

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

Governing Board of Moraine Valley Community College, Community College District #524,
Regular Meeting, 6:00 PM, Tuesday, October 15, 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, September 17, 2019
 - 2) Unapproved Minutes - Closed Session, September 17, 2019
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
 - 1) Student Trustee Report - Williams
6. **REPORTS OF ADMINISTRATION**
 - 1) President's Report
 - Audit Report
 - Winter Session
7. **COMMUNICATIONS**
 - 1) Approval of Veterinary Assistant Program by National Association of Veterinary Assistants in America (NAVTA)
 - 2) Thank you Letter from Palestine Children's Relief Fund for Use of Facilities for Run4Peace Event
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
 - a. * Renewal of Appointments - Grant Funded
 - 2) * Part-Time/Supplemental/Other
 - 3) Salary Revisions
 - 4) * Leave of Absence (LOA)
 - 5) Resignations/Terminations
 - a. * Retirement - Administrative and Professional
 - b. * Retirement - Faculty
 - 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
 - 1) * Affiliation Agreement with Affiliated Oncologists LLC (Medical Assistant)
 - 2) * College Life-Cycle Management (LCM) Equipment Purchase Fall 2019 Part II
 - 3) * Getinge Autoclave Purchase Fall 2019
 - 4) * CAE Healthcare Lucina AR Maternal Manikin Purchase Fall 2019
 - 5) * Building C Carpet Replacement Bid
 - 6) * Acceptance of Audit
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **ADJOURNMENT**

Agenda Item 3.0
October 15, 2019

MINUTES

Approved Minutes of the Regular Meeting of August 20, 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, August 20, 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 Chair Kimberly Hastings Cristelli at 6:00 PM.

II. ROLL CALL

Present: Kimberly Hastings Cristelli, Chair; Bernadette Barrett; John Coleman; Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy; Brian O’Neill

Absent: Andrew Williams, Student Trustee

III. MINUTES

The Board of Trustees, having reviewed the unapproved Minutes of the Public Hearing on Budget of June 18, 2019, the unapproved Minutes of the Regular Meeting of June 18, 2019, and the unapproved minutes of the Special Meeting/Board Retreat held July 20, 2019, and there being no further corrections to the minutes, the minutes are approved as presented.

IV. AUDIENCE PARTICIPATION

Dawn Wrobel, adjunct faculty member, addressed the Board requesting consideration in negotiations for closing the gap in salaries between the adjunct and full-time faculty at the college. She indicated that adjunct faculty are dedicated and love their students and their subject matter. She asked the Board to consider seniority for adjunct faculty, which is used only for summer hiring at this point. She thanked the Board for hearing her comments.

V. BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report

In Mr. Williams’ absence, the Student Trustee Report is deferred.

VI. REPORTS OF ADMINISTRATION

Dr. Jenkins welcomed the Board members back after the summer. She reviewed college materials that are at each trustee's seat, including the college's audit letter summarizing the auditors' terms of service; a copy of the Master Facilities Plan slides from the July 20 Board Retreat, which was too large a file to send by email; the college's Facts and Figures book; the college's annual report; and the Fine and Performing Arts Center season brochure. She thanked the many areas on campus responsible for putting these materials together.

6.1 Presentation to Carey Cipolla (retirement)

Mr. Cipolla was not present to receive his retirement gift; it will be mailed to him.

6.2 Presentation to Mark Gurra (retirement)

On behalf of the Board and administration, Ms. Murphy presented Mark Gurra, Police Officer, with a retirement gift and thanked him for his many years of service to the college and its community.

6.3 President's Report

- Board Retreat Recap – Dr. Jenkins shared an overview of the Board Retreat held July 20 and thanked the Board members for being at the meeting, which was held in the B Building, where the allied health and nursing programs are housed and which were a primary topic for the retreat. The focus of the retreat centered on what type of facility does the college need to grow and to move forward and what does the college need to do to renovate some of the current space. She indicated that a working session for the Board may be scheduled between now and the October Board meeting. College staff are working on gathering requested and additional information for that working session. Dr. Jenkins reported that as a result of RAMP documents submitted over the last 10 years, the college was appropriated \$43 million funding for capital projects. She reported that thank you letters for the capital appropriation have been sent to district legislators. She thanked Senator Maloney for his support and assistance and sharing legislative information with the Board. She reminded everyone that this is Capitol Development Board money and there is no information about when it will be coming, but the college needs to continue moving forward in its planning. She noted that the proposed building costs much more than it did

when the RAMP documents were developed, and there will be further discussion about this. PMA Securities was at the retreat to discuss ways that the college could raise revenue.

- Illinois Equity in Attainment – Dr. Scott Friedman, Dean of Student Engagement, reported on the Illinois Equity in Attainment initiative, or ILEA, which is the hallmark program of the Partnership for College Completion. Moraine Valley is one of 29 institutions participating in this project. Its goal is to eliminate racial and socioeconomic achievement gaps. Moraine Valley is looking at its data about equity, completed the Achieving the Dream tool, and will develop and implement a plan to address equity gaps. He outlined activities that have taken place so far, and reported that next steps include a focus on equity at the October 1 college-wide staff development day, with a formal equity plan expected in December.

Dr. Jenkins thanked Trustees Barrett, Kirkwood, and P. Murphy for attending the recent Governance Leadership Institute held in Washington, DC, a couple of weeks ago. A link to all of the material shared at that meeting was provided to the Board members in her memo. She reported that the fall semester has begun and the parking lots are full and the bookstore is very busy. She thanked the Academic Affairs and Student Development divisions for helping students enroll for classes, noting that students were still showing up to register. An enrollment report will be presented at an upcoming Board meeting. Dr. Jenkins shared that the college received more sad news with the passing of Bill Helmold, Director of Client Services, last Friday. Bill was with the college for many years, and his loss will be felt deeply by many.

VII. COMMUNICATIONS

- 7.1 Letter from Illinois Community College Board and Illinois Board of Higher Education Congratulating Moraine Valley Faculty Member Tanginia Southall, Named 2019-2020 IL Gateways to Opportunity Faculty Fellow
- 7.2 Letter from Columbia College/Chicago re Moraine Valley Student Kirsten Baity's Selection as Recipient of a \$12,000 Chicagoland Transfer Award (CTA) Scholarship
- 7.3 Letter from the Association of Community College Trustees (ACCT) Announcing Dr. John Sands as Central Regional Faculty Member Award Recipient
- 7.4 Letter of Notification from the Illinois Community College Board (ICCB) for Approval of Associate in Engineering Science (A.E.S.) Degree

- 7.5 Letter from the Midwest Association of Student Employment Administrators Naming Tianna Richards the State of Illinois Student Employment Supervisor of the Year for 2019

VIII. FINANCIAL STATEMENT

For JUNE 2019:

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$107,677,329.87 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

For JULY 2019:

8.3 Treasurer's Report

Treasurer's Report showing an ending balance of \$112,007,926.75 will be filed for audit. (DOCUMENT C - SUPPLEMENT TO MINUTES)

8.4 Budget Report

(DOCUMENT D - SUPPLEMENT TO MINUTES)

Ms. O'Carroll reported that all state payments for FY2019 were received by June 30 and state payments for FY2020 started arriving in July. Additionally, the college is starting to see property tax revenues.

CONSENT AGENDA (IX – XII):

It was moved by Ms. Barrett and seconded by Mr. O'Neill to remove Agenda Item 10.6 from the consent agenda.

Chair Cristelli reported that the administration requests the removal of Agenda Item 12.8 from the consent agenda to provide additional information. It was moved by Ms. Kirkwood and seconded by Ms. Murphy to remove Agenda Item 12.8 from the consent agenda.

It was moved by Ms. Kirkwood and seconded by Chair Cristelli to remove Agenda Item 12.9 from the consent agenda.

Chair Cristelli stated that 10.6 is for discussion in closed session and 12.8 and 12.9 are pulled for discussion.

It was moved by Mr. Murphy and seconded by Ms. Kirkwood to approve the following consent agenda items, excluding Agenda Item 10.1-6, Agenda Item 12.8, and Agenda Item 12.9:

At the chair’s request, Theresa O’Carroll provided information about Agenda Item 12.8, Amendment to Trust Agreement, and shared the amended recommendation, explaining that due to a miscalculation by the staff at the Capital Development Board of the contribution required by the college for the Capital Development Board Project to replace the boilers at the Fine and Performing Arts Center, the initial amendment to trust agreement adding \$35,000 to an existing trust account of \$141,728 is amended to correct the additional contribution amount required to be \$63,376. Ms. O’Carroll noted that the amended recommendation replaces the recommendation in the Board packet.

Mr. Murphy noted that there was a motion and second to approve the consent agenda; he indicated that the Board needed to act on that motion first and then move on to the three items that were pulled for discussion

Chair Cristelli called for the vote on the consent agenda.

IX. WARRANTS

The warrant summaries are presented to the Board.

For JUNE 2019:

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$8,649,551.41
9.3	Operation & Maintenance Fund	1,616,333.90
9.4	Operation & Maintenance Fund (Restricted)	748,986.47
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	1,099,430.29
9.7	Restricted Purpose Fund	2,506,508.80
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	18,864.76
9.10	Audit Fund	10,000.00
9.11	Liability, Protection & Settlement Fund	-0-

(DOCUMENT E - SUPPLEMENT TO MINUTES)

For JULY 2019:

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$8,079,303.82
9.3	Operation & Maintenance Fund	550,872.43
9.4	Operation & Maintenance Fund (Restricted)	9,837.07
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	521,070.30
9.7	Restricted Purpose Fund	469,380.88
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	999.99
9.10	Audit Fund	-0-
9.11	Liability, Protection & Settlement Fund	-0-
(DOCUMENT F - SUPPLEMENT TO MINUTES)		

X. REPORT OF PERSONNEL

Chair Cristelli publicly identified the nature of the agenda items contained in the Report of Personnel.

10.1-1 Full-Time

Oscar Arellano - Access Services Coordinator, Library/Learning Resource Center - effective 8/26/19

Brendan Berry – Groundskeeper, Campus Operations - effective 9/9/19

Shannon Blameuser - Applications Support Specialist, Application & Web Services - effective 7/29/19

Eduardo Brito – Groundskeeper, Campus Operations - effective 8/26/19

Miles Odom - Police Officer, Police Department - effective 9/3/19

Sanah Siddiqui - Project Management Coordinator, Information Technology - effective 9/3/19

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

None.

10.1-5 Resignations/Terminations

George Barack - Community Service Officer, Police Department – resignation effective 7/25/19

Jennifer Davidson - Dean of Academic Services, Academic Services – resignation effective 8/9/19

Lawrence Hart – Groundskeeper, Campus Operations - resignation effective 7/19/19

Katelyn Jalbert - P.T. Departmental Assistant, Academic Outreach – resignation - effective 8/22/19

Douglas Leonard - Automotive Technology Lab Assistant, Mechanical Technology - resignation effective 7/12/19

Therese Mundo - Secretary II, Resource Development & Institutional Effectiveness - resignation effective 8/16/19

Megan Pet - Associate Professor, Nursing, Career Programs – resignation effective 8/2/19

Demetrius Robinson - Manager, Student Life, Student Life – resignation effective 8/2/19

(DOCUMENT I - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Support Staff

Carey Cipolla - Lead Groundskeeper, Campus Operations – retirement effective 6/28/19

(DOCUMENT J - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement – Police

Mark Gurra – Police Officer, Police Department – retirement effective 8/31/19
(DOCUMENT K - SUPPLEMENT TO MINUTES)

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

Chair Cristelli identified the nature of the agenda items contained in New Business.

12.1 Affiliation Agreement with Cook County Health and Hospitals System (Nursing)

It is recommended that the Board of Trustees approve the affiliation agreement with Cook County Health and Hospitals System for Nursing.
(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with Hinsdale Orthopaedics (Medical Imaging)

It is recommended that the Board of Trustees approve the affiliation agreement with Hinsdale Orthopaedics for Medical Imaging.
(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with Manor Care West (Basic Nurse Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Manor Care West for Basic Nurse Assistant.
(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.4 Affiliation Agreement with Presence Behavioral Health-Addiction Services (Addictions Studies)

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

12.5 Affiliation Agreement with Roseland Community Hospital Association (Nursing, Basic Nurse Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Roseland Community Hospital Association for Nursing and Basic Nurse Assistant. (DOCUMENT P - SUPPLEMENT TO MINUTES)

12.6 Board Policy – Finance - #8310 Investment Policy (revision)

It is recommended that the Board approve the revision to Board Policy #8310, Investment Policy, as presented.
(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.7 Trust for Capital Development Board Project: Parking Lots D1 and D2

It is recommended that the Board of Trustees establish a trust in the amount of \$275,000 for Capital Development Project, D1 and D2 Parking Lots.
(DOCUMENT R - SUPPLEMENT TO MINUTES)

12.10 Ford 2020 Pickup Truck and Ford 2020 Transit Connect Vans Bid

Whereas Hawk Ford, of Oak Lawn, Illinois, is the lowest responsible and responsive bidder meeting specifications, it is recommended that the Board of Trustees award this bid and authorize the issuance of purchase order in the amount of \$53,507.00 to Hawk Ford for the purchase of one (1) new Ford 2020 F350 Pickup truck and two (2) new Ford 2020 Transit Connect Vans.
(DOCUMENT S - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Consent Agenda Items 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10 and 9.11; 10.1-1, 10.1-2, 10.1-3, 10.1-4, 10.1-5, 10.1-5(a), and 10.1-5(b); and 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, and 12.10:

Yes: Barrett, Coleman, Kirkwood, J. Murphy, P. Murphy, O’Neill, Cristelli
Student
Advisory: Absent

Motion carried.

It was moved by Ms. Kirkwood and seconded by Ms. Murphy to approve Agenda Item 12.8, as amended:

The amended recommendation was previously shared by Theresa O’Carroll.

12.8 Amendment to Trust Agreement for Capital Development Board Project: Fine and Performing Arts Center (FPAC) Boilers -AMENDED

It is recommended that the Board of Trustees amend the trust agreement to add \$63,376 to original amount of \$141,728 for a Capital Development Project to replace boilers in the Fine and Performing Arts Center (FPAC).
(DOCUMENT T - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 12.8, as amended:

Yes: Barrett, Coleman, Kirkwood, J. Murphy, P. Murphy,
O’Neill, Cristelli
Student
Advisory: Absent

Motion carried.

It was moved by Mr. Murphy and seconded by Ms. Murphy to approve Agenda Item 12.9:

Questions from Ms. Barrett about security issues were addressed by Kam Sanghvi, Chief Information Officer, and Patrick O’Connor, Chief of Public Safety. Mr. Sanghvi reported that he, Chief O’Connor, and Clare Briner, Director of Marketing & Communications, spoke with the vendor regarding previously expressed concerns. He clarified that videos used in the software are not live but are prerecorded and approved by the college’s Marketing & Communications department. Working with the Chief of Public Safety, the college will be able to remove identified locations that will not be displayed through the mapping software. Dr. Jenkins confirmed that the cost for the software was budgeted in the previous fiscal year and carried over to this fiscal year; she also reported that the vendor held the pricing at the same level as was originally proposed.

12.9 Concept 3D Campus Mapping Software

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.

(DOCUMENT U - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 12.9:

Yes: Barrett, Coleman, Kirkwood, J. Murphy, P. Murphy,
O’Neill, Cristelli
Student
Advisory: Absent

Motion carried.

XIV. AUDIENCE PARTICIPATION

None.

XV. CLOSED SESSION

Chair Cristelli called on the college attorney, James Roche, in the audience regarding a question of discussing the personnel item removed from the consent agenda in closed session. After identifying the item, the college attorney concurred that it could be discussed in the Board’s scheduled closed session.

It was moved by Ms. Barrett and seconded by Ms. Murphy to move Agenda Item 10.1-6 for discussion during closed session.

ROLL CALL VOTE TAKEN on moving Agenda Item 10.1-6 to closed session:

Yes:	Barrett, Coleman, Kirkwood, J. Murphy, P. Murphy, O’Neill, Cristelli
Student	
Advisory:	Absent

Motion carried.

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

ROLL CALL VOTE TAKEN on moving to closed session:

Yes:	Barrett, Coleman, Kirkwood, J. Murphy, P. Murphy, O’Neill, Cristelli
Student	
Advisory:	Absent

Motion carried.

The Board moved to closed session at 7:04 PM, returning to open session at 7:51 PM.

Roll Call: Barrett, Coleman, Kirkwood, J. Murphy, P. Murphy, O’Neill, Cristelli
Absent: Williams (student trustee)

It was moved by Mr. O’Neill and seconded by Mr. Coleman to approve Agenda Item 10.1-6:

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

David Block – from P.T. Community Service Officer, Police Department to P.T. User Support Services Specialist, Information Technology – effective 8/26/19

Carolyn DeWitt – from Instructor, Respiratory Therapy, Career Programs to Assistant Professor – effective Academic Year 2019-2020

William Hogan – from Instructor, Communications, Liberal Arts to Assistant Professor - effective Academic Year 2019-2020

Rosa Perez – from Departmental Assistant, Admissions & Recruitment to Registration & Records Coordinator, Registration & Records – effective 8/26/19

Dan Porcaro – from Groundskeeper, Campus Operations to Lead Event Set-Up Worker - effective 7/8/19

Jose Sandoval – from Groundskeeper, Campus Operations to Custodian – effective 8/26/19

Patrick Siemsen – from P.T. Police Officer, Police Department to Police Lieutenant/Support Services Commander - effective 9/2/19

Jaime Valadez – from Groundskeeper, Campus Operations to Lead Groundskeeper - effective 8/26/19

(DOCUMENT V - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 10.1-6:

Yes: Barrett, Coleman, Kirkwood, J. Murphy, P. Murphy, O’Neill

No: Cristelli

Student

Advisory: Absent

Motion carried.

Mr. Murphy noted that Agenda Item 13, Miscellaneous, was not presented.

Chair Cristelli asked if there was any Miscellaneous.

XIII. MISCELLANEOUS

At Mr. Murphy's request, attorney James Roche confirmed that LeeAnn Crow was his partner. Mr. Murphy indicated that she wrote the college a letter stating that the Board of Trustees had requested various items of information from the college. Mr. Roche indicated that the request was from the Board Chair asking for assistance in obtaining those documents. Mr. Murphy stated that he did not remember the Board discussing this and suggested that the request did not come from the full Board but from the Chair. Mr. Roche stated that the Chair speaks for the Board.

Chair Cristelli requested Trustee Murphy to direct all questions to the Chair, who will direct them to Mr. Roche.

XVI. ADJOURNMENT

The meeting adjourned at 7:57 PM.

BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report - Williams

Verbal

REPORTS OF ADMINISTRATION

- 6.1 President's Report
- Audit Report
 - Winter Session

Verbal

COMMUNICATIONS

7.1 Approval of Veterinary Assistant Program by National Association of
Veterinary Assistants in America (NAVTA) Enclosed

7.2 Thank You Letter from Palestine Children's Relief Fund for Use of
Facilities for Run4Peace Event Enclosed



NAVTA Approved Veterinary
Assistant Program Office
Dennis Lopez, c/o PMI
3333 E. Flamingo Rd.
Las Vegas, NV 89121

September 15, 2019

Christy L. Millett, CVT, BAS-VT
Veterinary Assistant Program
Moraine Valley Community College
9000 W. College Parkway
Palos Hills, IL 60564

Ms. Millett:

On behalf of the NAVTA Committee on Approved Veterinary Assistant programs, we are pleased to grant Approval for your Veterinary Assistant program.

We congratulate you and your faculty for working through the documentation and meeting the requirements for the instruction of Veterinary Assistants.

You will be receiving a Certificate for your school and you may announce to your current students that you have been approved. The certificate will arrive from the NAVTA AVA office.

You may contact VetMedTeam at ava-exam@vetmedteam.com to start the process of providing names of students to receive codes for the AVA exam and for other information from the exam administrator.

Your Approval commences immediately and will run through December 31, 2021. At that time you will need to submit documentation for re-approval using the guidelines on the website.

Once again, Congratulations to your faculty, program, and students.

Sincerely,

Dennis Lopez

Dennis Lopez, M.Ed., LVT
AVA Committee Chair
ava@navta.net



**Moraine Valley Community College-IL
Veterinary Assistant Program**

IS RECOGNIZED AS A

NATIONAL ASSOCIATION OF VETERINARY TECHNICIANS IN AMERICA

APPROVED VETERINARY ASSISTANT PROGRAM

THROUGH DECEMBER 31ST, 2021

Dennis Lopez, M.Ed., LVT

Dennis Lopez, M.Ed., LVT
Veterinary Assisting Chairperson



NAVTA Approved
www.navta.net



Palestine Children's Relief Fund

A non-political, non-profit, humanitarian relief organization

PCRF.NET

September 13, 2019

Dr. Sylvia Jenkins

Moraine Valley Community College
President

Dear President Jenkins:

Thank you for allowing Run4Peace for PCRF to use the facilities in your college for the past few years. It has been a great help to all of us.

As you know, our organization is a non-profit organization which aims to provide medical treatment to injured and sick children in the Middle East regardless of race, religion or ethnic background. We are also a humanitarian organization advocating peace. And your wonderful institution has welcomed us with open arms year after year. Thank you for being an agent of change and peace.

We are humbled by your generosity and acceptance. The annual Run4Peace for PCRF is a breath of fresh air for many communities in Illinois and neighboring states. Again, thank you for supporting our mission of peace.

Sincerely,

Rania M. Sadeq, Ed.D

Chicago Chapter - President

65 E. Scott St. # 5A
Chicago, IL 60610
Tel: 312.498.1588
eMail: pcrfchicago@gmail.com

**MORAIN VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
TREASURER'S REPORT
MONTH ENDED SEPTEMBER 30, 2019**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$50,394,182.03	\$8,926,023.84	\$6,723,397.65	\$52,596,808.22
OPERATION & MAINT FUND	\$10,067,508.35	360,585.33	1,048,108.98	9,379,984.70
OPERATION & MAINT (RESTR.)	\$16,968,383.98	121,772.58	4,477.31	17,085,679.25
BOND & INTEREST FUND	\$7,318,042.33	28,434.28	0.00	7,346,476.61
AUXILIARY FUNDS	\$9,212,574.84	535,400.21	1,254,276.80	8,493,698.25
RESTRICTED PURPOSE FUNDS	\$6,979,929.48	8,364,097.72	8,230,162.89	7,113,864.31
WORKING CASH FUND	\$13,539,987.19	14,377.72	0.00	13,554,364.91
TRUST & AGENCY FUNDS	\$162,321.00	4,440.49	2,027.18	164,734.31
AUDIT FUND	\$170,613.04	447.93	0.00	171,060.97
LIAB, PROTECT & SETTLE FUND	\$1,009,783.35	3,368.58	0.00	1,013,151.93
TOTAL	\$115,823,325.59	\$18,358,948.68	\$17,262,450.81	\$116,919,823.46

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$23,750.00
HUNTINGTON BANK	CHECKING ACCT	1,064,734.31
FIRST MIDWEST BANK	CHECKING ACCT	4,942,764.62
FIRST MIDWEST BANK	TRUST ACCTS	471,305.97
WINTRUST MAXSAFE	MONEY MARKET	2,049,755.84
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	6,236,271.75
IL METROPOLITAN INVESTMENT FUND	1-3 YEAR FUND	3,177,081.47
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS	11,777,035.25
SHORT TERM INVESTMENTS	VARIOUS	62,452,581.47
LONG TERM INVESTMENTS	VARIOUS	24,724,542.78
TOTAL		\$116,919,823.46

ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$6,723,397.65
9.3	OPERATION & MAINTENANCE FUND	1,048,108.98
9.4	OPERATION & MAINTENANCE (RESTR) FUND	4,477.31
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	1,254,276.80
9.7	RESTRICTED PURPOSE FUND	8,230,162.89
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	2,027.18
9.10	AUDIT FUND	-
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	-
	TOTAL	<u><u>\$17,262,450.81</u></u>

10.0 REPORTS OF PERSONNEL

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

SUBJECT REPORT – Full Time

Bernadette Kosnick	Secretary II Academic Outreach	Effective: 10/28/19
Amanda O'Connor	Manager, Student Life Code of Conduct – Student Life	Effective: 10/21/19
Megan Peltier	Secretary II Student Success	Effective: 10/28/19

RECOMMENDED ACTION

That the above be employed.

Renewal of Appointment – Grant Funded

It is recommended that the appointment of the following grant-funded individuals be renewed for the 2019-2020 fiscal year, contingent upon the continuation of grant funding.

John Andres	Coordinator of Records & Assessment
Margaret Dawczak	Manager of Transition & ESL
Chauntai Mack	Career Connections, Youth Program Manager
Carmela Ochoa	Coordinator of HSE
Brenda Rodriguez	Career Connections, Student Success Specialist
Christian Torres	Transition Specialist
Darice Wright	Career Connections, Adult Program Manager
Lauren Zajac	Education Specialist

RECOMMENDED ACTION

That the appointments be renewed for the above individuals.

SUBJECT REPORT – Leave of Absence (LOA)

Sundus Madi-McCarthy

Academic Advisor
Academic Advising

L.O.A. (PARENTAL)
1/6/20-8/24/20

RECOMMENDED ACTION
That the above leave be granted.

Retirement – Administrative and Professional

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

Josephine Marneris	Writer Marketing & Communications	5/31/20
Kevin Przedziecki	Technical Support Specialist Client Services	6/30/20

RECOMMENDED ACTION

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

Retirement – Faculty

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

Stevan Brasel	Assistant Professor, Heating & Air Conditioning Mechanical Technologies	12/13/19
Ricky Moore	Associate Professor, Local Area Networks Computer Integrated Technologies	5/31/20

RECOMMENDED ACTION

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

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

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Sheryl Bundy	Associate Professor, Communications Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2019-2020
Jeffrey Christ	Assistant Professor, Philosophy Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2019-2020
Laura Lauzen-Collins	Associate Professor, Psychology Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2019-2020

RECOMMENDED ACTION
That the above be approved as presented.

NEW BUSINESS

- | | | |
|-------|---|----------|
| *12.1 | Affiliation Agreement with Affiliated Oncologists LLC (Medical Assistant) | Enclosed |
| *12.2 | 12-2 College Life-Cycle Management (LCM) Equipment Purchase Fall 2019 Part II | Enclosed |
| *12.3 | Getinge Autoclave Purchase Fall 2019 | Enclosed |
| *12.4 | CAE Healthcare Lucina AR Maternal Manikin Purchase Fall 2019 | Enclosed |
| *12.5 | Building C Carpet Replacement Bid | Enclosed |
| *12.6 | Acceptance of Audit | Enclosed |

DATE: October 4, 2019

TO: Theresa O'Carroll, Vice President of Financial and Business Services
Kamlesh Sanghvi, CIO

FROM: Dennis Sage, Director of Infrastructure and Network Services
Chris Crnkovic, Director, IT Project Management

RE: **College Life-Cycle Management (LCM) Equipment Purchase Fall 2019 Part II**

In February 2016, the Board of Trustees approved the recommendation for the Life-Cycle Management (LCM) schedule for technology equipment for the college. The LCM project is a long-term rotational plan to replace obsolete products on a cyclical basis allowing the college to be competitive in the area of technology at all times. Specific products were assigned appropriate lifetime usage based on industry standards.

The college is currently standardized in Dell for the desktop computer fleet. For this stage of the Phase IV LCM FY20 schedule, the college will replace a total of five hundred ninety six (596) computers and laptops for use in classrooms (D133, D134, D135, D136, T101, T403, T924, T926, T930, and T932), office, and open student use areas. Twenty (20) iMac computers and five (5) MacBook AIR laptops will also be purchased. Fifty-four (54) Canon printers will be purchased for replacement of older administrative models, and one (1) Canon color printer and two (2) multifunction color copiers will be purchased for the HR administrative office. The college is receiving pricing for the Dell equipment as part of the Midwestern Higher Education Compact (MHEC) Consortium per agreement number MHEC-07012015.

In an effort to maintain current backup power systems for servers and network equipment, one (1) new UPS system will be purchased for the College's Blue Island campus and thirteen (13) new power distribution units (PDUs) for existing server and network equipment racks.

RECOMMENDED ACTION:

Whereas Dell Computers of Round Rock, Texas, has submitted MHEC contract pricing for the purchase of three hundred fifty-five (355) micro-computers, three hundred fifty-five (355) mounts, one hundred sixty (160) small computers, eighty one (81) laptops, fifty (50) standard monitors, and associated docking stations and accessories; it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **Dell Inc.** in the amount of **\$377,393.20**.

Whereas Apple Inc. of Austin, Texas, has submitted a proposal for the purchase of twenty-two (22) iMac computers with Apple Care, and five (5) MacBook AIR laptops with Apple Care; it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **Apple Inc.** in the amount of **\$49,390.00**.

Whereas Canon Solutions America, of Schaumburg, Illinois, has submitted the lowest responsible proposal for the purchase of two (2) multi-function color copiers, fifty-four (54) Canon LaserJet printers, and one (1) Canon LaserJet color printer; it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **Canon Solutions America** in the amount of **\$17,843.00**.

Whereas SHI, Inc. of Somerset, New Jersey has submitted the lowest responsible proposal for the purchase of one UPS system, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **SHI, Inc.** in the amount of **\$7,802.57**.

Whereas ConRes, Inc. of Chicago, Illinois has submitted the lowest responsible proposal for the purchase of thirteen (13) power distribution units, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **ConRes, Inc.** in the amount of **\$9,882.00**.

Total Cost of this purchase: \$ 462,310.77

DATE: October 2, 2019

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

FROM: Jane Bentley
Director of Purchasing

RE: **Getinge Autoclave Purchase Fall 2019**

The college owns two (2) Getinge autoclave/sterilizer units for Microbiology labs and classes in C Building. Introduction to Microbiology is a required general education course for the Nursing associates degree program with an annual enrollment exceeding 800 students. These autoclave units are used to sterilize plates to grow bacteria and other microbial culture for students to analyze. Because of age and use, the existing equipment, which is over ten (10) years of age, needs to be replaced. Maintenance has increased in cost and frequency over the years and the manufacturer, Getinge, will not be supporting the software on these units in the near future.

With the use of Perkins grant funds and college capital request funds, the college is requesting to purchase two (2) new Getinge Lancer autoclave/sterilizer units, and associated parts, for these Microbiology labs and classes. Educational and Institutional Cooperative, better known as E&I, is a nonprofit cooperative that creates competitively solicited contract purchasing opportunities nationally. E&I specifically serves educational institutions to assist in reducing costs and risks through aggregate buying power. The college has received pricing for these units available through the competitive process of the E&I contract, from LabRepCo. LabRepCo, of Horsham, PA, has been awarded the E&I contract # CNR04124 for and has provided Moraine Valley with the pricing per this contract agreement. The college will receive trade in credit of \$2,000.00 for the two (2) existing aged units.

Purchasing these units through the E&I Cooperative is in accordance with Board Policy 6210 and 6251.

RECOMMENDED ACTION: Whereas LabRepCo, of Horsham, PA has been approved by E&I Cooperative and awarded this cooperative's contract, it is recommended that the Board of Trustees approve this purchase and authorize the issuance of a purchase order in the amount of **\$ 103,600.00** for the purchase of two (2) Getinge Lancer autoclave/sterilizer unit and associated parts, including manufacturer installation.

DATE: October 2, 2019

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

FROM: Jane Bentley
Director of Purchasing

RE: **CAE Healthcare Lucina AR Maternal Manikin Purchase Fall 2019**

Per the Nursing Program ACEN accreditation, students are required to complete clinical experiences, including childbirth clinicals. Hospitals standardly have one (1) obstetrics department with multiple nursing programs requesting and competing for clinical hours for their students. This can cause limited access for clinicals and limited exposure to many types of birthing scenarios for our students. Because of this limitation, the college is requesting to purchase the CAE Healthcare Lucina AR Maternal Manikin and various accessories and components. Because of its unique features, this simulated manikin can provide our students with high fidelity simulations and realistic patient responses of multiple obstetrics scenarios, which will assist them to complete the program as well as allowing students in second year nursing courses to complete the course. This manikin will allow students to practice various scenarios such as pre-partum, labor, delivery, emergency care and transport all within one wireless patient simulator as well as assist the college's nursing students to be better prepared and knowledgeable as they move forward in their nursing careers. This simulator will be installed in the nursing labs on the 3rd floor at Blue Island Education Center.

CAE Healthcare is the sole source manufacturer and distributor of this Lucina AR Maternal Manikin with proprietary software and simulated clinical experiences. This purchase would be funded through the Title III grant and would meet the Year four (4) objectives of that grant.

RECOMMENDED ACTION: Whereas CAE Healthcare, Inc. of Sarasota, FL is the sole and proprietary manufacturer and distributor of the Lucina AR Maternal Manikin, it is recommended that the Board of Trustees approve this purchase and authorize the issuance of a purchase order in the amount of **\$ 100,597.351** for the sole source purchase of the Lucina AR Maternal Manikin with associated accessories, training and maintenance.

DATE: October 2, 2019

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

FROM: Jane Bentley
Director of Purchasing

RE: **Building C Carpet Replacement Bid**

The bid was duly advertised in a local newspaper as prescribed by law. The bid was also advertised on the college's web site. Bids were opened on Wednesday, October 2, 2019 at 11:00 A.M. in, Room L 145. Six (6) 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.

The carpeting in Crawley Hall, Building C, which is original to the construction of the building, is aged, becoming worn and stained and is need of replacement in the classrooms throughout the building. The project for the Building C carpet replacement includes but is not limited to labor and materials necessary for the complete execution of removal and installation of carpet for seventeen (17) classrooms on both the 1st and 2nd floor, as well as the building elevator. Vortex Commercial Flooring, the apparent low bidder, has completed work on campus in the past and the college is satisfied with their work.

RECOMMENDED ACTION: Whereas Vortex Commercial Flooring, 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 issuance of purchase order in the amount of **\$92,781.00 to Vortex Commercial Flooring for the Building C Carpet Replacement Bid.**

ACCEPTANCE OF AUDIT

The FY2019 Audit was presented earlier this evening. The Board needs to accept the audit so that it can be officially submitted to the state. It was provided as a separate document.

Recommended Action:

It is recommended that the Board of Trustees accept the audit for the fiscal year ending June 30, 2019 as presented and authorize that a copy of the audit be filed with the State of Illinois.