

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, October 15, 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; Andrew Williams, Student Trustee (arrived 6:02PM)

Absent: None

III. MINUTES

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of September 17, 2019, and the unapproved minutes of the Closed Session Held September 17, 2019, and there being no further corrections to the minutes, the minutes are approved as presented.

IV. AUDIENCE PARTICIPATION

None.

V. BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report

The Student Trustee report was deferred, pending Mr. Williams' arrival.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

- Audit Report – Theresa O'Carroll, Vice President for Financial and Business Services, recognized and thanked Mike Cipolla, Controller, and Drew Wendt, Internal Auditor, for their hard work on the audit. She introduced John George and Kelly Kirkman, representatives from the college's auditing firm, RSM US, who reviewed the college's audit and affirmed that all audit opinions were unmodified or "clean" opinions with no issues and no modifications. John George reviewed the process used for the audit and the actions that occurred during the audit. He reported there were no compliance findings with regard to grant compliance reports, including Financial Aid. Kelly Kirkman provided an explanation of the GASB75 required reporting of postemployment benefits (retiree benefits), which are shown in this year's audit on the college's balance sheet. She shared information about an upcoming GASB regulation that they are monitoring concerning leases, which will be effective for year end June 30, 2021, and may have some impact for the college in future audits as leases must be recorded as assets and corresponding liabilities. The college and its staff were commended for the smooth audit process and its consistent excellent financial reporting.
- Winter Session – Dr. Pamela Haney, Vice President of Academic Affairs, introduced a pilot project to offer an online four-week winter session from December 16 to January 10. She reported that this was a college-wide collaborative effort to make sure that all possibilities and concerns were addressed as the college will be closed for two weeks during this project. She introduced the core team, Dr. Ryen Nagle, Dean of Science, Business and Computer Technology; Dr. Darryl Williams, Dean of Enrollment Services; Clare Briner, Manager of Communications and Marketing; and Dr. Cindy Anderson, Dean of Academic Development/Academic Outreach. Dr. Nagle reviewed the eight courses that will be offered in an online format, except for one, which will be a hybrid. Experienced faculty will teach the courses and all are approved to teach online. Clare Briner outlined the marketing strategy to get the word out about the winter session, taking advantage of existing marketing vehicles and adding the winter session information. There will also be targeted messaging to advertise the winter session to students who have taken courses in the past as reverse transfer students. Dr. Williams reviewed the issues that the team considered and addressed in the process of developing this winter session schedule, particularly any that might be a concern during the two weeks the college is closed. Dr. Anderson reviewed next steps, including faculty resource

meetings and developing an evaluation plan focused on enrollment, success, and financial metrics.

Dr. Jenkins thanked Dr. Haney for her leadership and the many administrators and team members for their work on this effort. Dr. Jenkins indicated that based on conversations about committee meetings and majority availability of Board members, a committee-of-the-whole meeting will be scheduled for Tuesday, October 29. The Executive Leadership team of the college will provide overviews of their divisions and upcoming initiatives. She reported that she leaves tomorrow morning, along with Trustee Patricia Murphy, for the Association of Community College Trustees' annual meeting at which Professor John Sands will also be in attendance as a regional award winner. She will then attend the League for Innovation Board meeting hosted by the Southern Alberta Institute of Technology in Calgary and from there, to Houston, Texas, for one day as she serves on the advisory board for Ferris State University's Doctorate in Community College Leadership program. Dr. Jenkins shared slides of the 2018 and 2019 Cyclone Athletics posters supporting Breast Cancer Awareness Month as an example of how the college is able to integrate both creativity and education in a powerful way. She noted that the 2018 poster received a gold award from the National Council for Marketing and Public Relations.

VII. COMMUNICATIONS

- 7.1 Approval of Veterinary Assistant Program by National Association of Veterinary Assistants in America (NAVTA)
- 7.2 Thank You Letter from Palestine Children's Relief Fund for Use of Facilities for Run4Peace Event

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$116,919,823.46 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

The Student Trustee Report is presented at this time.

5.1 Student Trustee Report

Mr. Williams reported that Student Life sponsored Fall Fest on September 18, an event during which students can have some fun and learn about campus clubs and organizations as well as resources for students. Multicultural Student Affairs and the Alliance for Latin-American Students (ALAS) hosted a Latinx program, with students sharing what being Latinx means and discussing issues in the Latinx community and how they deal with them. More than 60 college representatives were available at College Transfer Day, allowing students to explore different colleges and get questions answered. The annual Student Leaders Lunch with the president was held September 9, which provided an opportunity for student leaders to meet with the college president to share information about things that are going well for them and also discuss with the president any concerns that students may have.

CONSENT AGENDA (IX – XII):

It was moved by Mr. Coleman and seconded by Ms. Murphy 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	\$6,723,397.65
9.3	Operation & Maintenance Fund	1,048,108.98
9.4	Operation & Maintenance Fund (Restricted)	4,477.31
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	1,254,276.80
9.7	Restricted Purpose Fund	8,230,162.89
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	2,027.18
9.10	Audit Fund	-0-
9.11	Liability, Protection & Settlement Fund	-0-

(DOCUMENT C - 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

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
(DOCUMENT D - SUPPLEMENT TO MINUTES)

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

It is recommended that the appointments be renewed for the following individuals, 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

(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

Sundus Madi-McCarthy - Academic Advisor, Academic Advising –
L.O.A. (PARENTAL) 1/6/20-8/24/20
(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

None.

10.1-5(a) Retirement – Administrative and Professional

Josephine Marneris – Writer, Marketing & Communications – effective 5/31/20

Kevin Przedziecki - Technical Support Specialist, Client Services – effective 6/30/20

(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement – Faculty

Stevan Brasel – Assistant Professor, Heating & Air Conditioning, Mechanical Technologies – effective 12/13/19

Ricky Moore – Associate Professor, Local Area Networks, Computer Integrated Technologies – effective 5/31/20

(DOCUMENT I - SUPPLEMENT TO MINUTES)

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

Sheryl Bundy – from Associate Professor, Communications, Liberal Arts to Professor - effective Academic Year 2019-2020

Jeffrey Christ – from Assistant Professor, Philosophy, Liberal Arts to Associate Professor - effective Academic Year 2019-2020

Laura Lauzen-Collins – from Associate Professor, Psychology, Liberal Arts to Professor - effective Academic Year 2019-2020

(DOCUMENT J - 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 Affiliated Oncologists LLC (Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Affiliated Oncologists LLC for the Medical Assistant program.

(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.2 College Life-Cycle Management (LSM) Equipment Purchase Fall 2019
Part II

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
(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.3 Getinge Autoclave Purchase Fall 2019

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. (DOCUMENT M - SUPPLEMENT TO MINUTES)

12.4 CAE Healthcare Lucina AR Maternal Manikin Purchase Fall 2019

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 \$100,597.51 for the sole source purchase of the Lucina AR Maternal Manikin with associated accessories, training and maintenance.

(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.5 Building C Carpet Replacement Bid

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.

(DOCUMENT O - SUPPLEMENT TO MINUTES)

12.6 Acceptance of Audit

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.

(DOCUMENT P - 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, 10.1-5, 10.1-5(a), 10.1-5(b), and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, and 12.6:

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

Student

Advisory: Yes

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XV. ADJOURNMENT

The meeting adjourned at 6:56 PM.