5: Improve student achievement of learning outcomes.
- SS.6: Emphasize students' development of leadership, interpersonal and life skills.
- SS.7: Strengthen student engagement in the college community.
- SS.8: Use multiple delivery methods and scheduling of instruction to meet student learning needs.
- SS.9: Improve utilization of support systems and available data that advance student success.
- SS.10: Improve the student experience by increasing faculty and staff training and engagement.
- SS.11: Grow alumni engagement in promoting student enrichment and success.
- SS.12: Continue to provide a beautiful, safe, comfortable, healthy, positive and welcoming learning environment.

**DRAFT**

PRIORITIES AND GOALS

## B. Program Development

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The college will develop innovative programs and services to anticipate and meet current and future student, employee, community and business needs.

### **GOALS**

- PD.1: Maintain high standards and high-quality programs and services.
- PD.2: Use data analytics to create new and enhance existing programs.
- PD.3: Develop, integrate, implement and assess Common Learning Outcomes (CLO).
- PD.4: Develop creative, alternative, flexible and accelerated delivery methods and schedules for teaching and learning.
- PD.5: Continue to build the structures and infrastructures to support fully online certificate and degree programs.
- PD.6: Expand and enhance transfer pathways in Liberal Arts and STEM fields.
- PD.7: Develop and implement career program pathways.
- PD.8: Develop and implement programs for nontraditional students.
- PD.9: Develop programs and services that address skills gaps.
- PD.10: Develop and expand programs and services to meet the needs of current and emerging occupational skill sets.
- PD.11: Engage our students in citizenship, democracy and global education through both education and practical hands-on civic experiences.
- PD.12: Strengthen external partnerships with business, industry, preK-12, college/universities and other service providers.
- PD.13: Continue to develop the structures and infrastructures to support college programs and partnerships.
- PD.14: Strengthen internal cross-collaboration.
- PD.15: Impart principles of sustainability across all campus departments; engage the broader community in practice for sustainable, economic, and social justice development.
- PD.16: Improve student and staff support systems for wellness.

## C. Technology

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The college will enhance technology in student learning and operational effectiveness.

### **GOALS**

- TL.1: Adapt and develop infrastructure and support for new technologies.
- TL.2: Improve the use of technology in making data-informed decisions.
- TL.3: Expand student, faculty, staff and community access to available technologies.
- TL.4: Improve instruction and student services for technology-delivered learning.
- TL.5: Cultivate a responsible integration of technology into the campus community, including technical competence and tech-life balance.

**DRAFT**

PRIORITIES AND GOALS

## D. Diversity, Equity and Inclusion

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The college will deepen its commitment to its core values.

### **GOALS**

- DI.1: Cultivate a campus community rich in cultural intelligence.
- DI.2: Recruit, retain and facilitate transfer for diverse students.
- DI.3: Recruit and retain diverse faculty and staff.
- DI.4: Identify equity gaps and develop system-wide programs and services to reduce inequities.
- DI.5: Enhance diversity and equity training for all staff and faculty.
- DI.6: Integrate global and intercultural perspectives into courses, programs and services.
- DI.7: Expand resources and services to diverse and underrepresented populations.
- DI.8: Expand programs to better serve increasing populations where the primary language is not English.
- DI.9: Develop systems and processes to collect and analyze data to measure the effectiveness of diversity, equity and inclusion initiatives.

**DRAFT**

## E. Institutional Advancement

---

The college will effectively and efficiently develop and manage all resources.

### **GOALS**

- IA.1: Engage in systematic planning and continuous improvement to support institutional performance, quality and efficiency.
- IA.2: Increase resources to support student recruitment and retention.
- IA.3: Expand commitment to human resource development and future leadership opportunities.
- IA.4: Maximize utilization of all campus spaces and sites.
- IA.5: Heighten college commitment to sustainability.
- IA.6: Increase campus community's capacity to identify, secure and utilize grants.
- IA.7: Expand partnerships that support resource opportunities.
- IA.8: Increase enterprise opportunities.
- IA.9: Improve effective communication among students, faculty, staff and external stakeholders.

**DRAFT**

PRIORITIES AND GOALS

**FY 2020 BUDGET**

Recommended Action:

It is recommended that the Board of Trustees adopt the FY 2020 Budget.

STATE OF ILLINOIS  
COMMUNITY COLLEGE DISTRICT 524

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Annual Budget for Fiscal Year 2020

Moraine Valley Community College

9000 West College Parkway

Palos Hills

SUMMARY OF FISCAL YEAR 2020 BUDGET BY FUND

	General			Special Revenue		
	Education Fund	Operations and Maintenance Fund	Public Building Commission Operations & Maintenance Fund	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund
Beginning Balance	58,404,843	8,904,587	-	21,470,705	165,818	1,454,026
Budgeted Revenues	83,242,364	13,128,430	-	58,449,534	80,521	444,130
Budgeted Expenditures	(80,513,689)	(13,128,430)	-	(59,285,287)	(86,700)	(740,062)
Budgeted Transfers from (to) Other Funds	(2,728,675)	-	-	840,000	-	-
Budgeted Ending Balance	58,404,843	8,904,587	-	21,474,952	159,639	1,158,094

	Debt Service		Capital Projects		Proprietary Fund
	Bond and Interest Fund	Public Building Commission Rental Fund	Operations and Maintenance Fund (Restricted)	Building Bond Proceeds Fund	Auxiliary Enterprises Fund
Beginning Balance	4,858,319	-	17,195,387	-	8,816,374
Budgeted Revenues	6,818,739	-	3,584,274	-	8,877,836
Budgeted Expenditures	(8,555,922)	-	(1,624,541)	-	(12,047,127)
Budgeted Transfers from (to) Other Funds	1,850,683	-	(1,850,683)	-	1,888,675
Budgeted Ending Balance	4,971,819	-	17,304,437	-	7,535,758

The Official Budget which is accurately summarized in this document was approved by the Board of Trustees.

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

DATE: \_\_\_\_\_

SUMMARY OF FISCAL YEAR 2020 ESTIMATED REVENUES

Moraine Valley Community College      Community College District Number 524      Year Ended 2020

<u>OPERATING REVENUES BY SOURCE</u>	Education Fund	Operations and Maintenance Fund	Total Operating Funds
<i>Local Government</i>			
Local Taxes	21,713,100	7,729,779	29,442,879
Corporate Personal Property Replacement Taxes (CPPRT)	1,043,472	-	1,043,472
Chargeback Revenue	-	-	-
Other	-	-	-
<b>TOTAL LOCAL GOVERNMENT</b>	<u>22,756,572</u>	<u>7,729,779</u>	<u>30,486,351</u>
<i>State Government</i>			
ICCB Base Operating Grants	2,277,840	5,314,960	7,592,800
ICCB Equalization Grants	5,575,010	-	5,575,010
ICCB-Career and Technical Education	695,330	-	695,330
ICCB-Adult Education	-	-	-
Other Misc.	-	-	-
<b>TOTAL STATE GOVERNMENT</b>	<u>8,548,180</u>	<u>5,314,960</u>	<u>13,863,140</u>
<i>Federal Government</i>			
Dept. of Education	-	-	-
Dept. of Labor	-	-	-
Dept. of Health and Human Services	-	-	-
Other	-	-	-
<b>TOTAL FEDERAL GOVERNMENT</b>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Student Tuition and Fees</i>			
Tuition	45,195,200	-	45,195,200
Fees	4,287,000	-	4,287,000
Other Student Assessments	-	-	-
<b>TOTAL TUITION AND FEES</b>	<u>49,482,200</u>	<u>-</u>	<u>49,482,200</u>
<i>Other Sources</i>			
Sales and Service Fees	998,087	-	998,087
Facilities Revenue	55,000	-	55,000
Investment Revenue	620,325	82,576	702,901
Nongovernmental Grants	2,000	-	2,000
Other: Library Fines	7,000	-	7,000
Indirect Cost Recoveries	773,000	-	773,000
Misc.	-	1,115	1,115
Net Interfund Transfer	-	-	-
<b>TOTAL OTHER SOURCES</b>	<u>2,455,412</u>	<u>83,691</u>	<u>2,539,103</u>
<b>TOTAL 2020 BUDGETED REVENUE</b>	<u>83,242,364</u>	<u>13,128,430</u>	<u>96,370,794</u>
<i>Less Nonoperating Items*</i>			
Tuition Chargeback Revenue	-	-	-
Instructional Service Contract Revenue	-	-	-
<b>ADJUSTED REVENUE</b>	<u>83,242,364</u>	<u>13,128,430</u>	<u>96,370,794</u>

\*Interdistrict revenues that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

SUMMARY OF FISCAL YEAR 2020 OPERATING BUDGETED EXPENDITURES

BY PROGRAM	Education Fund	Operations and Maintenance Fund	Total Operating Funds	%
Instruction	37,881,365	-	37,881,365	39.31
Academic Support	7,171,274	-	7,171,274	7.44
Student Services	9,250,725	-	9,250,725	9.60
Public Service/Continuing Education	59,875	-	59,875	0.06
Auxiliary Services	-	-	-	0.00
Operation & Maint. of Plant	-	13,128,430	13,128,430	13.62
Institutional Support	19,654,920	-	19,654,920	20.40
Scholarships, Student Grants, and Waivers	6,495,530	-	6,495,530	6.75
<b>INTERFUND TRANSFERS</b>	<b>2,728,675</b>	<b>-</b>	<b>2,728,675</b>	<b>2.83</b>
<b>TOTAL 2020 BUDGETED EXPENDITURES</b>	<b>83,242,364</b>	<b>13,128,430</b>	<b>96,370,794</b>	<b>100.01</b>
<i>Less Nonoperating Items*</i>				
Tuition Chargeback	-	-	-	-
Instructional Service Contracts	-	-	-	-
<b>ADJUSTED EXPENDITURES</b>	<b>83,242,364</b>	<b>13,128,430</b>	<b>96,370,794</b>	<b>100.01</b>
<b>BY OBJECT</b>				
Salaries	53,263,043	4,313,785	57,576,828	59.75
Employee Benefits	10,802,798	1,334,603	12,137,401	12.59
Contractual Services	4,328,733	4,150,703	8,479,436	8.80
General Materials and Supplies	4,186,857	848,074	5,034,931	5.22
Travel and Conference/ Meeting Expenses	887,679	15,517	903,196	0.94
Fixed Charges	48,004	1,000	49,004	0.05
Utilities	89,045	2,352,803	2,441,848	2.53
Capital Outlay	92,000	111,945	203,945	0.21
Other	6,715,530	-	6,715,530	6.97
Provision for Contingency	100,000	-	100,000	0.10
<b>INTERFUND TRANSFERS</b>	<b>2,728,675</b>	<b>-</b>	<b>2,728,675</b>	<b>2.83</b>
<b>TOTAL 2020 BUDGETED EXPENDITURES</b>	<b>83,242,364</b>	<b>13,128,430</b>	<b>96,370,794</b>	<b>100.00</b>
<i>Less Nonoperating Items*</i>				
Tuition Chargeback	-	-	-	-
Instructional Service Contracts	-	-	-	-
<b>ADJUSTED EXPENDITURES</b>	<b>83,242,364</b>	<b>13,128,430</b>	<b>96,370,794</b>	<b>100.00</b>

\*Interdistrict revenues that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

FISCAL YEAR 2020 BUDGETED EXPENDITURES

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTRUCTION</b>		
Salaries	31,789,649	
Employee Benefits	4,469,774	
Contractual Services	493,935	
General Materials and Supplies	948,556	
Travel and Conference/Meeting Expenses	143,651	
Fixed Charges	35,800	
Utilities	-	
Capital Outlay	-	
Other	-	37,881,365
<b>ACADEMIC SUPPORT</b>		
Salaries	4,594,200	
Employee Benefits	1,158,267	
Contractual Services	396,679	
General Materials and Supplies	854,479	
Travel and Conference/Meeting Expenses	164,001	
Fixed Charges	3,648	
Utilities	-	
Capital Outlay	-	
Other	-	7,171,274
<b>STUDENT SERVICES</b>		
Salaries	6,587,876	
Employee Benefits	1,717,260	
Contractual Services	338,413	
General Materials and Supplies	442,055	
Travel and Conference/Meeting Expenses	165,121	
Fixed Charges	-	
Utilities	-	
Capital Outlay	-	
Other	-	9,250,725
<b>PUBLIC SERVICE/CONTINUING EDUCATION</b>		
Salaries	35,490	
Employee Benefits	619	
Contractual Services	5,441	
General Materials and Supplies	4,300	
Travel and Conference/Meeting Expenses	14,025	
Fixed Charges	-	
Utilities	-	
Capital Outlay	-	
Other	-	59,875

FISCAL YEAR 2020 BUDGETED EXPENDITURES

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<b>AUXILIARY SERVICES</b>		
Salaries	-	
Employee Benefits	-	
Contractual Services	-	
General Materials and Supplies	-	
Travel and Conference/Meeting Expenses	-	
Fixed Charges	-	
Utilities	-	
Capital Outlay	-	
Other	-	-
<b>OPERATION AND MAINTENANCE OF PLANT</b>		
Salaries	-	
Employee Benefits	-	
Contractual Services	-	
General Materials and Supplies	-	
Travel and Conference/Meeting Expenses	-	
Fixed Charges	-	
Utilities	-	
Capital Outlay	-	
Other	-	-
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	10,255,828	
Employee Benefits	3,456,878	
Contractual Services	3,094,265	
General Materials and Supplies	1,937,467	
Travel and Conference/Meeting Expenses	400,881	
Fixed Charges	8,556	
Utilities	89,045	
Capital Outlay	92,000	
Other	220,000	
Provision for Contingency	100,000	19,654,920
<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>		
Salaries	-	
Employee Benefits	-	
Contractual Services	-	
General Materials and Supplies	-	
Travel and Conference/Meeting Expenses	-	
Fixed Charges	-	
Utilities	-	
Capital Outlay	-	
Other	6,495,530	6,495,530
<b>INTERFUND TRANSFERS</b>		2,728,675
<b>GRAND TOTAL</b>		<b>83,242,364</b>

FISCAL YEAR 2020 BUDGETED EXPENDITURES

<u>OPERATIONS AND MAINTENANCE FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<b>OPERATION AND MAINTENANCE OF PLANT</b>		
Salaries	4,313,785	
Employee Benefits	1,334,603	
Contractual Services	4,150,703	
General Materials and Supplies	848,074	
Travel and Conference/Meeting Expenses	15,517	
Fixed Charges	1,000	
Utilities	2,352,803	
Capital Outlay	111,945	
Other	-	13,128,430
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	-	
Employee Benefits	-	
Contractual Services	-	
General Materials and Supplies	-	
Travel and Conference/Meeting Expenses	-	
Fixed Charges	-	
Utilities	-	
Capital Outlay	-	
Other	-	
Provision for Contingency	-	-
<b>INTERFUND TRANSFERS</b>		
		-
<b>GRAND TOTAL</b>		<b>13,128,430</b>

FISCAL YEAR 2020 BUDGETED REVENUES

OPERATIONS AND MAINTENANCE FUND

(Restricted)

	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	970,874	
Premium on Bond Issuance	-	970,874
State Governmental Sources	-	-
Federal Governmental Sources	-	-
Other Sources		
Student Tuition and Fees	2,410,000	
Sales and Service Fees	-	
Bond Proceeds	-	
Facilities Revenue	85,000	
Investment Revenue	103,400	
Nongovernmental Gifts, Scholarships, Grants, and Bequests	-	
Other	15,000	2,613,400
INTERFUND TRANSFERS		-
GRAND TOTAL		<u>3,584,274</u>

FISCAL YEAR 2020 BUDGETED EXPENDITURES

OPERATIONS AND MAINTENANCE FUND

(Restricted)

	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Salaries	-	
Employee Benefits	-	
Contractual Services	627,207	
General Materials and Supplies	-	
Travel and Conference/Meeting Expenses	-	
Fixed Charges	-	
Utilities	-	
Capital Outlay	997,334	
Other Expenditures	-	
Provision for Contingency	-	1,624,541
INTERFUND TRANSFERS		1,850,683
GRAND TOTAL		<u>3,475,224</u>

FISCAL YEAR 2020 BUDGETED REVENUES

<u>AUXILIARY ENTERPRISES FUND</u>	<u>Revenues</u>	<u>Totals</u>
Student Activity Assessment	637,000	
Sales and Service Fees Sources	7,535,991	
Facilities Revenue	466,000	
Investment Revenue Sources	108,345	
Nongovernmental Gifts, Grants, and Bequests Sources	101,500	
Other	29,000	8,877,836
INTERFUND TRANSFERS		2,688,675
GRAND TOTAL		11,566,511

FISCAL YEAR 2020 BUDGETED EXPENDITURES

<u>AUXILIARY ENTERPRISES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Salaries	3,656,327	
Employee Benefits	869,949	
Contractual Services	2,566,179	
General Materials and Supplies	4,462,967	
Travel and Conference/Meeting Expenses	358,604	
Fixed Charges	17,483	
Utilities	1,100	
Capital Outlay	32,000	
Other	82,518	12,047,127
INTERFUND TRANSFERS		800,000
GRAND TOTAL		12,847,127

FISCAL YEAR 2020 BUDGETED REVENUES

<u>BOND AND INTEREST FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	6,797,739	
Corporate Personal Property Replacement Taxes (CPPRT)	-	
Chargeback Revenue	-	
Other	-	6,797,739
State Sources	-	-
Other Sources		
Student Tuition and Fees	-	
Investment Revenue	21,000	
Other	-	21,000
INTERFUND TRANSFERS		1,850,683
GRAND TOTAL		8,669,422

FISCAL YEAR 2020 BUDGETED EXPENDITURES

<u>BOND AND INTEREST FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Debt Principal Retirement	6,130,000	
Interest (on Bonds)	2,425,922	
Other Fixed Charges	-	8,555,922
INTERFUND TRANSFERS		-
GRAND TOTAL		8,555,922

FISCAL YEAR 2020 BUDGETED REVENUES

<u>RESTRICTED PURPOSES FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources	-	-
State Governmental Sources		
ICCB Workforce Preparation Grants	-	
ICCB P-16 Initiative Grant	-	
ICCB Special Populations/Student Success	-	
Other ICCB Grants	833,560	
Department of Corrections	-	
ISBE Grants	-	
Department of Veterans Affairs	-	
Illinois Student Assistance Commission	2,210,350	
State University Retirement System	29,206,265	
Other Illinois Governmental Sources	7,500	32,257,675
Federal Governmental Sources		
Department of Education	23,459,769	
Department of Labor	206,802	
Department of Health and Human Services	-	
Other Federal Governmental Sources	1,553,209	25,219,780
Other Sources		
Student Tuition and Fees	-	
Sales and Service Fees	-	
Facilities Revenue	-	
Investment Revenue	310,837	
Nongovernmental Gifts, Scholarships, Grants, and Bequests	563,730	
Other Revenue	97,512	972,079
INTERFUND TRANSFERS		840,000
GRAND TOTAL		59,289,534

FISCAL YEAR 2020 BUDGETED EXPENDITURES

<u>RESTRICTED PURPOSES FUND</u>	<u>Expenditures</u>	<u>Totals</u>
<b>INSTRUCTION</b>		
Salaries	1,423,361	
Employee Benefits	15,073,535	
Contractual Services	77,245	
General Materials and Supplies	128,722	
Travel and Conference/Meeting Expenses	36,186	
Fixed Charges	-	
Utilities	-	
Capital Outlay	112,000	
Other	127,723	16,978,772
<b>ACADEMIC SUPPORT</b>		
Salaries	289,176	
Employee Benefits	2,299,733	
Contractual Services	257,243	
General Materials and Supplies	42,104	
Travel and Conference/Meeting Expenses	38,943	
Fixed Charges	-	
Utilities	-	
Capital Outlay	69,254	
Other	41,517	3,037,970
<b>STUDENT SERVICES</b>		
Salaries	625,302	
Employee Benefits	3,571,701	
Contractual Services	38,880	
General Materials and Supplies	19,781	
Travel and Conference/Meeting Expenses	120,713	
Fixed Charges	-	
Utilities	-	
Capital Outlay	-	
Other	89,011	4,465,388
<b>PUBLIC SERVICE/CONTINUING EDUCATION</b>		
Salaries	327,481	
Employee Benefits	244,529	
Contractual Services	105,917	
General Materials and Supplies	32,177	
Travel and Conference/Meeting Expenses	59,189	
Fixed Charges	2,100	
Utilities	-	
Capital Outlay	64,490	
Other	221,895	1,057,778

FISCAL YEAR 2020 BUDGETED EXPENDITURES

<u>RESTRICTED PURPOSES FUND</u>	<u>Expenditures</u>	<u>Totals</u>
<b>AUXILIARY SERVICES</b>		
Salaries	-	
Employee Benefits	1,659,024	
Contractual Services	-	
General Materials and Supplies	-	
Travel and Conference/Meeting Expenses	-	
Fixed Charges	-	
Utilities	-	
Capital Outlay	-	
Other	-	1,659,024
<b>OPERATION AND MAINTENANCE OF PLANT</b>		
Salaries	-	
Employee Benefits	2,105,042	
Contractual Services	-	
General Materials and Supplies	-	
Travel and Conference/Meeting Expenses	-	
Fixed Charges	-	
Utilities	-	
Capital Outlay	-	
Other	-	2,105,042
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	-	
Employee Benefits	4,714,581	
Contractual Services	63,050	
General Materials and Supplies	1,026,752	
Travel and Conference/Meeting Expenses	13,380	
Fixed Charges	-	
Utilities	-	
Capital Outlay	83,000	
Other	-	
Provision for Contingency	-	5,900,763
<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>		
Salaries	210,000	
Employee Benefits	-	
Contractual Services	-	
General Materials and Supplies	-	
Travel and Conference/Meeting Expenses	-	
Fixed Charges	-	
Utilities	-	
Capital Outlay	-	
Other	-	
Financial Aid	23,870,550	24,080,550
<b>INTERFUND TRANSFERS</b>		
		-
<b>GRAND TOTAL</b>		<b>59,285,287</b>

FISCAL YEAR 2020 BUDGETED REVENUES

<u>AUDIT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	78,211	
Chargeback Revenue	-	
Other	-	78,211
Other Sources		
Investment Revenue	2,310	
Other	-	2,310
GRAND TOTAL		80,521

FISCAL YEAR 2020 BUDGETED EXPENDITURES

<u>AUDIT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Contractual Services		
Audit Services	86,700	
Consultants	-	
Architectural Services	-	
Maintenance Services	-	
Legal Services	-	
Office Services	-	
Instructional Service Contracts	-	
Other Contractual Services	-	
Other	-	86,700
GRAND TOTAL		86,700

FISCAL YEAR 2020 BUDGETED REVENUES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	<u>425,220</u>	
Chargeback Revenue	<u>-</u>	
Other	<u>-</u>	<u>425,220</u>
Other Sources		
Investment Revenue	<u>18,910</u>	
Other	<u>-</u>	<u>18,910</u>
GRAND TOTAL		<u><u>444,130</u></u>

FISCAL YEAR 2020 BUDGETED EXPENDITURES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
General Liability Insurance	<u>387,000</u>	
Workmen's Compensation Insurance	<u>278,942</u>	
Unemployment Insurance	<u>61,120</u>	
Social Security/Medicare	<u>-</u>	
Contractual Services	<u>13,000</u>	
Fixed Charges	<u>-</u>	<u>740,062</u>
GRAND TOTAL		<u><u>740,062</u></u>

SUMMARY OF FISCAL YEAR 2020 ANTICIPATED REVENUES

District Number 524

Moraine Valley Community College

Said community college's current estimates of revenues anticipated for Fiscal Year 2020 are displayed below. These estimates are based on the best information presently available and may be revised before adoption of the Fiscal Year 2020 budget.

Chief Financial Officer of Community College District # 524

	General		Special Revenue		Debt Service	Capital Projects	Proprietary Funds
	Education Fund	Operations and Maintenance Fund	Restricted Purposes Fund	Audit Fund			
<b>LOCAL GOVERNMENT</b>							
Local Taxes	21,713,100	7,729,779	-	78,211	6,797,739	970,874	-
Corporate Personal Property							
Replacement Taxes	1,043,472	-	-	-	-	-	-
Chargeback/Contractual Agreement	-	-	-	-	-	-	-
Other Local Government Sources	-	-	-	-	-	-	-
<b>STATE GOVERNMENT</b>							
ICCB Grants	8,548,180	5,314,960	833,560	-	-	-	-
Dept. Of Corrections	-	-	-	-	-	-	-
ISBE Grants	-	-	-	-	-	-	-
Dept. Of Veterans Affairs	-	-	-	-	-	-	-
Illinois Student Assistance Comm.	-	-	2,210,350	-	-	-	-
State University Retirement System	-	-	29,206,265	-	-	-	-
Other State Government Sources	-	-	7,500	-	-	-	-
<b>FEDERAL GOVERNMENT</b>							
Dept. of Education	-	-	23,459,769	-	-	-	-
Dept. of Labor	-	-	206,802	-	-	-	-
Dept. of Health and Human Svcs.	-	-	-	-	-	-	-
Other Federal Govt. Sources	-	-	1,553,209	-	-	-	-
<b>STUDENT TUITION AND FEES</b>							
Tuition	45,195,200	-	-	-	-	-	-
Student Fees	4,287,000	-	-	-	-	2,410,000	-
Student Activity Assessment	-	-	-	-	-	-	637,000
Other Student Tuition and Fees	-	-	-	-	-	-	-
<b>OTHER SOURCES</b>							
Sales and Services Fees	998,087	-	-	-	-	-	7,535,991
Bond Proceeds	-	-	-	-	-	-	-
Facilities Revenue	55,000	-	-	-	-	85,000	466,000
Investment Revenue	620,325	82,576	310,837	2,310	21,000	103,400	108,345
Nongovt. Gifts, Scholarships, Grants, and Bequests	2,000	-	563,730	-	-	-	101,500
Other Revenues	780,000	1,115	97,512	-	-	15,000	29,000
Interfund Transfer	-	-	840,000	-	1,850,683	-	2,688,675
<b>TOTAL FY 2020 ANTICIPATED REVENUE</b>	<b>83,242,364</b>	<b>13,128,430</b>	<b>59,289,534</b>	<b>80,521</b>	<b>8,669,422</b>	<b>3,584,274</b>	<b>11,566,511</b>

DATE: May 30, 2019

TO: Theresa O’Carroll  
Vice President of Financial and Business Service and College Treasurer

FROM: Jane Bentley  
Director of Purchasing

RE: **Xerographic Office Paper Bid FY20**

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 30, 2019 at 11:00 A.M. in, Room L 187. Two (2) bids and two (2) “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”, Domtar Husky Copy 30 xerographic multipurpose paper for use with the college’s multifunction devices and printers. The college uses approximately 1600 cases of paper annually. The Domtar Husky Copy 30 multipurpose paper works best with the college’s Canon equipment and therefore, was the paper specified for this bid. Domtar Husky Copy 30 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, 2019 – June 30, 2020.

**RECOMMENDED ACTION:** Whereas Lewis Paper, of Addison, 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, 2019 - June 30, 2020 with Lewis Paper to secure the pricing for paper at a price of \$ 35.35 per case.**

TO: Dr. Sylvia M. Jenkins, President

FROM: Kamlesh Sanghvi, Chief Information Officer  
Dr. Margaret Lehner, Vice President for Institutional Advancement and Executive Assistant to the President

DATE: June 5, 2018

RE: **Concept 3D Campus Mapping Software**

The Information Technology and Marketing and Communications departments have identified a growing need to provide a mobile friendly mapping, wayfinding and virtual tour solution for the college's students and public at large. The college currently relies upon static PDF files and Google Maps for building room guides and directions, but they are limited in their usefulness, accessibility and accuracy. The college does not currently offer a virtual tour. With the recent launch of the college's mobile application and the continuous growth in website views from mobile devices, the college needs to adapt and expand its mobile-first resources.

In soliciting input from community college CIOs from across the state, the college learned of Concept 3D, an interactive virtual experience company. With its proprietary content management system (CMS), the company can meet all the college's needs with one solution. Concept 3D's base map, tour builder CMS and other features, including interior renderings, wayfinding, 360-degree panorama images, lead generation form, print map generator, and custom print map, will provide the college with a comprehensive and integrated tool benefitting current students and campus visitors as well as attracting prospective students. Multiple demos were provided, and costs were negotiated.

Concept 3D has worked with many colleges, but locally has been utilized by Harper College and Kishwaukee Community College for 3D campus map development, wayfinding and tours. References were checked; reviews were excellent. Concept 3D is a sole-source provider, and a review of services offered by other similar vendors supported this claim.

**RECOMMENDED ACTION:**

It is recommended that the Board of Trustees approve a service agreement with Concept 3D for its enterprise solution at a first year cost of \$42,000 and annual subscription fee of \$15,000.

**LEGAL COUNSEL SERVICES**

Action:

That the Board of Trustees appoint James J. Roche & Associates as counsel for Moraine Valley Community College.

MOTION

NOW COMES \_\_\_\_\_, Trustee of Moraine Valley Community College, and hereby make a motion to appoint James J. Roche and Associates as counsel for Moraine Valley Community College, District 524.

# **JAMES J. ROCHE & ASSOCIATES**

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## **THE FIRM**

James J. Roche & Associates is a general practice law firm that concentrates its practice in the areas of school and municipal law, commercial, contract and tort litigation; general business and corporate law advice; and appellate litigation. The firm also practices before Federal and State Agencies, including EEOC, Human Rights Commission, and both State and Federal Department of Labor. All of the firm's attorneys have vast experience in all aspects of the above mentioned areas and bring that expertise to best serve the needs of each client.

The firm's practice consists of litigation in both the State and Federal Courts. The State court experience ranges from extensive Cook, DuPage, Kane, Lake and Will County Circuit Court, Illinois Appellate and Illinois Supreme Court appearances. Additionally, the firm's practice experience includes the United States District Courts, and the Seventh Circuit Court of Appeals.

## Practice Areas

James J. Roche & Associates is a general practice laws firm that concentrates its practice in the areas of municipal law, school law, commercial law, contract disputes, tort litigation, general business and corporate law advice, commercial and residential real estate, and appellate litigation.

Our attorneys litigate in Illinois State and Federal Courts. We have successfully litigated in Illinois State court from the municipal division through the Illinois Supreme Court. Our representation extends throughout Cook County, DuPage County, Kane County, Lake County and Will County Circuit Courts, the Illinois Appellate Court, the Illinois Supreme Court, the United States District Court for the Northern District of Illinois, and the Seventh Circuit Court of appeals.

Our law firm recently tried to verdict antitrust case on behalf of Orland Fire Protection District, Orland Park and Orland Hills in which the District court ruled that these government agencies did not violate antitrust rules and were entitled to state action immunity.

Our attorneys additionally represent clients before Federal and State Agencies, including the EEOC, the Human Rights Commission, the Illinois Motor Vehicle board, and both State and Federal Departments of Labor.

James J. Roche & Associates offers vast experience in diverse areas of law to best serve the needs of each individual client.

The firm has represented the following municipalities and public entities:

### **MUNICIPALITIES**

Orland Fire Protection District

Orland Park, Illinois

Orland Hills, Illinois

Calumet City, Illinois

Evergreen Park, Illinois

Hillside, Illinois

Harwood Heights, Illinois

Des Plaines, Illinois

Orland Park Liquor Commission

Evergreen Park Police Department

Bellwood, Illinois

Melrose Park, Illinois

### **SCHOOL DISTRICTS**

Orland School District No. 135

Tinley Park School District No. 275

Calumet City School District No. 185

Bellwood School District No. 88

Posen Robbins School District No. 143½

Niles School District 219

Orland Community High School District 218

School District 130

Hoover Schrum School District 157

Moraine Valley Community College

**PRESIDENT**  
**JAMES J. ROCHE**

Born 1948 in Chicago, Illinois; graduate of Loyola University, Chicago, Illinois, B.A. 1971; graduate of Loyola University School of Law, J.D. 1975; Assistant Corporate Counsel in the City of Chicago from 1974 to 1978; Senior Partner of the law firm of Condon, Cook & Roche from 1978 to 1989; Special Assistant Attorney General for the State of Illinois from 1990 to present; member of the Chicago Bar Association; Illinois Bar Association; American Bar Association; and Illinois Trial Lawyers Association; member of the Municipal Section of the Illinois Bar Association; member of the Federal Trial Bar; and member of Insurance Defense Bar.

James J. Roche began his legal experience as an Assistant Corporation Counsel for the City of Chicago. From 1974 to 1978, Mr. Roche handled everything from City ordinances, City contracts, defending personal injury lawsuits with the City, and employment discrimination cases. Thereafter, Mr. Roche has focused his private practice specializing in the defense of local municipalities and school districts; in the areas of complex commercial and tort litigation from the defense perspectives; appellate practice; general business litigation; and governmental agencies including EEOC, Human Rights Commission, and the Illinois and Federal Department of Labor.

## **ASSOCIATES**

### **LEEANN M. CROW**

Ms. Crow was admitted to the bar in 2001, after earning her Juris Doctor degree from Loyola University School of Law in Chicago, Illinois. She is licensed to practice in the Court of the State of Illinois and the United States District Court for the Northern and Central Districts of Illinois. She is also a member of the Federal Trial Bar.

Her clients have included well-known corporations, municipalities and individuals. Ms. Crow has extensive litigation experience in both State and Federal Trial Courts. She also has experience in handling matters before the Human Rights Commission, Illinois Department of Human Rights, Equal Employment Opportunity Commission, the Illinois Department of Labor and other governmental regulatory agencies. Ms. Crow is also well versed in drafting employee handbooks and conducting employee compliance seminars on discrimination, harassment and other related matters.

Ms. Crow earned her Bachelor of Arts degree in Political Science from Michigan State University in East Lansing, Michigan.

### **MEGAN S. ROCHE**

Ms. Roche was admitted to the bar in 2009, after earning her Juris Doctor degree from Thomas M. Cooley Law School in Lansing, Michigan. She is licensed

to practice in the Court of the State of Illinois and the United States District Court for the Northern District of Illinois.

Her clients have included well-known corporations, municipalities and individuals. Ms. Roche has litigation experience in both state and federal trial courts. Her clients include well-known corporations, municipalities and individuals. Her practice concentrates on litigation.

Ms. Roche earned her Bachelor of Arts degree in Political Science from The University of Illinois in Urbana-Champaign, Illinois.

## **BRITTANY E. HARTWIG**

Ms. Hartwig was admitted to the bar in 2014. She practices in general civil litigation, representing the interests of individuals, businesses, and municipalities in a broad range of areas including: administrative law, anti-trust law, complex commercial law, contract law, corporate law, domestic relations, employment law, personal injury, and real estate transactions.

Ms. Hartwig earned her Juris Doctor from Loyola University Chicago School of Law, where she earned a Certificate in Advocacy for narrowly tailoring her education to have an intense focus on civil litigation and legal writing. She earned her Bachelor of Arts from the University of Arizona in 2010.

In her spare time, Ms. Hartwig focuses on giving back to the Chicago community, and serves on the Executive Board of the Children's Research Fund Junior Board in their philanthropic efforts to support the Anne & Robert H. Lurie

Children's Hospital of Chicago, and the Stanley Manne Children's Research Institute.

## **SAMANTHA VOSS**

Ms. Voss was admitted to the Illinois bar in 2014 and the California bar in 2015. She practices in general civil litigation, specializing in municipal law and complex commercial transactions. She also has experience in family law. Prior to joining James J. Roche & Associates, Ms. Voss served as General Counsel to successful Chicago-based event planning company.

Ms. Voss earned her Juris Doctor from Loyola University Chicago School of Law, and earned her undergraduate degree from the University of Wisconsin-Madison School of Business.

## **REFERENCES & INQUIRIES**

Mayor Daniel McLaughlin  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, IL 60462  
708-403-6160

Chris Evoy, President  
Board of Trustees  
Orland Fire Protection District  
9790 West 151<sup>st</sup> Street  
Orland Park, IL 60462  
800-758-6665 ext.216

Douglas M. Cook, President  
FELDCO FACTORY DIRECT LLC  
125 East Oakton  
Des Plaines, IL 60018  
708-437-4002

Judge James A. Geocarlis  
Retired Presiding Judge  
of Cook County  
800 East Northwest Highway, Suite 730  
Palatine, IL 60067  
847-705-3879

## OUR VERDICTS

*Alarm Detection Systems*  
v.  
*Orland Fire Protection District*  
2018 WL 3901318      Signed 8/2/2018

*Watts*  
v.  
*City of Calumet City*  
2016 IL. App.(1<sup>st</sup>) 151973

*Coleman*  
v.  
*East Joliet Fire Protection District*  
2016 IL 117952 (2016)

*Ford Motor Company v.*  
*Village Ford and the Illinois Motor Vehicle Review Board*  
338 Ill. App. 3d 880 (2003)

*Jerry and Mary Taylor*  
v.  
*Quality Hyundai, Inc.*  
150 F. 3<sup>rd</sup> 689 (1998)

*Virginia Cruz v. Northwestern Chrysler Plymouth Sales, Inc.*  
*v. Arlington Toyota, Inc.*  
179 Ill.2d 271 (1997)

*J. Fred Creek*  
v.  
*Village of Westhaven*  
80 F. 3d 186 (1996)

*Joseph Parisi*  
v.  
*Village of Worth and Harry P. Jenkins*  
236 Ill.App. 3d 42 (1992)

*Alarm Detection Sys. Inc*  
v.  
*Orland Fire Prot. Dist.*  
129 F.Supp 3d 614,618 (N.D. Ill. 2015)

*Charlotte Pankros*  
v.  
*Fred Tyler and Ricky Dahms*  
Ill.app. 3d 1049 (2001)

*Paczkowski*  
v.  
*Luse Asbestos Removal Company*  
321 Ill.App.3d 1049 (2001)

*Giordano's Enterprises, Inc.*  
v.  
*Vito Scamarcia*  
164 Ill. 2d 563 (1995)

*Sampath Kumaran*  
V.  
*Barbara Brotman and the Chicago Tribune Company*  
247 Ill.App.3d 216 (1993)

*Raymond M. Walsh*  
v.  
*The Board of Fire and Police Commissioners of the Village of Orland Park*  
96 Ill. 2d 101 (1983)