

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Committee of the Whole Meeting, was held on Tuesday, October 29, 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; Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy

Absent: John Coleman, Brian O'Neill; Andrew Williams, Student Trustee

Dr. Jenkins indicated that this first committee-of-the-whole meeting will start with an overview of the six divisions of the college. She suggested that the next committee-of-the-whole meeting might focus on finance and planning.

Academic Affairs

Dr. Pamela Haney, Vice President of Academic Affairs, shared the organization chart for Academic Affairs and outlined each of the eight subdivisions in Academic Affairs and the programs included in each. She provided an overview of the various responsibilities of the division, including curriculum; scheduling; monitoring enrollment; innovation; promoting linkages to business and industry and government agencies; faculty development; integration of technology; and compliance with state, federal, accrediting regulations for academic programs. She briefly described the process for hiring new full-time faculty positions, which takes place each year, based on program need and projected enrollments. She discussed some initiatives in the division, including the analysis of scheduling patterns to identify potential improvements; the dining renovation in Culinary Arts, which will offer students a more rounded experience in the program; the Motorola Foundation Grant, which supports the Fire Science program and its students by removing some financial barriers; and the Supply Chain Management offerings, which includes the truck driving and forklift programs, which are doing well. She shared a list of 20 new

certificate and degree programs introduced since 2014. Program brochures for several credit and non-credit programs were shared.

Capital Projects, Personnel/Hiring

Rick Hendricks, Vice President of Administrative Services, described the four departments under his division. The department of sustainability promotes green initiatives on campus and in the community through curriculum development and activities that expand awareness of sustainability concepts, such as recycling, a new apiary on campus, solar energy generation, and the college's status as an arboretum. The department of Human Resources provides recruitment and employment services, benefits, compensation, diversity and inclusion, employee recognition programs, employee and labor relations, and wellness. The Police Department provides 24/7 protection and security for facilities, property, staff, students, and visitors. He described various functions handled through the Police Department, including threat assessments, mutual aid agreements, and first responder training. The department of Campus Operations is responsible for the operation and maintenance of the buildings and grounds to provide a pleasant working and learning environment. Mr. Hendricks outlined various recent and upcoming projects, including parking lots, air handler replacements, the culinary restaurant, baseball field, locker rooms, solar energy generation, and building entrance renovations.

Finance

Theresa O'Carroll, Vice President of Finance and Business Services/College Treasurer, provided a handout of the organization chart and responsibilities of the division, which include all financial activities and reporting functions of the college, in keeping with the college's strategic and master plans. Ms. O'Carroll reviewed the processes for local property tax revenues and the tax levy. She reported that she will bring the preliminary tax levy to the November Board meeting and the tax levy will be on the agenda for Board approval at the December meeting. She explained the assessment and equalization processes and shared a ten-year history of the assessed value of taxable property in the college district. She reviewed the levy process, including the determination of maximum rates per fund and the Property tax extension limitation law (PTELL/"tax cap"). She reviewed the tax categories that are used and how the Consumer Price Index (CPI) is used in the determination of the levy, and historical data about equalized assessed valuation (EAV). She explained the process of the adoption of a tax levy resolution at the November meeting, the publishing of the estimated tax levy, and a public hearing and the adoption resolutions for the tax levy and property tax limitation in December.

She also explained the process of the tax abatement resolution that will be presented for Board approval in December for the bonds for the Health, Fitness and Recreation Center (HFRC).

Strategic Planning

Dr. Margaret Lehner shared the organization chart for the division of Institutional Advancement, indicating that the division provides service to other divisions of the college. The departments of the division include Marketing & Communications, Institutional Research and Planning, and Resource Development and Institutional Effectiveness. Marketing and Communications provides the website, social media, publications, photography, videography, promotions, business cards, reprographics, communications, major events, campus tours, and government and media relations. Institutional Research and Planning provides state and federal reporting, benchmarking, student surveys and focus groups, planning, Institutional Review Board (IRB), strategic priority indicators, and data reports and analysis. Resource Development and Institutional Effectiveness develops alternative funding sources through state, federal, and private grants; administers continuous improvement initiatives; and oversees the college's re-accreditation processes.

Dr. Lehner also provided a brief overview of the strategic plan's relationship to the college's Master Plan, resulting in a need for a community survey, which she reported is being finalized and the results of which will be shared with the Board for discussion and decision. The survey will be conducted by EOSullivan Consulting and will be a random sampling of community residents across the college district.

Student Services

Dr. Normah Salleh-Barone, Vice President of Student Development, shared a list of annual events sponsored by various departments in Student Development.

Dr. Jenkins indicated that the Board will receive dates for upcoming college-wide student events for their information, although Board attendance is not required. The dates in the president's Board memo are dates that the Board members need to be aware of.

Dr. Salleh-Barone outlined the departments and their responsibilities in the Student Development division, including some statistics about student usage of services and resources provided to students. For example, the dual credit program is the college's fastest growing enrollment, with 28 high schools who have partnered with the college to offer college credit for high school students. She shared information about events

that invest in relationships with students, prospective students, and the college community, such as an open house, college night, parent liaison meetings, classroom presentations, high school testing, transition days in high schools, and community events.

Information Technology

Kam Sanghvi, Chief Information Officer, shared information on the structure of the Information Technology division, including the responsibilities of each department. These responsibilities include management of the student information system, the MVConnect portal, third-party applications, helpdesk services, project management, among others. He described the Technology Governance structure, the Technology Strategic Plan, and provided some detail about the Life Cycle Management Plan (LCM), which helps the college proactively plan for technology upgrades. He shared information on technology capital projects for the next five fiscal years. He also reported that the month of October is Cybersecurity Awareness month, and his division has provided information and strategies to college staff and students about protecting personal information and devices.

Dr. Jenkins also mentioned the Moraine Valley Foundation and introduced the executive director, Kristy McGreal, and the Internal Auditor, Drew Wendt, which report to the president's office.

Vice Chair Barrett requested a future presentation on textbooks. Dr. Jenkins indicated that a presentation can be scheduled at a Board meeting to provide information on what the college does to reduce costs for textbooks and supplies for its students.

The Board discussed its next Committee of the Whole meeting and requested a meeting between the November and December meeting. A date will be identified.

III. AUDIENCE PARTICIPATION

There was no audience participation.

IV. ADJOURNMENT

The meeting adjourned at 8:17 PM.