

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, November 12, 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 of October 8, 2019 Special Meeting/Working Session
- 2) Unapproved Minutes of October 15, 2019 Regular Meeting

4. **AUDIENCE PARTICIPATION**

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

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

6. **REPORTS OF ADMINISTRATION**

- 1) President's Report
 - National Council for Marketing & Public Relations (NCMPR) Awards
 - Certificates of Achievement in Financial Reporting (GFOA, ASBO)

7. **COMMUNICATIONS**

- 1) Letter of Membership Renewal and Certificate of Good Standing from Association of Community College Trustees (ACCT)
- 2) Letter from the Association of School Business Officials (ASBO) re Certificate of Excellence in Financial Reporting for FY2018 Comprehensive Annual Financial Report (CAFR)

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 (LOA)
 - 5) * Resignations/Terminations
 - a. * Retirement - Faculty
 - b. * Retirement - Support Staff
 - 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
 - 1) * Affiliation Agreement with The Way Back Inn (Addictions Studies)
 - 2) * Resolution Determining Estimated Tax Levy and Public Hearing 2019
 - 3) * Facilities Master Plan
 - 4) * Approval of Negotiated Agreement with Moraine Valley Adjunct Organization (July 1, 2019 - June 30, 2022)
 - 5) * Ford 2020 15-passenger Transit Van Bid
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **CLOSED SESSION** - Motion to move to closed session to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to Sections 2(c)(1) and 2(c)(2) of the Open Meetings Act.
16. **ADJOURNMENT**

Agenda Item 3.0
November 12, 2019

MINUTES

Approved Minutes of the Regular Meeting of September 17, 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, September 17, 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

Absent: None

III. MINUTES

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of August 20, 2019, and the unapproved minutes of the Closed Session Held August 20, 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 ICCTA Report

Ms. Murphy reported that she attended the ICCTA meetings in Springfield on September 13-14. She indicated that the roundtable discussions with other colleges were very informative and that one interesting topic was about degrees and certificates in programs that increase employability. These might include a mix of classes and apprenticeships, as well as partnering with the trades. She

indicated that colleges could also focus on getting students prepared to take exams that will get them into apprenticeship programs. She reported on another interesting topic, which was a presentation about cannabis, which will be legal in Illinois in January. Rules are currently being written and the state will allow licenses for colleges to offer programs. She shared information from the presentation about the industry's potential for new job opportunities and that all colleges were encouraged to apply for the licenses. Those that do not get licenses can still offer programs by using hemp rather than cannabis in the program. She indicated that those schools that have these programs are getting many calls about it and interest is very high. She also reported that she attended other meetings and sessions on trustee leadership, and ICCTA representatives met and heard a report from the new ICCTA Director, Jim Reed.

5.2 Student Trustee Report

Mr. Williams reported that Welcome Days were held August 20-21 to welcome students back to school and introduce them to Student Life clubs, organizations and resources. The Student Government Association conducted a blood drive, collecting 30 units of blood, which have the ability to save up to 90 lives. Deaf Awareness Day was celebrated by students in the American Sign Language program assisting with the national anthem at a Chicago Cubs home game and providing sign language services throughout the stadium. A brief video of the event was shown. The scholarship reception, held August 27, was attended by more than 500 people, including students, family members, scholarship donors, faculty and staff. Mr. Williams shared a photo of scholarship recipients.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

Dr. Jenkins thanked Trustee Murphy for attending the ICCTA meeting and for her report. She added that, this week, college staff members visited a lab in Joliet that may be able to partner with the college for a cannabis program. She thanked those who participated in the visit. Dr. Jenkins thanked Trustee Williams for his report, sharing that the turnout for the scholarship reception was the largest ever. She also recognized and thanked the Foundation for all the work to host this event.

She reported that concerns had been expressed by Trustee Barrett about the college's Higher Learning Commission (HLC) report and she introduced Dr. Sharon Katterman, Director of Resource Development and Institutional

Effectiveness; Dr. Pamela Haney, Vice President of Academic Affairs; and Mark Derdzinski, Communications faculty member, who will share information about the college's progress on this required interim report on assessment and learning outcomes.

- Assessment Report – Dr. Katterman reviewed information about the college's accreditation progression through the Open Pathways process. The HLC is one of five regional accrediting bodies in the United States, and accreditation allows an institution's students to file for federal financial aid and be able to transfer credits to other institutions of higher education. The Open Pathways accreditation process is for more mature institutions who have been through the usual accreditation process previously. It requires a lot of reporting and data sharing with the HLC to confirm that the college is meeting the five standards for continued accreditation. Dr. Katterman indicated that Moraine Valley went through the AQIP accreditation process for 14 years (2004-2018) and then began the Open Pathway process. She reviewed the steps in the college's 10-year cycle for accreditation. Dr. Haney confirmed that the college has continued full accreditation and that its next reaffirmation of accreditation will take place in 2027-28. She reported on the interim report required in June 2020, with a focus on common learning and program learning outcomes. She outlined the accomplishments to date, indicating that during this process, they continuously verified with HLC that all activities were appropriate and in line with HLC guidelines. Mark Derdzinski reported that he is one of seven faculty Assessment Fellows, appointed for three semesters, to provide assistance to faculty and staff to ensure effective assessment practices. He reported that the goal of assessment activities is to improve student learning through improved instruction.

Dr. Jenkins also recognized Dr. Nancy Gaylen, Director of Curriculum and Assessment, in the audience.

Dr. Jenkins asked Rick Hendricks, Vice President of Administrative Services, to provide a report on the college's hiring process. Mr. Hendricks shared a copy of an outline of the college's hiring process with the Board members. He highlighted various points of the process, including posting of open positions on the college's website for a minimum of five days, advertising through multiple avenues (depending on the position), qualifications review, and interviewing processes before a final candidate is recommended for hire.

Dr. Jenkins reported that as a follow up to the Facilities Master Plan discussed at the July Board Retreat, a working session of the Board has been proposed for October 8. She also noted that, by request, a copy of the college’s Life Cycle Management plan has been provided at each Board member’s seat.

VII. COMMUNICATIONS

- 7.1 Letter from City of Palos Hills re Selection of Moraine Valley as a 2019 Beautification Contest Winner
- 7.2 Press Release re MVCC Child Care Center Receiving ExceleRate Illinois Bronze Circle of Quality Designation

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$115,823,325.59 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

CONSENT AGENDA (IX – XII):

It was moved by Mr. O’Neill 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	\$ 8,212,775.50
9.3	Operation & Maintenance Fund	1,183,568.19
9.4	Operation & Maintenance Fund (Restricted)	982,322.77
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	2,104,594.34
9.7	Restricted Purpose Fund	651,086.38
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	1,684.12
9.10	Audit Fund	25,000.00

9.11 Liability, Protection & Settlement Fund 659,759.50
(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

Amanda Barzydlo – Groundskeeper, Campus Operations - effective 10/7/19
Erick Cervantes - Community Service Officer, Police Department – effective 9/23/19

Nicholas Denault – Groundskeeper, Campus Operations - effective 10/7/19
Carlene Derickson - Secretary II, Resource Development & Institutional Effectiveness - effective 10/7/19

(DOCUMENT D - SUPPLEMENT TO MINUTES)

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

It is recommended that the appointments be renewed for the following individuals, contingent upon the continuation of grant funding:

Marie Harrell	Internship Manager
Erica Hickey	Coordinator of Access & Accommodations
Evera Ivy	Job Resource Specialist
Nathan Payovich	Director of Disability Services

(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.

10.1-5 Resignations/Terminations

Shanicka Burdine - Educational Case Manager, Student Support Services
resignation effective 9/13/19

Charlie Hoskins Jr. - Police Officer, Police Department – resignation effective 9/8/19
(DOCUMENT G - SUPPLEMENT TO MINUTES)

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

Nabil Kanja – from Instructor, Earth Science, Science, Business & Computer Technology to Assistant Professor - effective Academic Year 2019-2020
(DOCUMENT H - 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 Hospitals and Health System d/b/a Cook County Health (Associate Degree Nursing)

It is recommended that the Board of Trustees approve the affiliation agreement with Cook County Hospitals and Health System d/b/a Cook County Health for Associate Degree Nursing.
(DOCUMENT I - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with Governors State University (Nursing)

It is recommended that the Board of Trustees approve the affiliation agreement with Governors State University for Nursing.
(DOCUMENT J - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with Merit Sleep Management (Sleep Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with Merit Sleep Management for Sleep Technology.
(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.4 Board Policy #6710.2: Support Services – Privacy Policy (new)

It is recommended that the Board of Trustees approve new Board Policy #6710.2: Privacy Policy, as presented.
(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.5 Updated Resolutions for Signature Authority with First Midwest Bank

It is recommended that the Board of Trustees approve the attached resolutions to update information on file at First Midwest Bank, an existing approved depository, to reflect updated changes in signature authority, effective August 29, 2019. (DOCUMENT M - SUPPLEMENT TO MINUTES)

12.6 Holiday Schedule

It is recommended that the Board of Trustees adopt the holiday schedule and authorize that the college be closed from Monday, December 23, 2019, through Friday, January 3, 2020. The college will reopen on Monday, January 6, 2020. (DOCUMENT N - SUPPLEMENT TO MINUTES)

12.7 College Life Cycle Management (LCM) Equipment Purchase Fall
2019 Part I

Whereas Midwest Computer Products, Inc. of West Chicago, Illinois has submitted the lowest responsible proposal for the purchase of fifty-six (56) projectors, plus miscellaneous controllers, screens and accessories; ten (10) podium systems; and five (5) digital signs, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to Midwest Computer Products, Inc. in the amount of \$100,283.90.

Whereas Metroline Direct of Troy, Michigan has submitted the lowest responsible proposal for the purchase of three hundred (300) Cisco phones, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to Metroline Direct in the amount of \$ 41,997.00.

Whereas Dell, Inc. of Round Rock, Texas is the sole provider for standardized server equipment at the college, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to Dell Inc., in the amount of \$ 25,483.74 for the purchase of two (2) VSphere servers.

Whereas ConRes, Inc. of Chicago, Illinois has submitted the lowest responsible proposal for the purchase of four (4) fiber channel switches and miscellaneous connectors and associated equipment, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to ConRes, Inc. in the amount of \$29,976.00.

Total Cost of this purchase: \$197,740.64

(DOCUMENT O - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Consent Agenda Items 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.7A, 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, and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, and 12.7:

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

Motion carried.

XIII. MISCELLANEOUS

Chair Cristelli announced that she is looking to introduce five committees to the Board—Student Services, Capital Projects/Strategic Planning, Finance, Personnel/Hiring, and Academic Affairs. She indicated that these would be great improvements to the Board to be more informed on what is going on at the college. She also indicated that this will be further discussed at the working session on October 8.

Mr. Murphy commended the Foundation on another great golf outing this year.

XIV. AUDIENCE PARTICIPATION

None.

Chair Cristelli asked for a motion for closed session; indicating that no action would be taken after the closed session.

Mr. Murphy asked if the Board was allowed to go into closed session when it is not included on the agenda. Chair Cristelli responded that it was appropriate as long as no action was being taken following the closed session.

It was moved by Ms. Kirkwood and seconded by Ms. Murphy to move to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, and collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to sections 2(c)1 and 2(c)2 of the Illinois Open Meetings Act.

ROLL CALL VOTE TAKEN on motion to move to closed session:

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

Student

Advisory: Yes

Motion carried.

The Board moved to closed session at 7:00 PM, returning to open session at 7:31 PM.

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

XV. ADJOURNMENT

The meeting adjourned at 7:34 PM.

BOARD REPORTS AND/OR REQUESTS

- | | | |
|-----|-----------------------------------|--------|
| 5.1 | ACCT Meeting Report – P. Murphy | Verbal |
| 5.2 | Student Trustee Report - Williams | Verbal |

REPORTS OF ADMINISTRATION

- 6.1 President's Report Verbal
- National Council for Marketing & Public Relations (NCMPR) Awards
 - Certificates of Achievement in Financial Reporting (GFOA, ASBO)

COMMUNICATIONS

7.1 Letter of Membership Renewal and Certificate of Good Standing from
Association of Community College Trustees (ACCT) Enclosed

7.2 Letter from the Association of School Business Officials (ASBO) re
Certificate of Excellence in Financial Reporting for FY2018
Comprehensive Annual Financial Report (CAFR) Enclosed

October 9, 2019

Dear ACCT Member Board:

Thank you for renewing your membership with the Association of Community College Trustees (ACCT). ACCT is *your* association, and we are delighted and excited that your college has decided to join over 6,500 member boards who work tirelessly on behalf of community colleges. Enclosed is your Member in Good Standing certificate for July 1, 2019 through June 30, 2020.

As an ACCT member board, you are now empowered with access to a wealth of resources designed to facilitate and enhance your board's effective governance and advocacy efforts. The ACCT website, www.acct.org, offers a wide array of information on board development, public-policy and advocacy updates, ACCT events, news, and other information related to community college governance. ACCT is your source for specialized expert guidance on trustee education, student success and completion, and executive leadership. Additionally, all trustees as well as the president and professional board staff at your college receive as a member benefit ACCT's award-winning magazine, *Trustee Quarterly*, the *Advisor* newsletter, ACCT's podcast *In the Know*, and the *ACCT Now* advocacy resource website.

Your membership also grants you discounts on ACCT events, including the Annual ACCT Leadership Congress, the Community College National Legislative Summit, and Governance Leadership Institutes. We strongly encourage you to register soon for the 2019 ACCT Leadership Congress this October 16-19 in San Francisco, California at which you will have the opportunity to engage in a multitude of educational sessions instructed by renowned experts, as well as 1,500 of your peers from throughout the United States and beyond with whom you can share ideas, experiences, and information. We hope you will also plan to attend the 2020 Community College National Legislative Summit next February 9-12 at the Marriott Marquis in Washington, D.C.

Additionally, ACCT membership entitles you access to ACCT's executive searches (acctsearches.org) and retreat services (acct.org/page/board-retreats-workshops).

Please feel free to contact ACCT's membership services by phone at (866) 895-2228 or by e-mail at membershipupdates@acct.org if you have any questions or if we can help you in any way. We look forward to serving you throughout the year.



Connie Hornbeck
Trustee, Iowa Western CC
2018-2019 ACCT Board Chair



J. Noah Brown
President and CEO
Association of Community College Trustees

cc: Board Chair

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
Member in Good Standing

Presented to

Moraine Valley Community College

for

July 1, 2019 – June 30, 2020



Connie M. Hornbeck

Connie Hornbeck, ACCT Chair

J. Noah Brown

J. Noah Brown, ACCT President and CEO

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Standards of Good Practice

In support of effective community college governance, the Board¹ believes:

- ◆ That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- ◆ That it must clearly define and articulate its role;
- ◆ That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- ◆ That it always strives to differentiate between external and internal processes in the exercise of its authority;
- ◆ That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- ◆ That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- ◆ That its trustee members vote their conscience and support the decision or policy made;
- ◆ That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- ◆ That it endeavors to remain always accountable to the community;
- ◆ That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

¹The term "board" refers to a community college board of trustees or appropriate governing authority



January 23, 2019

Mr. Michael Cipolla
Controller
Moraine Valley Community College
9000 W. College Pkwy.
Palos Hills, IL 60465

Dear Mr. Cipolla:

Congratulations! On behalf of the Association of School Business Officials (ASBO) International, I am pleased to inform you that Moraine Valley Community College has received ASBO's Certificate of Excellence in Financial Reporting for the fiscal year ended 2018. This award represents a significant achievement and reflects your commitment to transparency and high-quality financial reporting. We encourage you to use the [COE recipient's logo](#) to share your achievement in emails and marketing materials.

The Certificate of Excellence (COE) Review Team has provided their comments for the improvement of your Comprehensive Annual Financial Report (CAFR). It is important to review the comments and address them before you prepare next year's CAFR. Your institution must include a copy of the original comments and your written responses to the comments in next year's application packet.

We hope you will use the attached press release to share this important achievement with your community. Your award certificate is also attached.

Congratulations to you and the members of your staff who worked so hard to earn the COE this year. We look forward to your continued participation in the COE program.

Sincerely,

A handwritten signature in black ink that reads "Siobhán McMahon". The signature is written in a cursive style.

Siobhán McMahon, CAE
Chief Operating Officer

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$52,596,808.22	\$4,088,489.50	\$5,996,363.89	\$50,688,933.83
OPERATION & MAINT FUND	9,379,984.70	911,574.83	1,141,961.05	9,149,598.48
OPERATION & MAINT (RESTR.)	17,085,679.25	32,342.26	11,643.68	17,106,377.83
BOND & INTEREST FUND	7,346,476.61	35,923.93	0.00	7,382,400.54
AUXILIARY FUNDS	8,493,698.25	631,498.19	796,332.26	8,328,864.18
RESTRICTED PURPOSE FUNDS	7,113,864.31	1,791,371.94	1,916,614.26	6,988,621.99
WORKING CASH FUND	13,554,364.91	82,989.00	0.00	13,637,353.91
TRUST & AGENCY FUNDS	164,734.31	3,510.69	11,828.19	156,416.81
AUDIT FUND	171,060.97	530.62	20,000.00	151,591.59
LIAB, PROTECT & SETTLE FUND	1,013,151.93	3,785.97	0.00	1,016,937.90
TOTAL	\$116,919,823.46	\$7,582,016.93	\$9,894,743.33	\$114,607,097.06

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$23,750.00
HUNTINGTON BANK	CHECKING ACCT	1,056,416.81
FIRST MIDWEST BANK	CHECKING ACCT	6,420,291.56
FIRST MIDWEST BANK	TRUST ACCTS	459,841.49
WINTRUST MAXSAFE	MONEY MARKET	2,053,582.98
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	6,246,426.68
IL METROPOLITAN INVESTMENT FUND	1-3 YEAR FUND	3,173,930.07
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS	9,795,733.22
SHORT TERM INVESTMENTS	VARIOUS	59,475,500.00
LONG TERM INVESTMENTS	VARIOUS	25,901,624.25
TOTAL		\$114,607,097.06

ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$5,996,363.89
9.3	OPERATION & MAINTENANCE FUND	1,141,961.05
9.4	OPERATION & MAINTENANCE (RESTR) FUND	11,643.68
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	796,332.26
9.7	RESTRICTED PURPOSE FUND	1,916,614.26
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	11,828.19
9.10	AUDIT FUND	20,000.00
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	-
	TOTAL	<u><u>\$9,894,743.33</u></u>

10.0 REPORTS OF PERSONNEL

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

S U B J E C T R E P O R T – Full Time

Robert Grossman	Police Officer Police Department	Effective: 11/18/19
Cherie Meador	Dean of Academic Services Academic Services	Effective: 12/2/19
James Tse	Applications Developer Applications & Web Services	Effective: 12/2/19
Thomas Yancey	Director of Client Services Client Services	Effective: 1/6/20

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

That the above be employed.

S U B J E C T R E P O R T – Leave of Absence (LOA)

Holly Katavich	Manager of Compensation & HRIS Human Resources	L.O.A. (PARENTAL) 1/24/20-4/24/20
Lauren Peerbolte	Coordinator, New Student Onboarding Academic Advising	L.O.A. (PARENTAL) 2/3/20-2/28/20
Jessica Rivera	P.T. Registration Representative Registration and Records	L.O.A. (PARENTAL) 10/15/19-1/15/20
Iwona Tryba	Administrative Assistant Institutional Advancement	L.O.A. (PARENTAL) 11/2/19-2/12/20

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

That the above leaves be granted.

SUBJECT REPORT - Resignations/Terminations

Anthony Balsamo	Police Officer Police Department	Effective: 11/4/19
Patrick Siensen	Police Lieutenant/Support Services Commander Police Department	Effective: 10/24/19
Jessica Stafford	P.T. Community Services Officer Police Department	Effective: 11/5/19

RECOMMENDED ACTION
That the above be approved as presented.

Retirement – Faculty

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

Linda Brandt	Counselor Counseling and Advising	6/30/20
Anne Morgan	Professor, Nursing Career Programs	7/31/20

RECOMMENDED ACTION

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

Retirement – Support Staff

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

Paul Brantl	User Support Services Specialist Client Services	1/31/20
Matthew Braze	Lead Shipping/Receiving Clerk Shipping & Receiving	4/30/20
Bernice Morgan	Departmental Assistant Marketing & Communications	6/26/20
David Sutko	Warehouse Worker Shipping & Receiving	6/30/20

RECOMMENDED ACTION

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

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

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Kathryn Bergstrom	P.T. Departmental Assistant Admissions & Recruitment Support Staff	F.T. Departmental Assistant Effective: 11/18/19
Ericka Hamilton	Associate Professor, Psychology Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2019-2020
Judy Healy	Budget Manager Finance Administrative & Professional	Reclassified to: Director of Payroll Effective: 11/18/19
Beatriz Ruiz	Financial Aid Coordinator Financial Aid Administrative & Professional	Reclassified to: Director of Financial Aid Effective: 2/3/20

RECOMMENDED ACTION

That the above be approved as presented.

NEW BUSINESS

- | | | |
|-------|--|----------|
| *12.1 | Affiliation Agreement with The Way Back Inn (Addictions Studies) | Enclosed |
| *12.2 | Resolution Determining Estimated Tax Levy and Public Hearing 2019 | Enclosed |
| *12.3 | Facilities Master Plan | Enclosed |
| *12.4 | Approval of Negotiated Agreement with Moraine Valley Adjunct Organization (July 1, 2019 – June 30, 2019) | Enclosed |
| *12.5 | Ford 2020 15-passenger Transit Van Bid | Enclosed |

RESOLUTION DETERMINING THE ESTIMATED TAX LEVY
FOR THE YEAR 2019 TAX YEAR AND
SCHEDULING A PUBLIC HEARING THEREON

(See attached Resolution)

Recommended Action:

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

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

**RESOLUTION DETERMINING THE
ESTIMATED TAX LEVY FOR THE
YEAR 2019 TAX YEAR AND SCHEDULING A
PUBLIC HEARING THEREON**

WHEREAS, pursuant to Public Act 91-523, the Board of Trustees at Moraine Valley Community College, District No. 524, Cook County, Illinois, is required to determine the amounts of money estimated to be necessary to be raised by taxation for Tax Year 2019; and

WHEREAS, the Board is required to conduct a public hearing on said estimated determination on December 18, 2019; and

WHEREAS, the Board is further required to publish notification of the proposed property tax levy;

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:

Section 1: A public hearing on the Board's intent to adopt an aggregate levy shall be held on December 17, 2019, at 6:00 p.m. in the Board Room. Attached hereto as Exhibit A is the estimate of tax levy.

Section 2: The Board Secretary is hereby authorized and directed to cause notice of public hearing on the Board's estimate of taxes to be levied pursuant to 35 ILCS 200/18-101.15 in a newspaper of general circulation within the District not more than fourteen (14) days nor less

than seven (7) days before the date of the public hearing. The notice shall be substantially in the form of Exhibit A.

Section 3: All members of the public shall be invited to the public hearing to comment upon the proposed tax levy.

Section 4: This Resolution shall be in full force and effect from and after its passage.

PASSED this 12th day of November, 2019.

AYES:

NAYS:

ABSENT:

APPROVED this 12th day of November, 2019.

Chairperson

ATTEST:

Secretary

**Notice of Proposed Property Tax Levy for
MORAIN VALLEY COMMUNITY COLLEGE
Community College District No. 524, Palos Hills, Cook County, Illinois**

- I. A public hearing to approve a proposed property tax levy for Moraine Valley Community College, Community College District No. 524, Palos Hills, Illinois for Tax Year 2019 will be held on Tuesday, December 17, 2019, at 6:00 p.m. in the Board Room (D219), 9000 W. College Parkway, Palos Hills, IL 60465-0937.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Dr. Sylvia Jenkins, President, Moraine Valley Community College, 9000 W. College Parkway, Palos Hills, IL 60465; 708/974-5201.

- II. The corporate and special purpose property taxes extended or abated for Tax Year 2018 were \$31,771,797.

The proposed corporate and special purpose property taxes to be levied for Tax Year 2019 are \$32,795,390. This represents a 3.22 percentage increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for Tax Year 2018 were \$7,098,824.

The estimated property taxes to be levied for debt service and public building commission leases for Tax Year 2019 are \$7,176,427. This represents a 1.09 percentage increase over the previous year.

- IV. The total property taxes extended or abated for Tax Year 2018 were \$38,870,621.

The estimated total property taxes to be levied for Tax Year 2019 are \$39,971,817. This represents a 2.83 percentage increase over the previous year.

EXHIBIT A

FACILITIES MASTER PLAN

The Illinois Community College Board (ICCB) requires that each college update their facilities plans every five years. The current plan was approved by the Board in 2016. Due to evolving educational program opportunities for students, the plan has been updated in 2019. After holding meetings with various constituent groups to receive their input, an updated plan has been developed and was reviewed with the Board at its Board Retreat of July 20, 2019. The plan is now ready for approval.

Recommended Action:

It is recommended that the Board of Trustees accept the Facilities Master Plan.

MORaine VALLEY COMMUNITY COLLEGE FACILITIES MASTER PLAN

Board Retreat
July 20, 2019



DRAFT - For discussion only

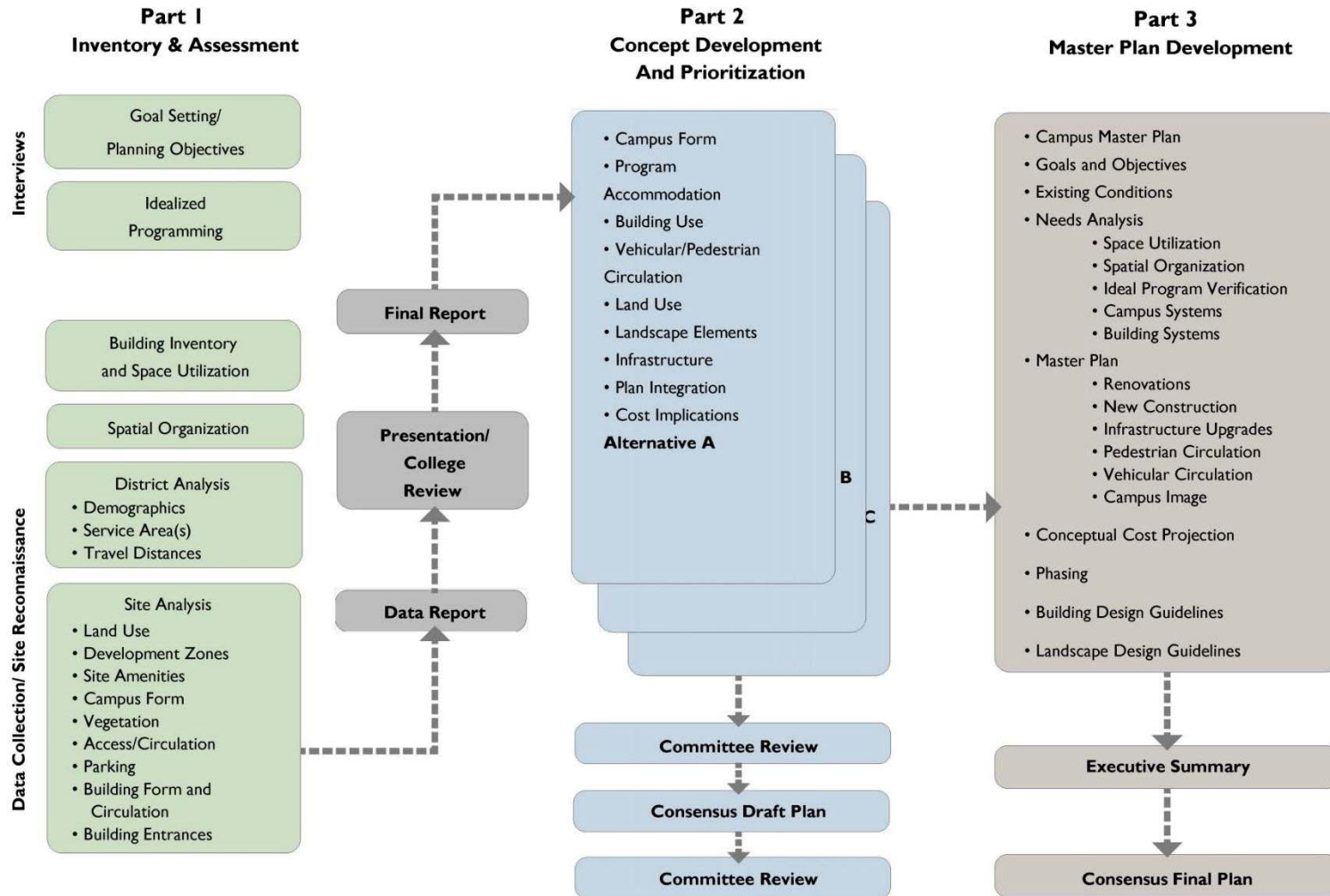


DEMONICA KEMPER ARCHITECTS



The Planning Process

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Planning Objectives

Image & Identity

Continue to enhance the campus image and campus identity

Connectivity

Strengthen access between campus facilities and provide programmatic connectivity throughout the college

Organization

Strengthen the physical organization of the campus

Recreation

Enhance on-site, multi-use recreational facilities for use by the college and the community

“Off-Stage” Space

Create varied types of student and employee life space dispersed throughout campus

Partnerships

Explore and establish community partnerships related to business, government, education, and recreation

Parking

Provide convenient parking for all users of the campus

Safety

Consider safety in the planning process for all users of the campus

Learning Environment

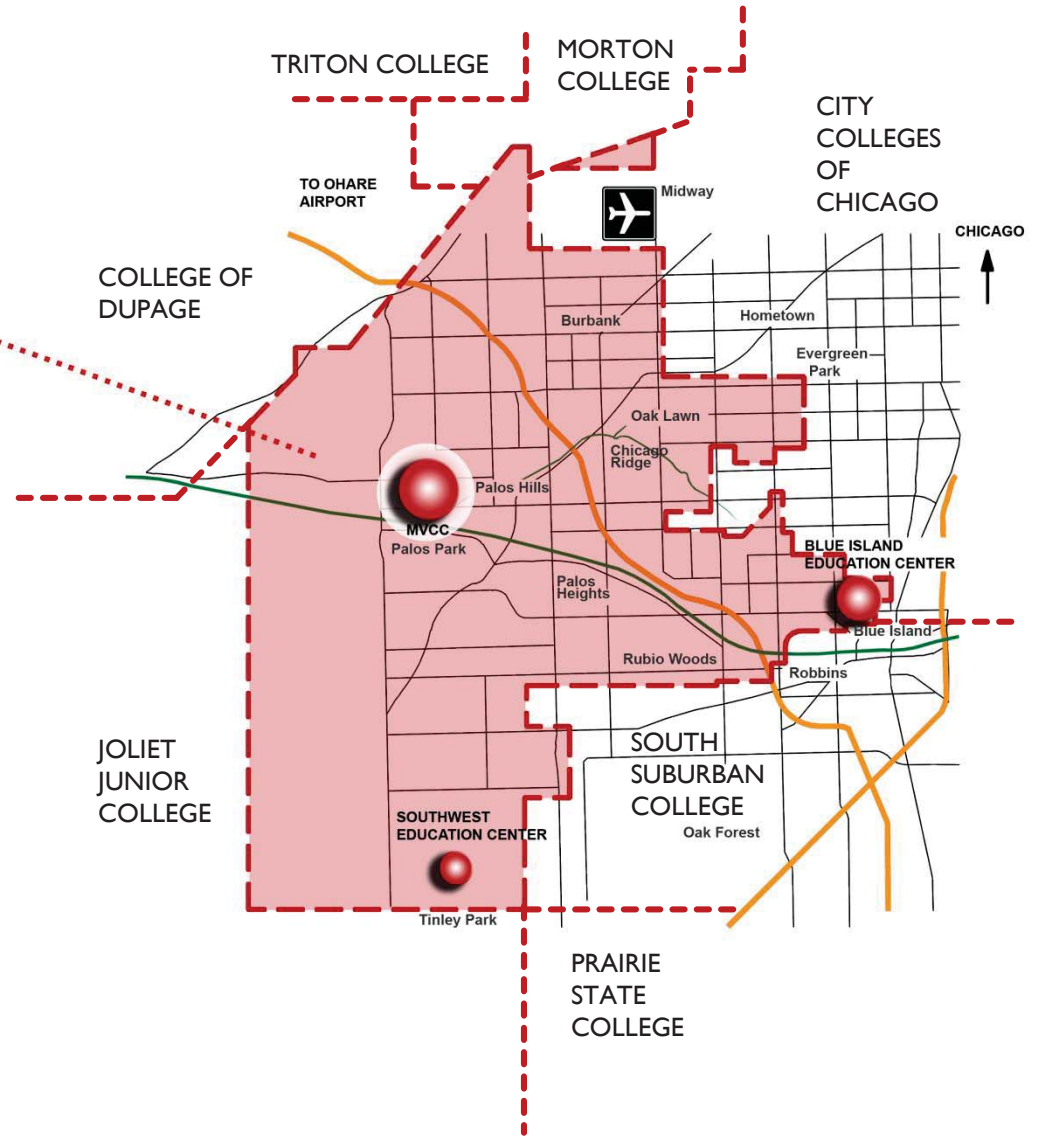
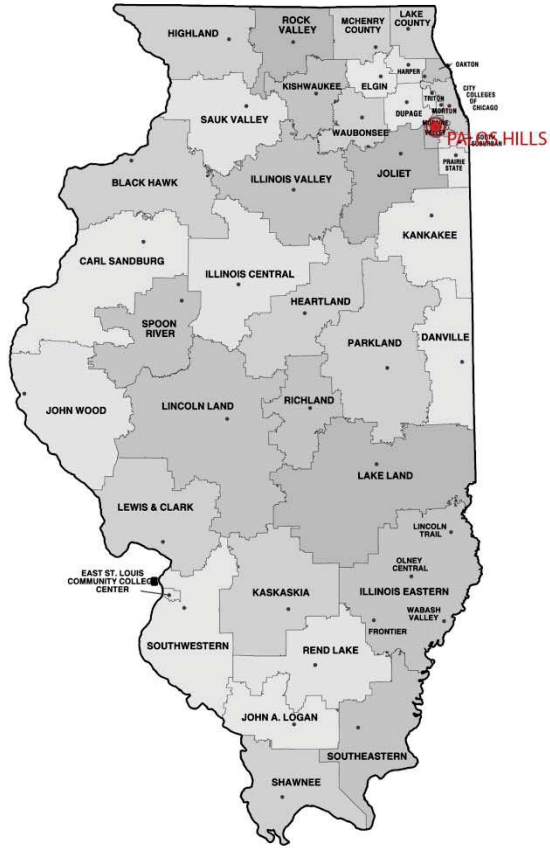
Create a master planning framework that allows the implementation of stimulating, convenient, accessible, functional, and comfortable learning environments



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District Boundaries

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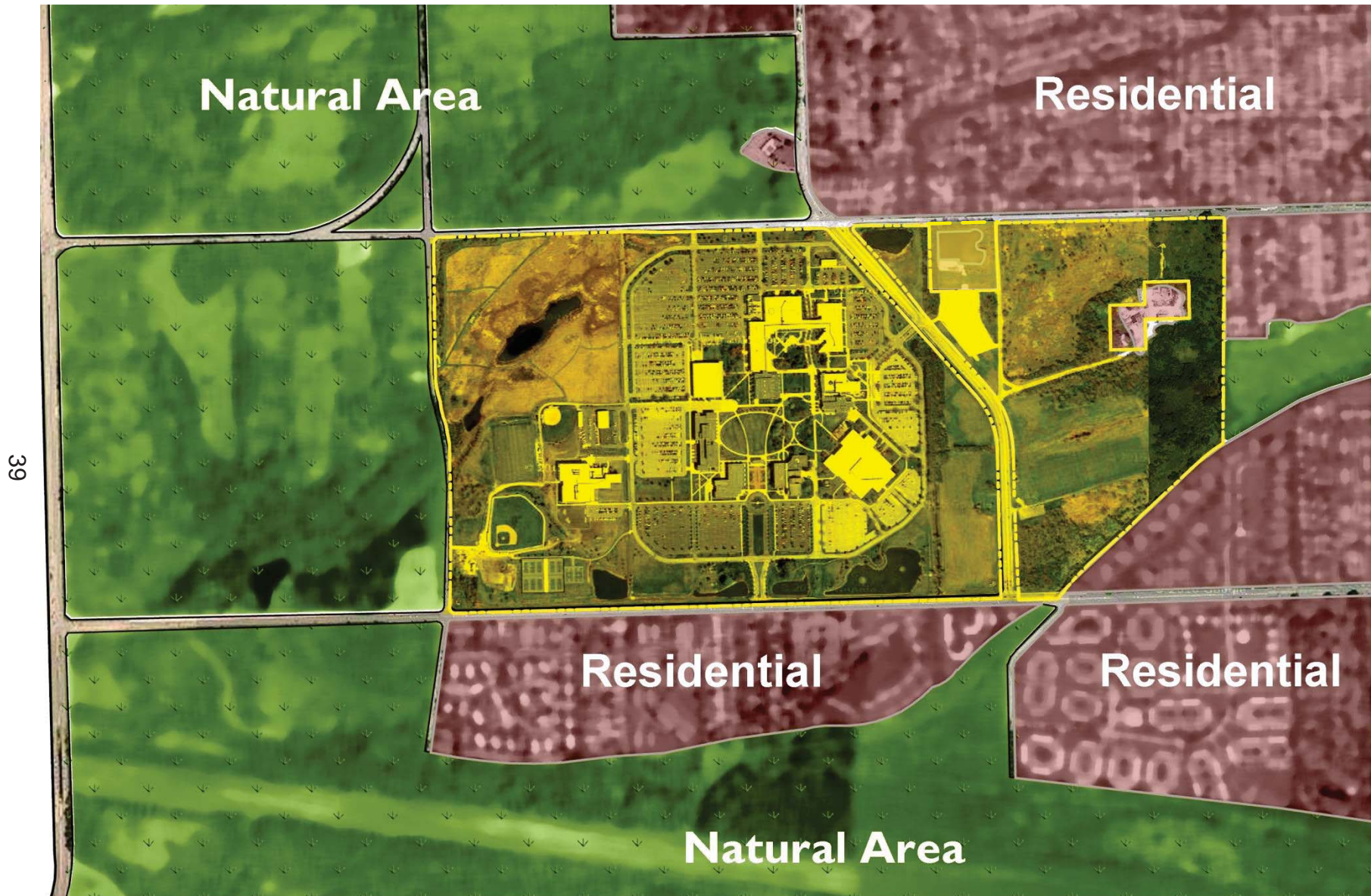


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Main Campus

Site Adjacencies

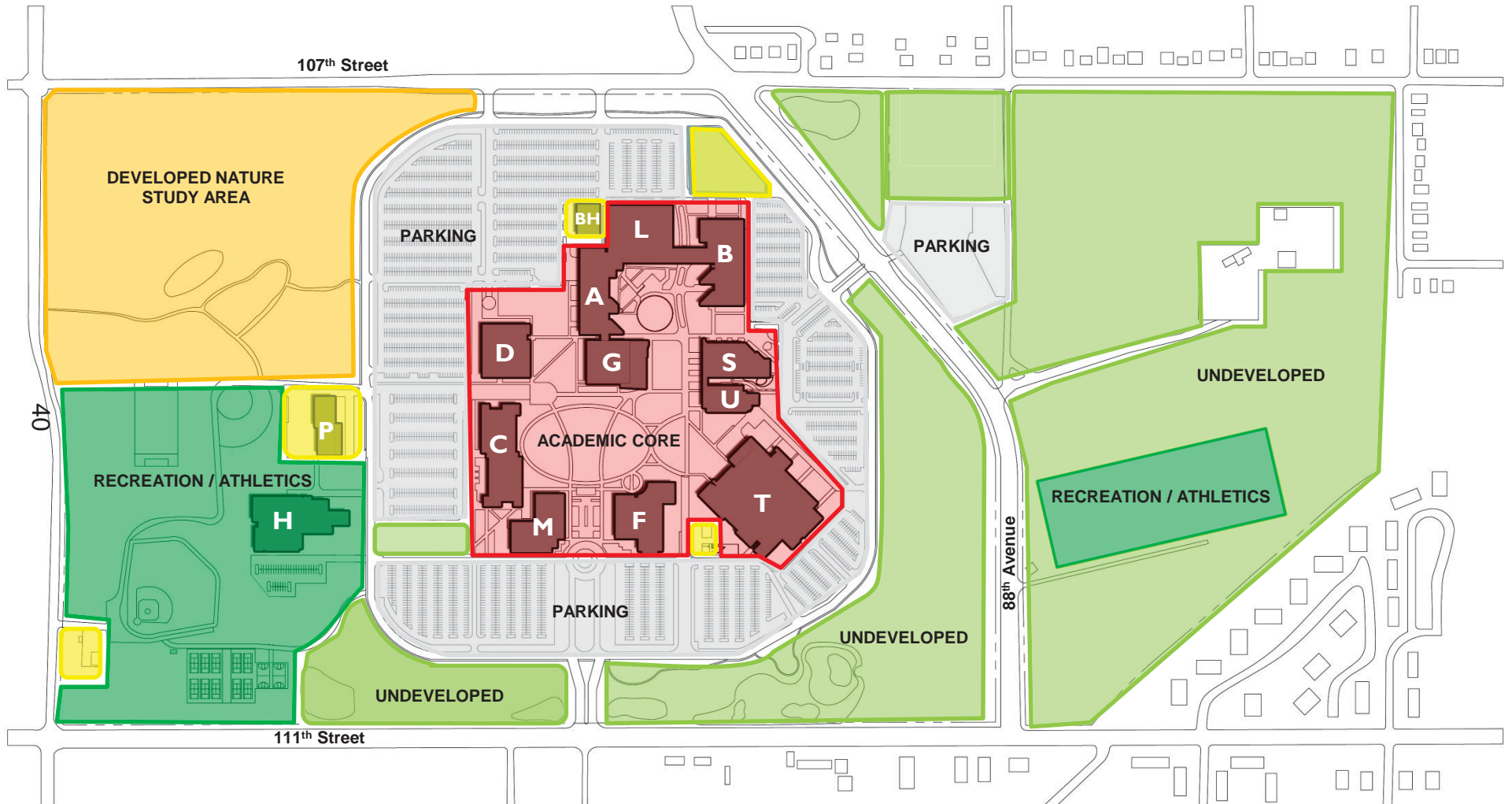


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Main Campus

Campus Zoning



DEMONICA KEMPER ARCHITECTS



Education Center at Blue Island

Site Adjacencies



DEMONICA KEMPER ARCHITECTS



Southwest Education Center

Site Adjacencies



DEMONICA KEMPER ARCHITECTS



Summary of Proposed Work



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DEMONICA KEMPER ARCHITECTS



Proposed Master Plan Summary – Short-Term

First Floor

NEW CONSTRUCTION

- E. NEW HEALTH SCIENCES CENTER
- T1 HVAC/R EXPANSION
- T2 WELDING EXPANSION
- T3 AUTOMOTIVE EXPANSION

RENOVATIONS

- 1 RELOCATE ISA / MSA / TRIO / JRC
- 2 CREATE ACTIVE LEARNING CLASSROOMS
- 3 RELOCATE CCCE OFFICES
- 4 EXPAND ADMISSIONS
- 5 EXPAND CULINARY RESTAURANT



Proposed Master Plan Summary – Short-Term

Second Floor

RENOVATIONS

- 18 CREATE ACTIVE LEARNING CLASSROOMS
- 19 CREATE NEW COMPUTER LABS
- 20 EXPAND COUNSELING
- 21 RELOCATE CENTER FOR DISABILITY SRVCS.



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DEMONICA KEMPER ARCHITECTS



Proposed Master Plan Summary – Long-Term

First Floor

NEW CONSTRUCTION

- E NEW HEALTH SCIENCES CENTER
- T1 HVAC/R EXPANSION
- T2 WELDING EXPANSION
- T3 AUTOMOTIVE EXPANSION
- B BOOKSTORE RELOCATION
- U STUDENT LOUNGE EXPANSION
- F FINE & PERFORMING ARTS EXPANSION
- M1 NEW ENTRY VESTIBULE
- M2 NEW CONFERENCE CENTER STORAGE
- H NEW GYMNASIUM / LOUNGE SPACE

RENOVATIONS

- 1 RELOCATE ISA / MSA / TRIO / JRC
- 2 CREATE ACTIVE LEARNING CLASSROOMS
- 3 RELOCATE CCCE OFFICES
- 4 EXPAND ADMISSIONS
- 5 EXPAND CULINARY RESTAURANT
- 6 CONVERT BOOKSTORE TO STUDY SPACE
- 7 CREATE LIBRARY ARCHIVES
- 8 RELOCATE MARKETING & COMM.
- 9 RECONFIGURE FINANCE OFFICES
- 10 CREATE STUDENT CONDUCT OFFICES
- 11 RELOCATE IT OFFICES
- 12 EXPAND TECHNOLOGY TUTORING SPACE
- 13 CREATE S.T.E.M. CENTER
- 14 RENOVATE MANUFACTURING LABS
- 15 RENOVATE FINE ARTS SPACE
- 16 EXPAND CCCE OFFICES
- 17 CREATE ADDITIONAL PRACTICALS LAB



DEMONICA KEMPER ARCHITECTS

Proposed Master Plan Summary – Long-Term

Second Floor

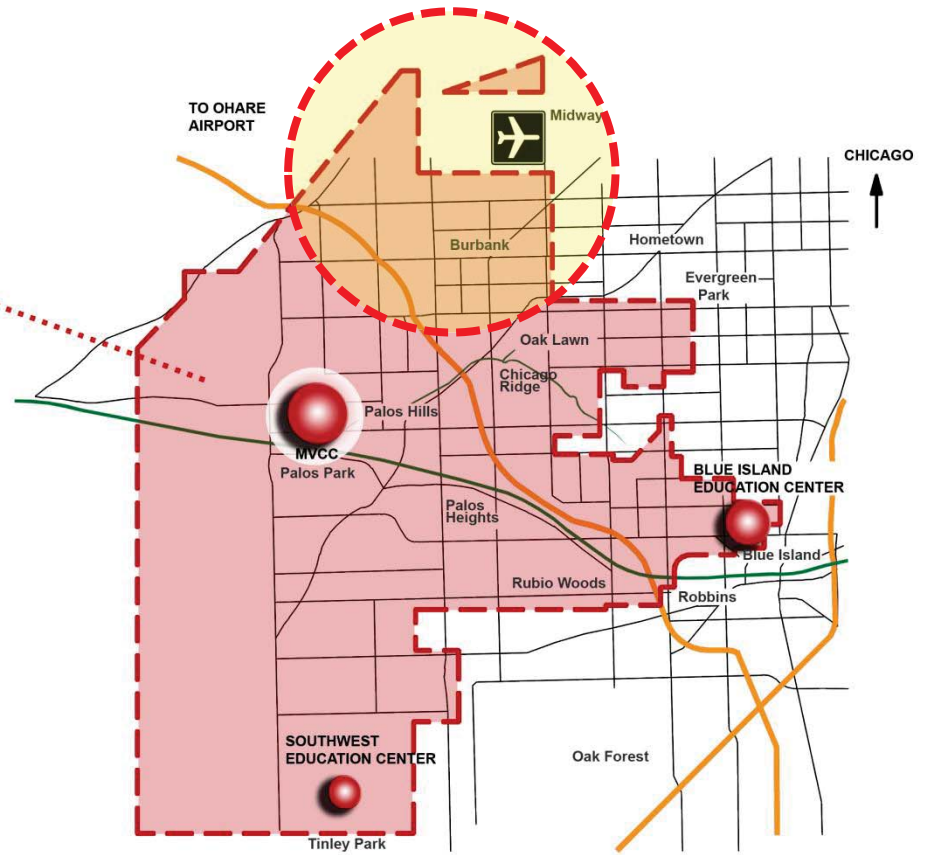
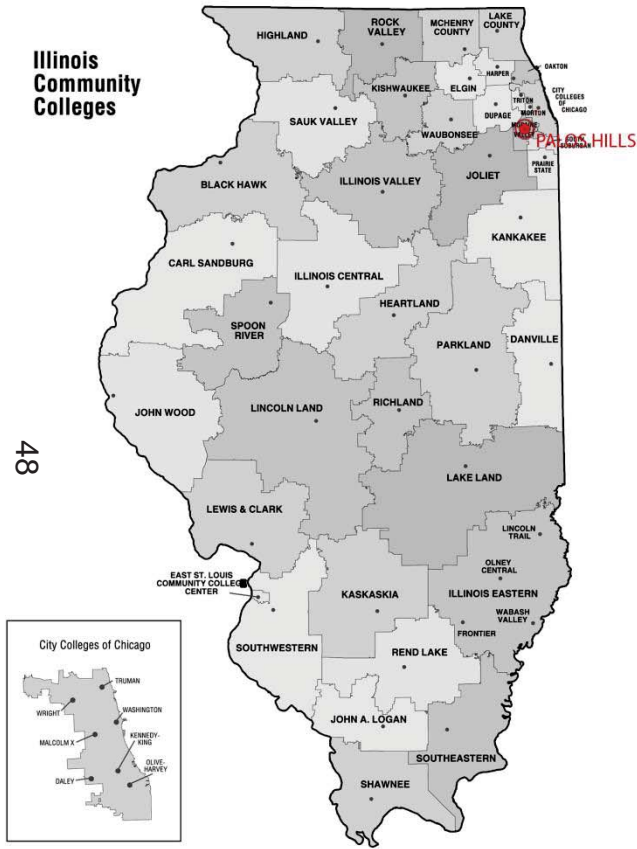
RENOVATIONS

- 18 CREATE ACTIVE LEARNING CLASSROOMS
- 19 CREATE NEW COMPUTER LABS
- 20 EXPAND COUNSELING
- 21 RELOCATE CENTER FOR DISABILITY SRVCS.
- 22 RELOCATE AMERICAN SIGN LANGUAGE
- 23 CREATE FORENSICS SPACE
- 24 CREATE ADDITIONAL LIBRARY STUDY SPACE
- 25 RELOCATE GAME ROOM



Northeast Career Center

Summary of Proposed Work



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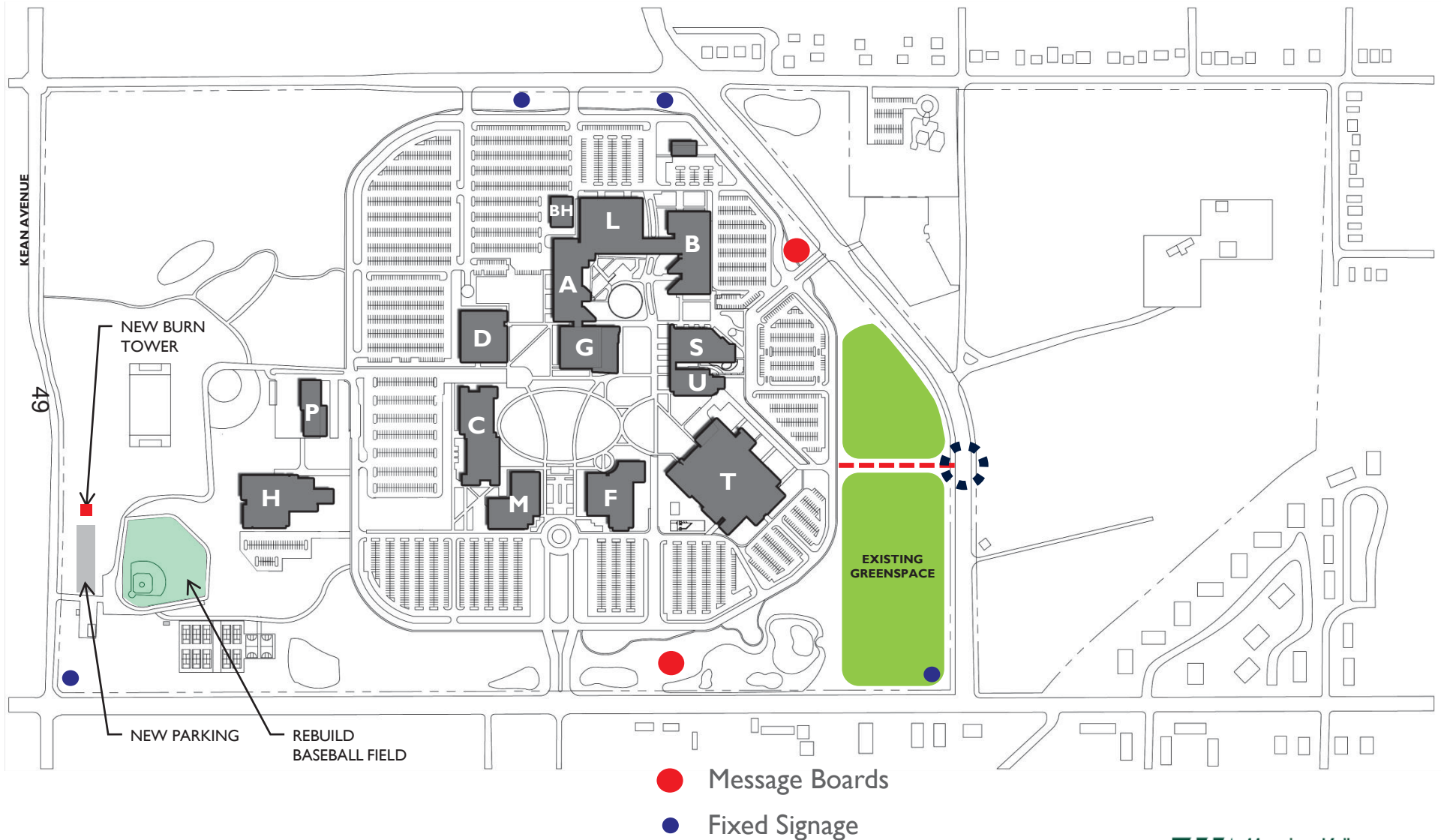


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Main Campus Sitework

Summary of Proposed Work



DEMONICA KEMPER ARCHITECTS



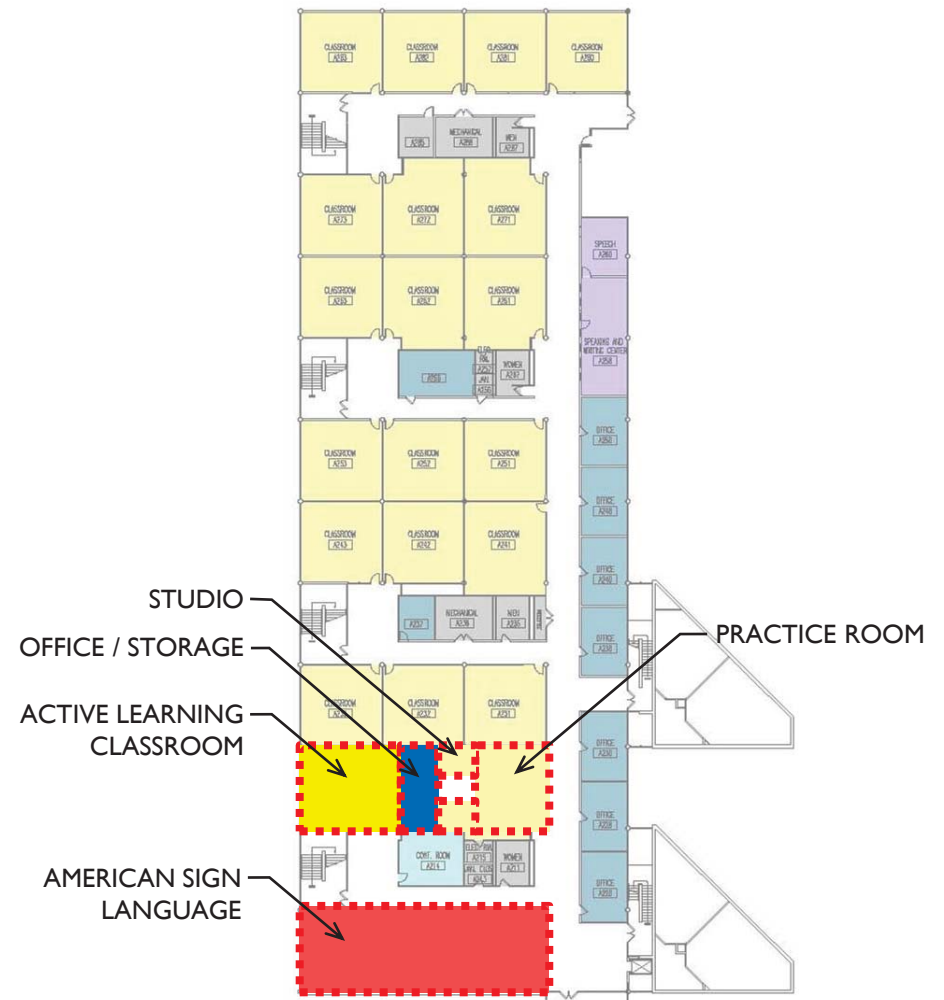
Building A

Summary of Proposed Work

50



First Floor



Second Floor

NET LOSS: (5) CLASSROOMS



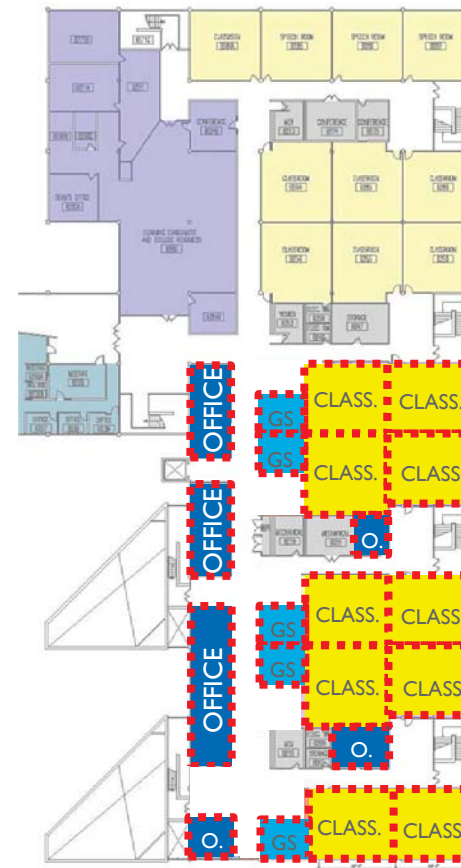
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Building B

Summary of Proposed Work

51



**NET GAIN:
(7) CLASSROOMS / COMPUTER LABS**



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Building D

Summary of Proposed Work

53



First Floor



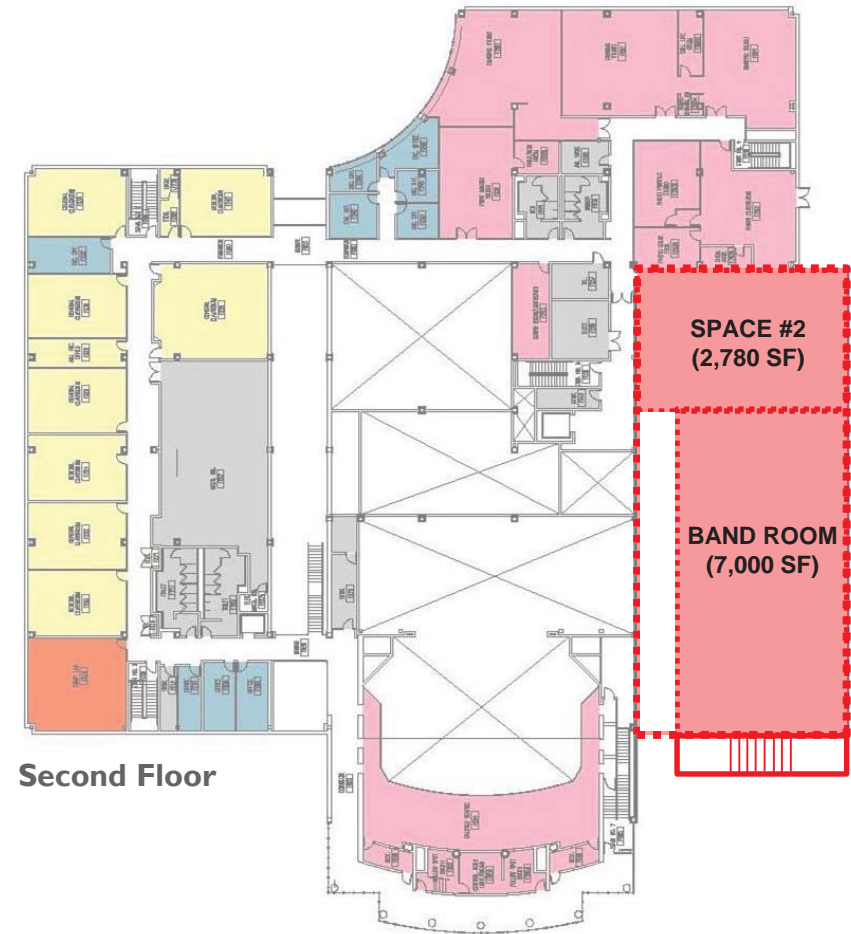
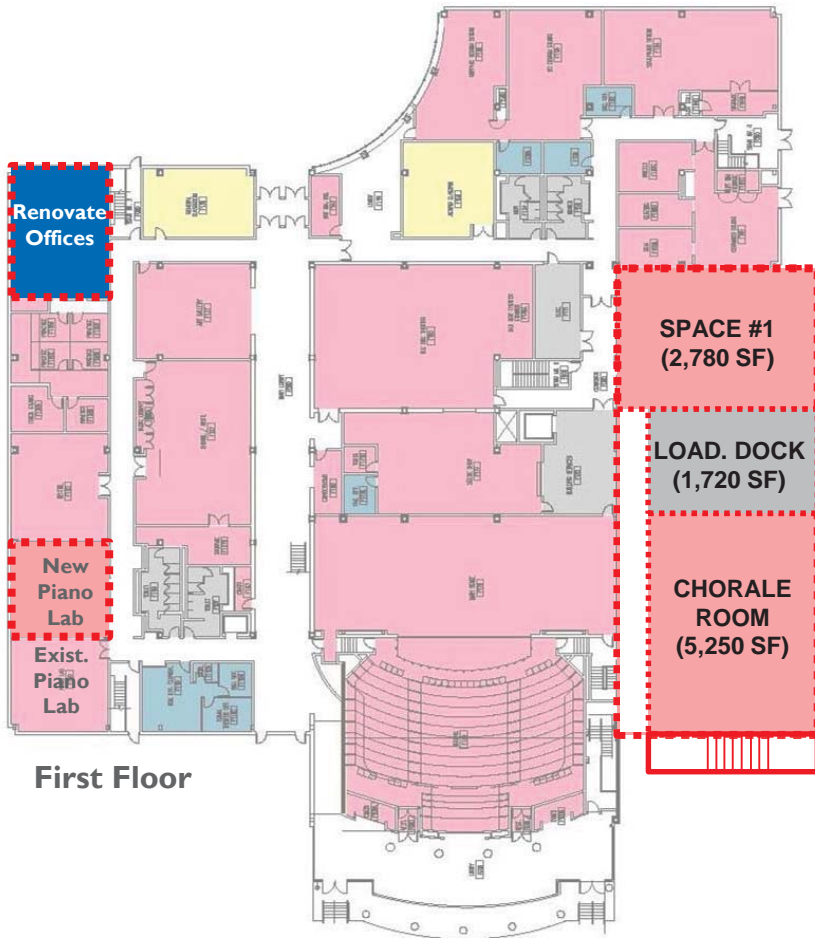
DEMONICA KEMPER ARCHITECTS



Building F

Summary of Proposed Work

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DEMONICA KEMPER ARCHITECTS



Building H

Summary of Proposed Work

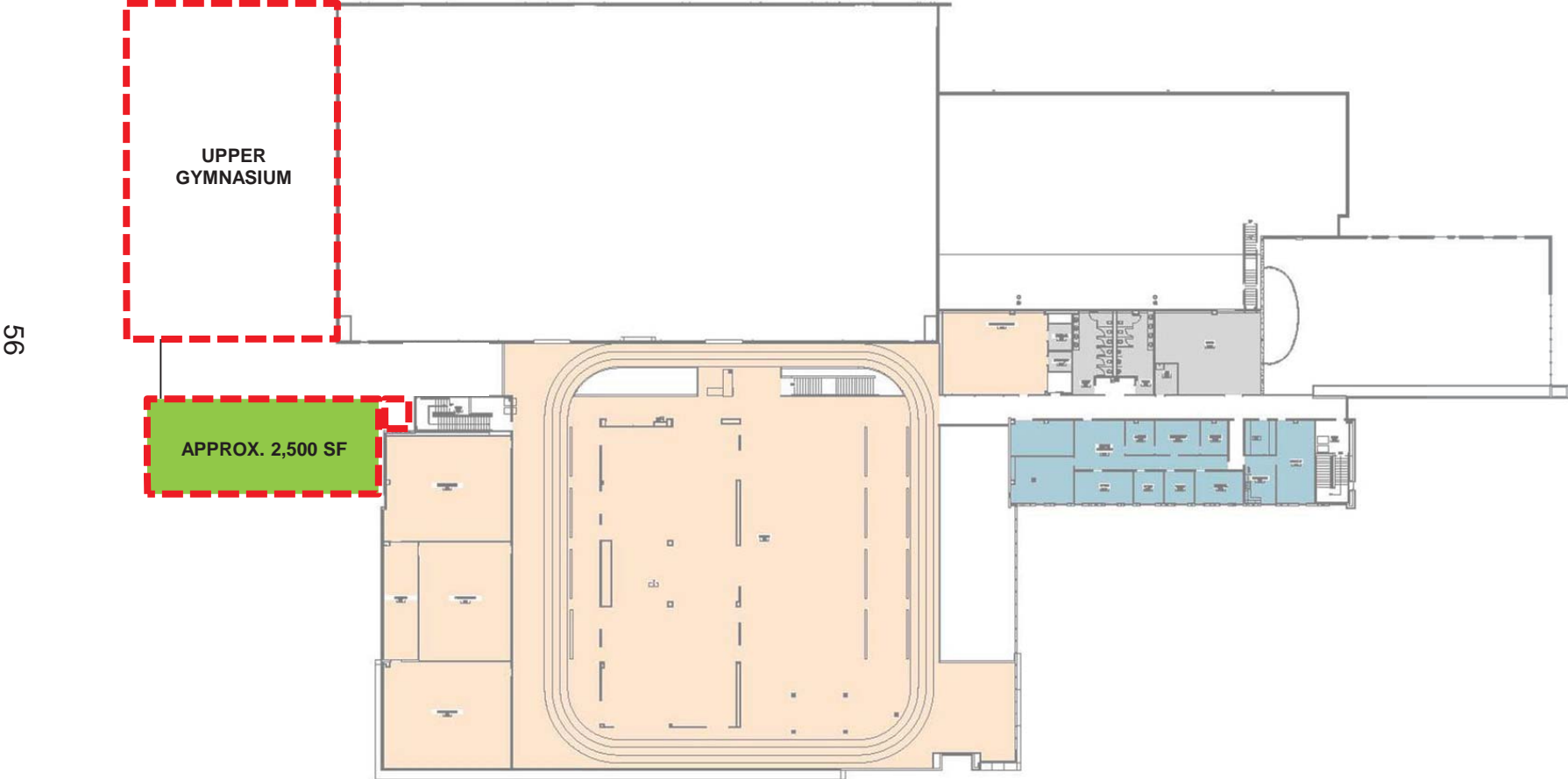


DEMONICA KEMPER ARCHITECTS



Building H

Summary of Proposed Work

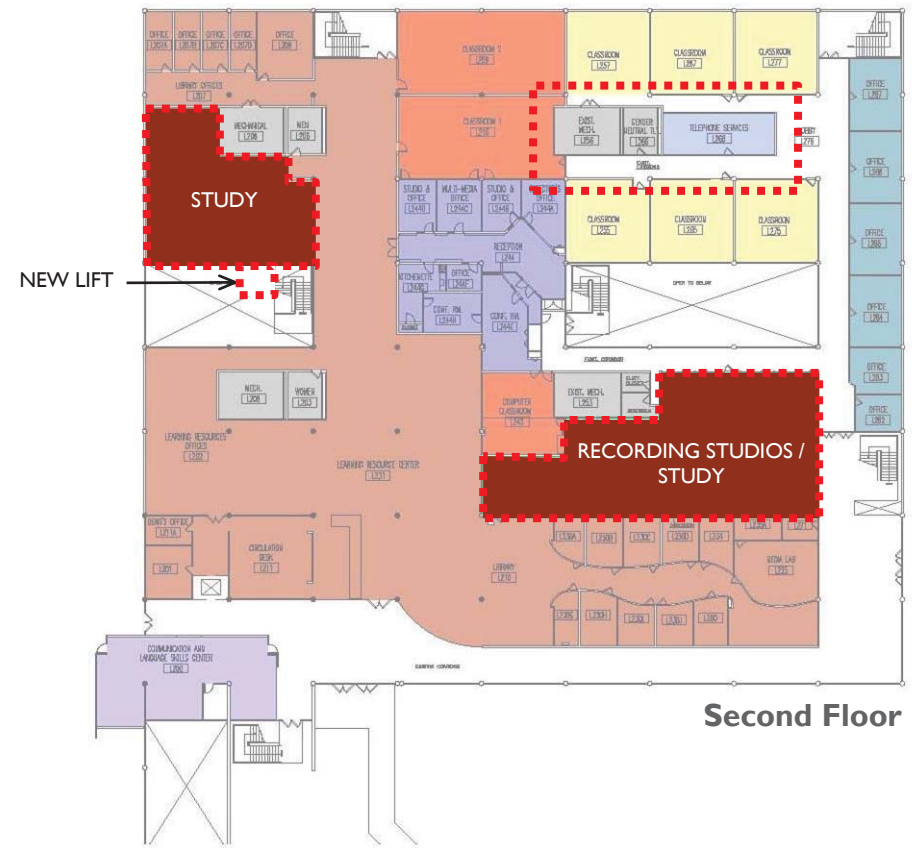
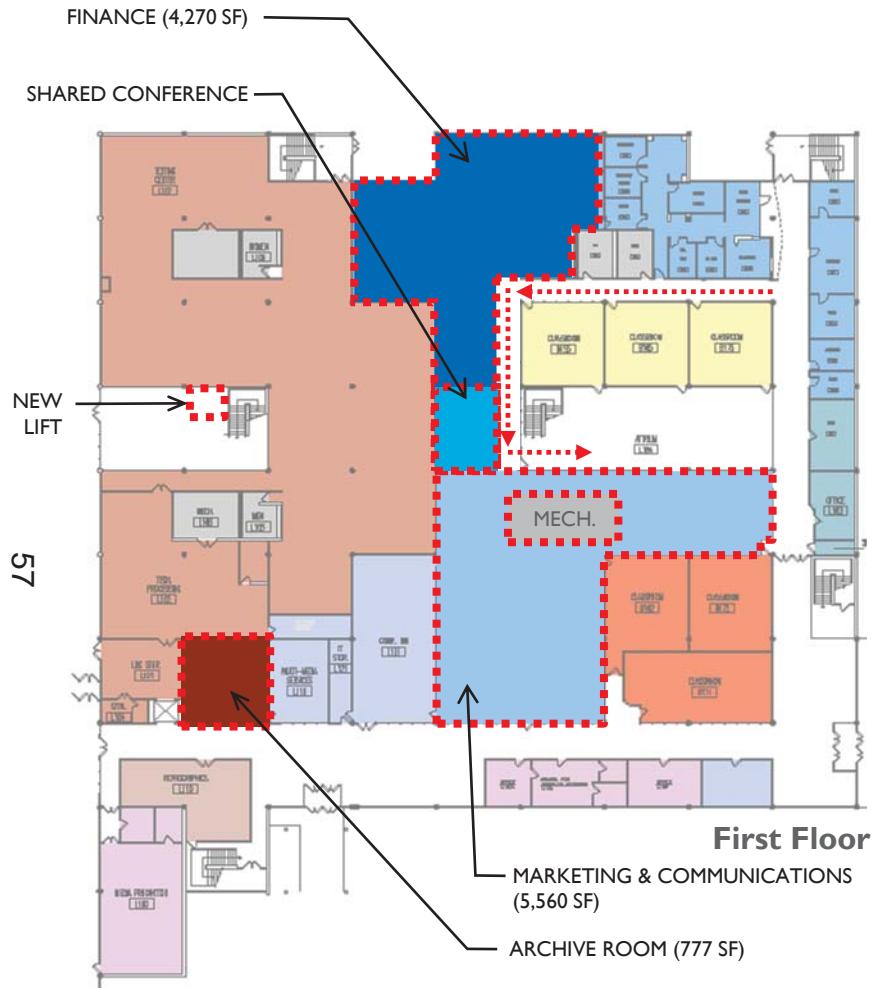


DEMONICA KEMPER ARCHITECTS



Building L

Summary of Proposed Work



NET LOSS: (2) CLASSROOMS

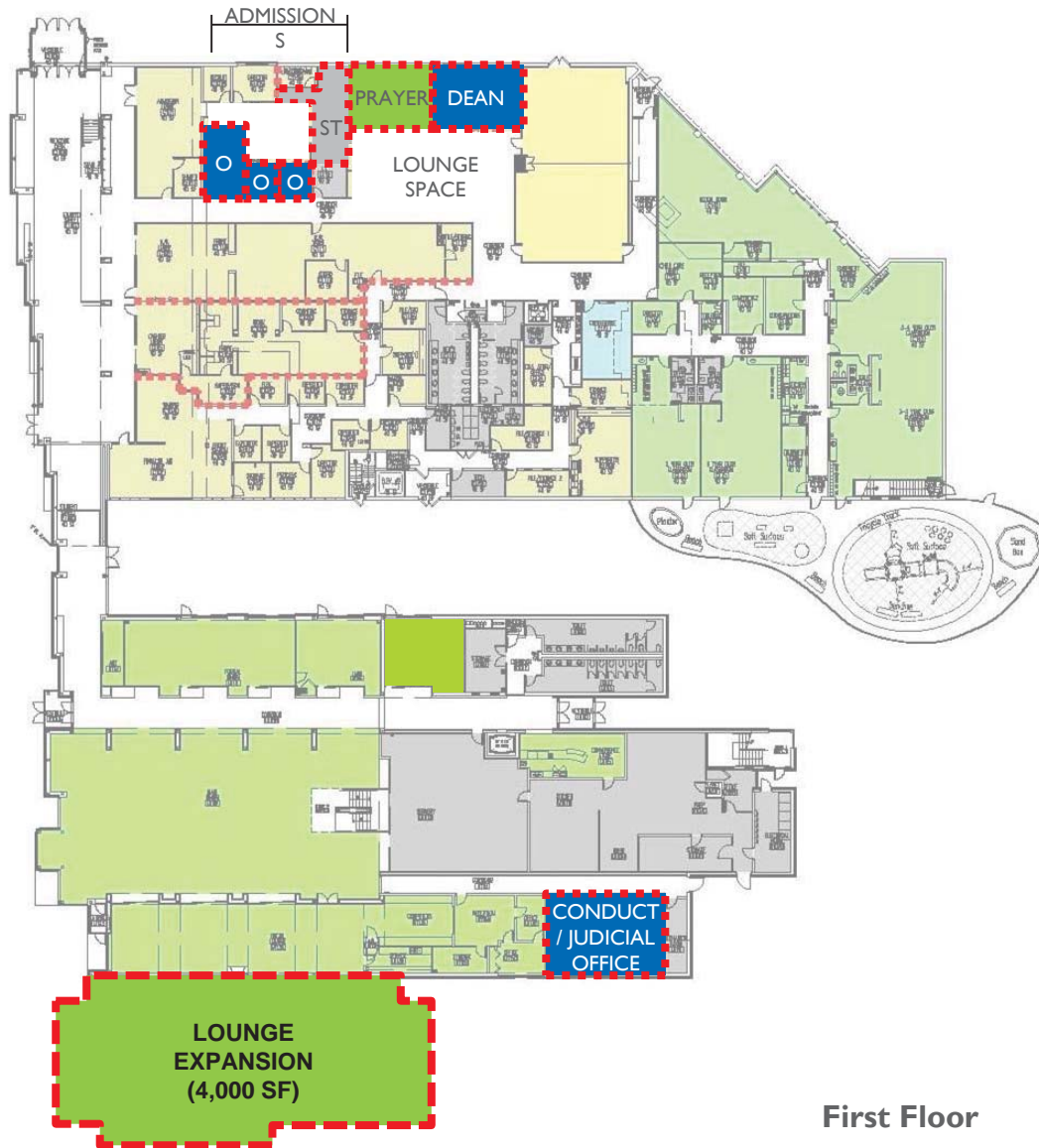


DEMONICA KEMPER ARCHITECTS



Building S & U

Summary of Proposed Work



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DEMONICA KEMPER ARCHITECTS



Building S & U

Summary of Proposed Work



09

Second Floor

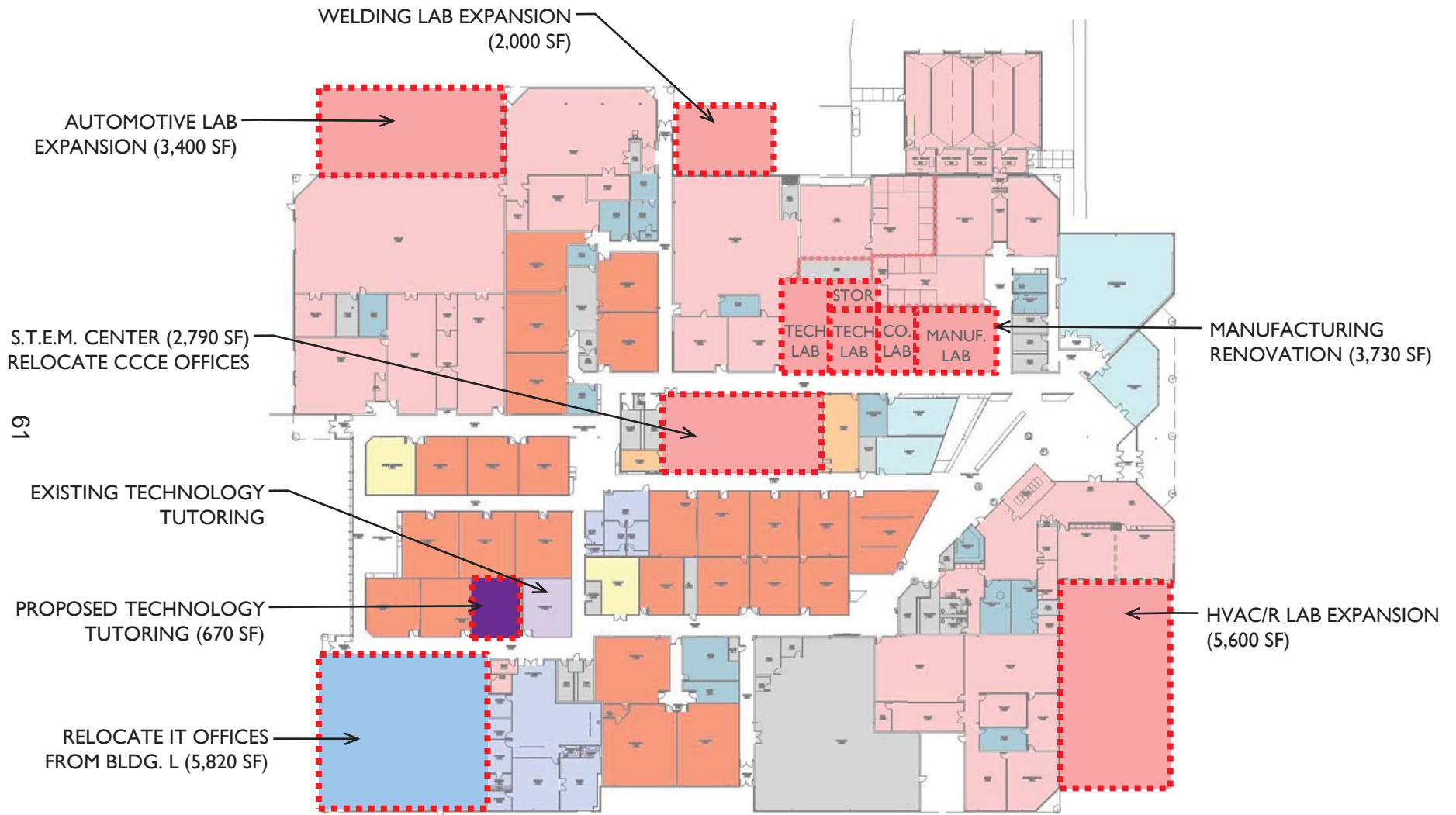


DEMONICA KEMPER ARCHITECTS



Building T

Summary of Proposed Work



DEMONICA KEMPER ARCHITECTS



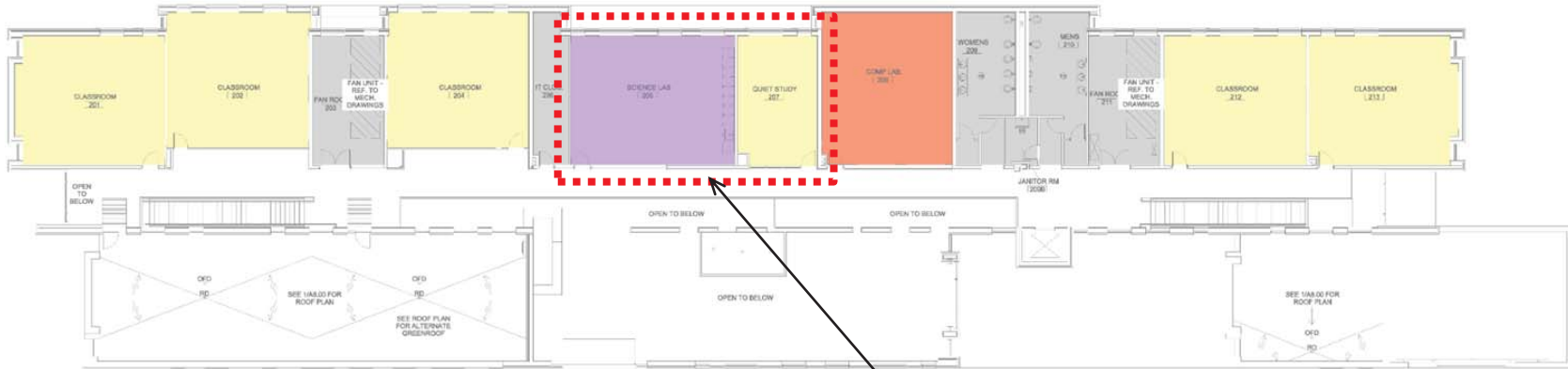
Educational Center at Blue Island

Summary of Proposed Work



Southwest Educational Center

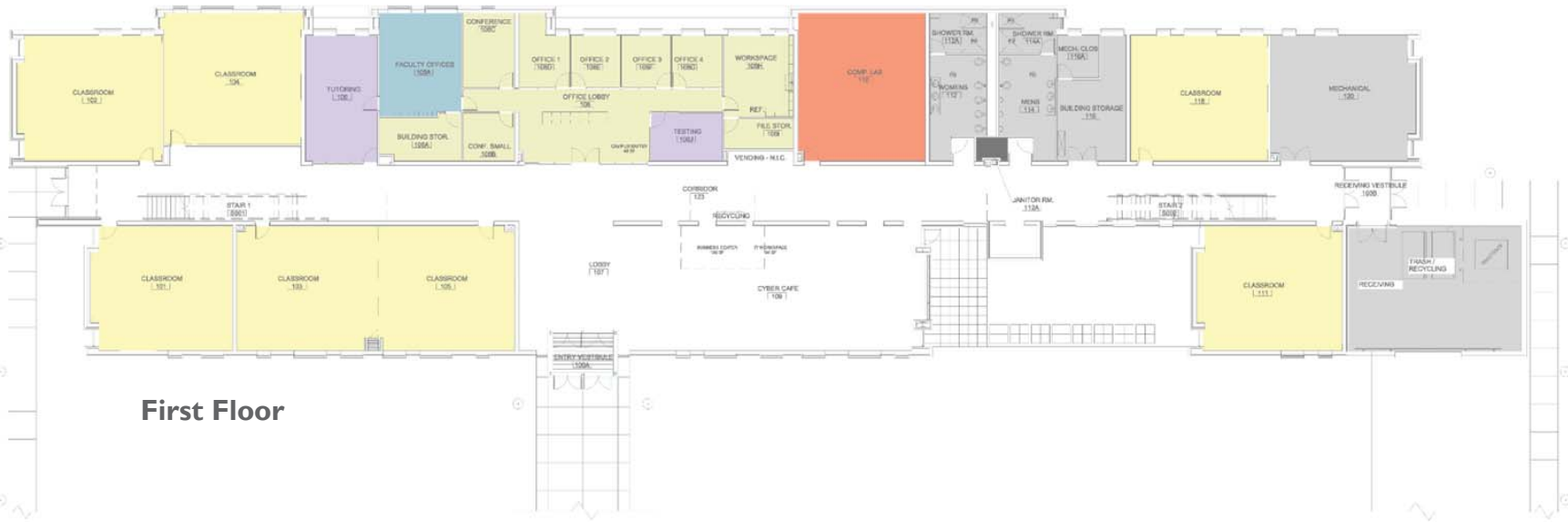
Summary of Proposed Work



Second Floor

CONVERT LAB TO BIOLOGY /
CHEMISTRY LAB (1,350 SF)

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First Floor



DEMONICA KEMPER ARCHITECTS



ADJUNCT FACULTY AGREEMENT, 2019-2022

The Adjunct Faculty Organization has agreed to the language for the new contract covering the period July 1, 2019 through June 30, 2022. Attached are the summarized changes.

Recommended Action:

It is recommended that the Board of Trustees approve the adjunct faculty agreement for the period of July 1, 2019 through June 30, 2022.

Moraine Valley Community College

Adjunct Association Negotiations

- 1) 2.2 BUE (Bargaining Unit Employee) Qualification following absence from teaching**
Reduced the minimum to qualify to 2 ECH (Equated Credit Hours) from 3 ECH.
- 2) 2.8 Fair Share**
Updated language to follow the Janus Supreme Court decision.
- 3) 4.3 Remediation**
Rejected Union request to add evaluation language.
- 4) 5.4 Payment in the Event of Class Cancellation**
Increased stipend to \$200 (from \$100) if class is cancelled or the instructor is bumped within 7 days of semester start.
- 5) 5.5 Seniority**
Rejected Union request to add language.
- 6) 6.3 Paid Time Off (PTO)**
Increased to 4 days (from 3 days) and added ability to attend conferences with Dean approval.
- 7) 6.4 Tuition Waiver**
Expanded waiver to family members (in lieu of faculty member) limited to one class per semester.
- 8) 6.8 Holiday/Emergency Closure**
Added pay for first day of holiday/emergency closure.
- 9) 6.9 Full time jobs**
Rejected obligation of College to interview adjunct faculty for full time positions.
- 10) 6.10 Health Care**
Added access to a group health program (separate from the College's program for full time staff).
- 11) 9.1 Salaries**
3.5% increases (consistent with other bargaining units) annually. Three year agreement.
- 12) 9.2 Salaries – Advisors, Counselors & Librarians**
24% increase to starting pay of Advisors. 15% increase to starting pay of Counselors & Librarians.
- 13) 9.3 Longevity**
Maintained the stipend at \$200 and accelerated payment to the last pay of the spring semester.
- 14) 9.4 Retroactive Pay**
Retroactive pay from July 1, 2019 to date of contract approval.

DATE: November 5, 2019

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

FROM: Jane Bentley
Director of Purchasing

RE: **New Ford 2020 Transit 15 Passenger Wagon Van 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. The bids were opened on Tuesday, October 22, 2019 at 11:00 AM, in room L187. 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 college has been in the process of replacing the aged and worn Starcraft Buses with new 15 passenger vans. These buses have been used by staff to transport students for off campus events, primarily intercollegiate sporting events. The remaining 2008 E350 Starcraft passenger bus has over 94,627 miles driven. Because of age, internal wear and constant usage, it has become a safety concern. It is requested that this 2008 Starcraft bus be used as a trade in for the purchase of a new 2020 Ford Transit 15 Passenger Wagon. The purchase of this new Ford Transit Passenger Wagon will seat fifteen (15), has updated safety features and will help the college maintain a functioning, up to date and safe fleet of vehicles on campus.

RECOMMENDED ACTION: Whereas Freeway Ford & Truck, of Lyons, Illinois, is the lowest responsible bidder, it is recommended that the Board of Trustees authorize the issuance of a purchase order in the net amount of **\$ 28,763.00 to Freeway Ford & Truck** for the purchase of a New Ford Transit 15 Passenger Wagon, including trade in.