

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

Governing Board of Moraine Valley Community College, Community College District #524,
Public Hearing, 6:00 PM, Tuesday, December 17, 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. **PUBLIC HEARING ON THE TAX LEVY**
4. **ADJOURNMENT**

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

Governing Board of Moraine Valley Community College, Community College District #524, Regular Meeting, immediately following Public Hearing at 6:00 PM, Tuesday, December 17, 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 29, 2019 Committee of the Whole Meeting
 - 2) Unapproved Minutes of November 12, 2019 Regular Meeting
 - 3) Unapproved Minutes of December 3, 2019 Committee of the Whole Meeting
 - 4) Unapproved Minutes of Closed Session Held November 12, 2019
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
 - 1) Student Trustee Report (Williams)
6. **REPORTS OF ADMINISTRATION**
 - 1) Presentation to Wenney Tse (retirement)
 - 2) Presentation to Paul Brantl (retirement)
 - 3) Presentation to Patrick O'Connor (retirement)
 - 4) President's Report
 - National Geographic Learning Visit - ESL Project Classroom
 - Grants Report
7. **COMMUNICATIONS**
 - 1) Letter from Illinois Council of Community College Administrators (ICCCA) re Presentation at Conference (Dr. Cindy Anderson)
 - 2) Letter from Illinois Council of Community College Administrators (ICCCA) re Presentation at Conference (Dr. Sara Gallagher)
 - 3) Letter from Illinois Council of Community College Administrators (ICCCA) re Presentation at Conference (Terra Jacobson)
 - 4) Letter from Illinois Council of Community College Administrators (ICCCA) re Presentation at Conference (James Snooks)
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
- 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)

11. UNFINISHED BUSINESS**12. NEW BUSINESS**

- 1) * Affiliation Agreement with Addiction Recovery Services, Inc. (Addictions Studies)
- 2) * Affiliation Agreement with Bria Health Services of Palos Hills (Nursing, Basic Nurse Assistant)
- 3) * Affiliation Agreement with Franciscan Communities, Inc., dba Franciscan Village (Nursing, Basic Nurse Assistant)
- 4) * Affiliation Agreement with Cook County Health and Hospitals System, d/b/a Cook County Health (Associate Degree Nursing)
- 5) * Approval of New A.A.S. Degree Program and New Certificate Program: Paralegal Studies
- 6) * Approval of New Certificate Program: ESL and Bilingual Educator
- 7) * Review of Closed Session Written Minutes and Audio Tapes
- 8) * Revised Board Policy 7242.1: Human Resources - Sexual and Other Forms of Harassment
- 9) * Coffee Kiosk Contract Extension/Espresso Love
- 10) * Building T Air Handling Unit Replacement Phase III Bid
- 11) * Building M Restaurant Bid (Buildout)

- 12) * Adoption of Resolution Setting Forth Tax Levies for 2019 and Approval of Tax Certificate of Tax Levy for 2019
- 13) * Property Tax Limitation Resolution
- 14) Resolution Abating the Tax Heretofore Levied for the year 2019 to Pay Debt Service on the Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District 524
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **ADJOURNMENT**

MINUTES

Approved Minutes of the Special Meeting/Working Session of October 8, 2019 Enclosed

Approved Minutes of the Regular Meeting held October 15, 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, Special Meeting, was held on Tuesday, October 8, 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; Andrew Williams, Student Trustee

Absent: Brian O'Neill

Dr. Jenkins indicated that this meeting is to continue discussions and respond to questions to follow up from the July 20 retreat in order to come to determine how to move forward with the college's Facilities Master Plan. She indicated that it is critical to move forward in looking at expanding facilities that support career programs in order to provide educational and career opportunities to residents of the district. She indicated that even though the state approved a \$43 million appropriation, it will not be enough to build and fully expand the facilities that are needed, nor is there any information when or if that money will actually be released. The Board Chair and Vice Chair are included in a meeting tomorrow with a consultant firm that worked with Harper College to successfully pass a \$180 million referendum with a 64% approval vote. If this is the direction chosen for Moraine Valley, the consultant would be invited to come and talk with the full Board.

Dr. Margaret Lehner, Vice President of Institutional Advancement and Executive Assistant to the President, provided a brief introduction for the presentations.

Dr. Pamela Haney, Vice President of Academic Affairs, provided some background and an overview of the proposed facility and renovated spaces to anticipate future growth and provide for new programs to meet the needs of district residents with the goal of enhancing students' experiences in an active learning environment where they

have high-tech and high-touch opportunities similar to what they would experience in real-world situations.

New Facility – Allied Health and Nursing Building

Dr. LoShay Willis, Assistant Dean of Career Programs, provided an overview of proposed new programs that would also be housed in the new facility, including Occupational Therapy; Physical Therapy; Sonography (Ultrasound); and MRI (Magnetic Resonance Imaging). She shared information about salary and job prospects, enrollment projections, other colleges offering these programs, and current in-district students pursuing these programs at other institutions. She discussed the challenge of providing each program's mandatory clinical experiences, indicating that they actively pursue additional clinical sites. Questions regarding potential enrollments, program costs, staffing and equipment needs were discussed.

Expanding and Enhancing Existing Facilities – Technology Building

Dr. Kiana Battle, Dean of Career Programs, indicated that while there are other high-demand programs in the mechanical technology department that prepare students for employment, information about the Automotive Technology program is being presented as an example of the potential for partnerships and future new program offerings. Program enrollment, completion figures and salary and job prospects were shared. Diagrams of potential expansion in the T building were shared and discussed.

Dr. Ryen Nagle, Dean of Science, Business and Computer Technology, provided information about Industrial Maintenance and Engineering Technology programs, including Automation and Engineering Technology (AET), Electronics Technology (ELT), Industrial Maintenance (IMM), and Integrated Systems Technology (IST). He reported that combined credit hours for these programs are trending upwards with heightened interest in STEM programs. He indicated that current spaces are somewhat outdated and not being able to expand could prevent the college from fully accommodating current and potential growth.

Renovation – Student Development

Dr. Normah Salleh-Barone, Vice President of Student Development, shared some potential renovations to Building B to accommodate expanded space for the Job Resource Center and Multicultural Student Affairs. She outlined the services in each area and how expanded space would allow the Job Resource Center to increase partnerships for internship opportunities, expand activities such as a job fair and other

career-related workshops and presentations, and Multicultural Student Affairs to better serve the growing numbers of students of color and English Language Learners.

Dr. Darryl Williams, Dean of Enrollment Services, shared information on the benefits to the community of these proposed program enhancements and facilities expansion, including keeping college-bound students in Illinois and, ideally, at Moraine Valley if we are able to offer the career and technical programs and workforce development opportunities that can provide the skills needed and access for well-paying jobs.

Master Plan/Expansion Options

Rick Hendricks, Vice President of Administrative Services, reported that the Facilities Master Plan had been presented to the Board at the July Board retreat meeting. He indicated that he and Dominick Demonica could answer questions from the Board.

Priority order for the renovations for some programs, particularly the STEM Center, was discussed. It was explained that as spaces are vacated as programs relocate into the new facility or, in a domino effect, as renovations take place, other relocations or expansion of programs can be realized. There was some discussion of previous financing for capital projects. Dr. Jenkins indicated that her ideal, preferred option is for option A, to build a new building and do backfill with all the other spaces and programs that have been discussed.

The \$43 million was approved by the state, but there is no information about when or if the money would be released. Dr. Jenkins indicated that efforts can be made to encourage the release of that money, but it was a delicate balance. If the college does not have a firm plan and is fully prepared to move forward, the release of that money could force hasty decisions. Additionally, those projects are managed by the Capital Development Board and not by the college.

Dominick reiterated the options, which include all new construction, a hybrid new and renovation plan with a building addition to the B Building, another hybrid new and renovation plan with an addition to A Building, and a plan for space renovation with no new construction, sharing pros and cons for each option. There was continued discussion of costs for these options and whether there could be a preference for construction firms in the community for project work, as well as questions about the need for and how a construction manager functions.

The Board discussed the proposal of a referendum. The timeline for a referendum was discussed; Dr. Jenkins indicated that the last referendum followed a similar, short

timeline. She indicated that the Board would have to approve a referendum in December in order to file in January.

There was continued discussion about doing both the new facility and a STEM center because of a concern that STEM would have a greater impact on the community than a facility that might not fill to capacity initially. Dr. Jenkins reiterated that the Facilities Master Plan looks to future growth as well as current needs. Given that health care facilities are the major employer in the college's district, there is an obligation to provide district residents with a pathway to employment opportunities.

Chair Cristelli gathered direction from the trustees regarding a referendum. She indicated that she liked the direction the college is headed and that she felt it was good to be aggressive with new programs, but also that she felt this was a subject that came together in the last six months. Dr. Jenkins responded that work on the master plan began a year ago with meetings and focus groups with areas across the entire campus. She indicated that the chair and vice chair will be at a meeting tomorrow with a consultant to gather more information about the referendum process.

Mr. Murphy suggested that the trustees keep an open mind, continue to ask questions, and possibly take a field trip to see some of the other facilities that have been built. He stated that Moraine Valley provides a very affordable education but also needs to stay current to continue to attract students.

Board of Trustees Committees Discussion

Chair Cristelli mentioned the five committees that have been proposed: Student Services, Capital Projects/Strategic Planning, Finance, Personnel/Hiring, and Academic Affairs, and asked for board members to express their interest in individual committees. Mr. Murphy indicated he would be interested in all of them and suggested structuring it as a committee-of-the-whole. Ms. Kirkwood agreed that having everyone hear the same information would be helpful. Ms. Barrett agreed that with new board members, the information is helpful and that as it goes along, it may be agreed that finance, for example, doesn't need to be discussed at every meeting.

Dr. Jenkins proposed another meeting similar to this of a committee-of-the-whole and indicated that board members would be contacted about a date for another working meeting of the Board.

V. ADJOURNMENT

The meeting adjourned at 9:06 PM.

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, 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.

BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report - Williams

Verbal

REPORTS OF ADMINISTRATION

- | | | |
|-----|--|--------|
| 6.1 | Presentation to Wenney Tse (retirement) | Verbal |
| 6.2 | Presentation to Paul Brantl (retirement) | Verbal |
| 6.3 | Presentation to Patrick O'Connor (retirement) | Verbal |
| 6.4 | President's Report | Verbal |
| | <ul style="list-style-type: none">• National Geographic Learning Visit – ESL Project Classroom• Grants Report | |

COMMUNICATIONS

- 7.1 Letter from Illinois Council of Community College Administrators (ICCCA)
re Presentation at Conference (Dr. Cindy Anderson) Enclosed
- 7.2 Letter from Illinois Council of Community College Administrators (ICCCA)
re Presentation at Conference (Dr. Sara Gallagher) Enclosed
- 7.3 Letter from Illinois Council of Community College Administrators (ICCCA)
re Presentation at Conference (Terra Jacobson) Enclosed
- 7.4 Letter from Illinois Council of Community College Administrators (ICCCA)
re Presentation at Conference (James Snooks) Enclosed



Illinois Council of Community College Administrator



November 2019

Dr. Sylvia Jenkins
Moraine Valley Community College
9000 W College Pkwy
Palos Hills IL 60465

Dear Dr. Jenkins,

We write to you on behalf of the Illinois Council of Community College Administrators (ICCCA) and the Illinois Community College Faculty Association (ICCFA) to commend Dr. Cynthia Anderson for outstanding service to Illinois’ community colleges. As I’m sure you are aware, Cynthia delivered a dynamic presentation at the recent ICCCA/FA conference, “Students at the Heart of It All.” Not only did this presentation demonstrate the deep commitment that Cynthia has for Illinois’ community college students, it did much to enhance the reputation and profile of Moraine Valley Community College.

Thank you for supporting Cynthia’s engagement with the ICCCA/FA conference and encouraging Cynthia to share expertise and wisdom with colleagues across the state. As the only Illinois conference focused solely on community colleges and including both college administrators and faculty members, we think that it is vital for us to ensure the continued vibrancy of our annual conference. Your support and Cynthia’s engagement have done much to move Illinois’ community colleges forward to higher levels of excellence.

Sincerely,

Michael G. Boyd, Ph.D.
ICCCA President
President, Kankakee Community College

Jacob Winters
ICCFA President
Instructor, Black Hawk College

cc: Dr. Cynthia Anderson



Illinois Council of Community College Administrator



November 2019

Dr. Sylvia Jenkins
Moraine Valley Community College
9000 W College Pkwy
Palos Hills IL 60465

Dear Dr. Jenkins,

We write to you on behalf of the Illinois Council of Community College Administrators (ICCCA) and the Illinois Community College Faculty Association (ICCFA) to commend Dr. Sara Gallagher for outstanding service to Illinois’ community colleges. As I’m sure you are aware, Sara delivered a dynamic presentation at the recent ICCCA/FA conference, “Students at the Heart of It All.” Not only did this presentation demonstrate the deep commitment that Sara has for Illinois’ community college students, it did much to enhance the reputation and profile of Moraine Valley Community College.

Thank you for supporting Sara’s engagement with the ICCCA/FA conference and encouraging Sara to share expertise and wisdom with colleagues across the state. As the only Illinois conference focused solely on community colleges and including both college administrators and faculty members, we think that it is vital for us to ensure the continued vibrancy of our annual conference. Your support and Sara’s engagement have done much to move Illinois’ community colleges forward to higher levels of excellence.

Sincerely,

Michael G. Boyd, Ph.D.
ICCCA President
President, Kankakee Community College

Jacob Winters
ICCFA President
Instructor, Black Hawk College

cc: Dr. Sara Gallagher



Illinois Council of Community College Administrator



November 2019

Dr. Sylvia Jenkins
Moraine Valley Community College
9000 W College Pkwy
Palos Hills IL 60465

Dear Dr. Jenkins,

We write to you on behalf of the Illinois Council of Community College Administrators (ICCCA) and the Illinois Community College Faculty Association (ICCFA) to commend Terra Jacobson for outstanding service to Illinois' community colleges. As I'm sure you are aware, Terra delivered a dynamic presentation at the recent ICCCA/FA conference, "Students at the Heart of It All." Not only did this presentation demonstrate the deep commitment that Terra has for Illinois' community college students, it did much to enhance the reputation and profile of Moraine Valley Community College.

Thank you for supporting Terra's engagement with the ICCCA/FA conference and encouraging Terra to share expertise and wisdom with colleagues across the state. As the only Illinois conference focused solely on community colleges and including both college administrators and faculty members, we think that it is vital for us to ensure the continued vibrancy of our annual conference. Your support and Terra's engagement have done much to move Illinois' community colleges forward to higher levels of excellence.

Sincerely,

A handwritten signature in black ink, appearing to read 'MGB'.

Michael G. Boyd, Ph.D.
ICCCA President
President, Kankakee Community College

A handwritten signature in black ink, appearing to read 'Jacob Winters'.

Jacob Winters
ICCFA President
Instructor, Black Hawk College

cc: Terra Jacobson



Illinois Council of Community College Administrator



November 2019

Dr. Sylvia Jenkins
Moraine Valley Community College
9000 W College Pkwy
Palos Hills IL 60465

Dear Dr. Jenkins,

We write to you on behalf of the Illinois Council of Community College Administrators (ICCCA) and the Illinois Community College Faculty Association (ICCFA) to commend James Snooks for outstanding service to Illinois' community colleges. As I'm sure you are aware, James delivered a dynamic presentation at the recent ICCCA/FA conference, "Students at the Heart of It All." Not only did this presentation demonstrate the deep commitment that James has for Illinois' community college students, it did much to enhance the reputation and profile of Moraine Valley Community College.

Thank you for supporting James's engagement with the ICCCA/FA conference and encouraging James to share expertise and wisdom with colleagues across the state. As the only Illinois conference focused solely on community colleges and including both college administrators and faculty members, we think that it is vital for us to ensure the continued vibrancy of our annual conference. Your support and James's engagement have done much to move Illinois' community colleges forward to higher levels of excellence.

Sincerely,

Michael G. Boyd, Ph.D.
ICCCA President
President, Kankakee Community College

Jacob Winters
ICCFA President
Instructor, Black Hawk College

cc: James Snooks

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

FUND	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
EDUCATION FUND	\$50,688,933.83	\$3,186,457.00	\$5,872,538.56	\$48,002,852.27
OPERATION & MAINT FUND	9,149,598.48	54,836.16	915,502.19	8,288,932.45
OPERATION & MAINT (RESTR.)	17,106,377.83	479,067.20	526,853.37	17,058,591.66
BOND & INTEREST FUND	7,382,400.54	494,983.08	6,465,733.51	1,411,650.11
AUXILIARY FUNDS	8,328,864.18	996,799.60	618,605.06	8,707,058.72
RESTRICTED PURPOSE FUNDS	6,988,621.99	873,514.38	790,119.12	7,072,017.25
WORKING CASH FUND	13,637,353.91	17,898.62	0.00	13,655,252.53
TRUST & AGENCY FUNDS	156,416.81	2,199.71	6,197.03	152,419.49
AUDIT FUND	151,591.59	363.99	0.00	151,955.58
LIAB, PROTECT & SETTLE FUND	1,016,937.90	2,831.97	6,256.67	1,013,513.20
TOTAL	<u>\$114,607,097.06</u>	<u>\$6,108,951.71</u>	<u>\$15,201,805.51</u>	<u>\$105,514,243.26</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS	\$23,150.00
HUNTINGTON BANK	1,052,419.49
FIRST MIDWEST BANK	2,246,101.66
FIRST MIDWEST BANK	460,424.44
WINTRUST MAXSAFE	2,057,252.42
IL METROPOLITAN INVESTMENT FUND	3,256,304.37
IL METROPOLITAN INVESTMENT FUND	3,183,069.13
IL SCHOOL DIST LIQUID ASSEST FUND	9,813,220.00
SHORT TERM INVESTMENTS	59,459,500.00
LONG TERM INVESTMENTS	23,962,801.75
TOTAL	<u>\$105,514,243.26</u>

ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$5,872,538.56
9.3	OPERATION & MAINTENANCE FUND	915,502.19
9.4	OPERATION & MAINTENANCE (RESTR) FUND	526,853.37
9.5	BOND & INTEREST FUND	6,465,733.51
9.6	AUXILIARY ENTERPRISE FUND	618,605.06
9.7	RESTRICTED PURPOSE FUND	790,119.12
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	6,197.03
9.10	AUDIT FUND	-
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	6,256.67
	TOTAL	<u><u>\$15,201,805.51</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
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

S U B J E C T R E P O R T – Full Time

Philip Davis	Educational Case Manager TRIO/Student Support Services	Effective: 1/6/20
John Krull	Police Lieutenant/Support Services Commander Police	Effective: 1/6/20
Randal Szewka	Automotive Technology Lab Assistant Career Programs	Effective: 1/6/20
Jeff Wold	Police Officer Police	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)

Guadalupe Cuellar	Financial Aid Expeditor Financial Aid	L.O.A. (PARENTAL) 11/25/19-2/28/20
Esmeralda Diaz	Secretary II Code of Conduct – Student Life	L.O.A. (PARENTAL) 3/29/20-6/21/20

RECOMMENDED ACTION

That the above leaves be granted.

S U B J E C T R E P O R T - Resignations/Terminations

Ingrid Farmer	Payroll Assistant Payroll	Effective: 11/22/19
Nancy Gaylen	Director of Curriculum and Assessment Academic Services	Effective: 2/1/20
Nishia Ikezoe Heard	Financial Aid Process Improvement Coordinator Financial Aid	Effective: 11/15/19
Demetres Jones	Admissions Recruiter Admissions & Recruitment	Effective: 1/6/20
Jurga Mackoniene	Library Assistant III Learning Resource Center	Effective: 1/10/20
Laurie Reese	Manager, Employee Training & Development Center for Teaching & Learning	Effective: 11/18/19
Thomas Warren	P.T. Police Officer Police Department	Effective: 11/20/19

RECOMMENDED ACTION
That the above be approved as presented.

Retirement – Faculty

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

Mary Sifner	Professor, Nursing Nursing	12/18/20
Claudia Tripoli	Associate Professor, Radiologic Technology Health Sciences	8/31/20

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>
Alma Gaona	Financial Aid Expeditor Financial Aid Support Staff	Reclassified to: Financial Aid Process Improvement Coordinator Administrative & Professional Effective: 1/6/20

RECOMMENDED ACTION
That the above be approved as presented.

NEW BUSINESS

- *12.1 Affiliation Agreement with Addiction Recovery Services, Inc.
(Addictions Studies) Enclosed
- *12.2 Affiliation Agreement with Bria Health Services of Palos Hills
(Nursing, Basic Nurse Assistant) Enclosed
- *12.3 Affiliation Agreement with Franciscan Communities, Inc., dba Franciscan
Village (Nursing, Basic Nurse Assistant) Enclosed
- *12.4 Affiliation Agreement with Cook County Health and Hospitals System,
d/b/a Cook County Health (Associate Degree Nursing) Enclosed
- *12.5 Approval of New A.A.S. Degree Program and New Certificate Program:
Paralegal Studies Enclosed
- *12.6 Approval of New Certificate Program: ESL and Bilingual Educator Enclosed
- *12.7 Review of Closed Session Written Minutes and Audio Tapes Enclosed
- *12.8 Revised Board Policy 7242.1: Human Resources - Sexual and Other
Forms of Harassment Enclosed
- *12.9 Coffee Kiosk Contract Extension/Espresso Love Enclosed
- *12.10 Building T Air Handling Unit Replacement Phase III Bid Enclosed
- *12.11 Building M Restaurant Bid (Buildout) Enclosed
- *12.12 Adoption of Resolution Setting Forth Tax Levies for 2019 and Approval
of Tax Certificate of Tax Levy for 2019 Enclosed
- *12.13 Property Tax Limitation Resolution Enclosed
- 12.14 Resolution Abating the Tax Heretofore Levied for the year 2019 to Pay
Debt Service on the Taxable General Obligation Bonds (Alternate
Revenue Source), Series 2012D, and General Obligation Bonds
(Alternate Revenue Source), Series 2013, of Community College
District 524 Enclosed

**APPROVAL OF NEW DEGREE PROGRAM
AND CERTIFICATE PROGRAM:**

PARALEGAL STUDIES AAS DEGREE

PARALEGAL STUDIES CERTIFICATE

(See attached information.)

Recommended Action:

It is recommended that the Board of Trustees approve the new AAS degree and certificate programs in Paralegal Studies, effective fall 2020.

DATE: December 4, 2019
TO: Dr. Sylvia Jenkins, President
FROM: Dr. Pamela Haney, Vice President of Academic Affairs
RE: **Paralegal Studies AAS and Paralegal Studies Certificate Program Approval**

The Moraine Valley Curriculum Development Group and the Curriculum Review Team have both approved the creation of the **Paralegal Studies Associate in Applied Science degree and the Paralegal Studies Certificate degree** effective fall 2020.

The **Paralegal Studies AAS** degree is a 60 credit hour program that prepares the next generation of educated, ethical legal professionals who provide support to lawyers, judges, and others in the legal community. The program aims to develop 21st century paralegals focused on access to justice, current trends in the law, and continuous learning and professional development. The program does so by developing paralegals' skills in writing, research, and technology, which will result in exceptional support and assistance to those employing our graduates. The program also develops paralegals' substantive and procedural paralegal skills in areas such as bankruptcy law, civil law, criminal law, family law, real estate law, and probate law, which will result in a value-added contributor to the legal support team. Finally, the program develops paralegals' ethical and professional competencies, which will result in invaluable assistance to lawyers in the pursuit of access to justice for all citizens.

The **Paralegal Studies Certificate** is a 42 credit hour program that prepares the next generation of educated, ethical legal professionals who provide support to lawyers, judges, and others in the legal community. The program's goals and objectives are identical to those of the Paralegal Studies AAS degree except it is suited to completers of the Associate in Science (AS), Associate in Arts (AA), Associate in Engineering Science (AES), Associate in Fine Arts (AFA), or higher postsecondary degrees. Associate in Applied Science (AAS) or Associate in General Studies (AGS) degree holders need to meet with an academic advisor to determine eligibility for the program and if needed develop a bridge program to satisfy the Paralegal Studies AAS general education requirements.

According to the U.S. Bureau of Labor Statistics, a 12% national increase in the number of available jobs is projected between 2018 and 2028, with 39,200 new jobs being created and a median hourly pay of \$24.49 and a median annual pay of \$50,940. Illinois is the fifth largest employer of paralegals in the BLS survey, with 13,540 paralegals working statewide for an hourly mean wage of \$27.49 and an annual mean wage of \$57,180. O*NET OnLine data reflects a 16% increase in the number of Illinois-based jobs between 2016 and 2026, with 1,300 new openings annually. According to the U.S. Bureau of Labor Statistics, most paralegals and legal assistants work in law offices.

According to www.economicmodeling.com, in 2016, approximately 50% of paralegals were employed by law offices; 24.1% were employed in the insurance industry; and 8.6% were employed by local government, excluding education and hospitals.

The curriculum materials have been reviewed and approved at each step of the college's curriculum review process. Therefore, based upon this review of each of these new certificates and degree, I recommend they be presented to the Board of Trustees for consideration at its December meeting.

Thank you for your consideration of this recommendation.

Moraine Valley Community College
Paralegal Studies, Associate in Applied Science (AAS) Degree
PROGRAM COMPOSITION
Proposed Effective Date August 2020

60 Credit Hours
Curriculum Code 1490

This program prepares the next generation of educated, ethical legal professionals who provide support to lawyers, judges, and others in the legal community. The program aims to develop 21st century paralegals focused on access to justice, current trends in the law, and continuous learning and professional development. The program does so by developing paralegals' skills in writing, research, and technology, which will result in exceptional support and assistance to those employing our graduates. The program also develops paralegals' substantive and procedural paralegal skills in areas such as bankruptcy law, civil law, criminal law, family law, real estate law, and probate law, which will result in a value-added contributor to the legal support team. Finally, the program develops paralegals' ethical and professional competencies, which will result in invaluable assistance to lawyers in the pursuit of access to justice for all citizens.

Required General Education Core Curriculum – 21 credit hours as follows:

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
COM-201	Business and Technical Writing	3
MTH-120	General Education Mathematics or higher	3
PSC-110	American National Government	3

Select 3 or more credit hours from the following Humanities courses:

HUM-___	115, 120, 135, 140, 145, 155, 249, 251	
ARB-202*	Arabic IV	
SPA-202*	Spanish IV	3-4
		21-22

*Note: ARB-202 and SPA-202 may require completion of one or more prerequisites

Required Career Courses – 27 credit hours as follows:

BUS-136	Business Law	3
IMS-115	Microsoft Office I	3
PLS-110	Intro to Paralegal Studies	3
PLS-125	Research & Writing for Paralegal I	3
PLS-140	Civil Litigation for the Paralegal	3
PLS-160	Law Office Administration for Paralegal	3
PLS-170	Law Office Technology for Paralegal	3
PLS-190	Research & Writing for Paralegal II	3
PLS-290	Paralegal Internship	3
		27

Electives - Select at least 12 credit hours from these courses:

CRJ-101	Introduction to Criminal Justice	3
PLS-210	Bankruptcy Law for the Paralegal	3
PLS-220	Criminal Law for the Paralegal	3
PLS-230	Evidence for the Paralegal	3
PLS-240	Family Law for the Paralegal	3
PLS-260	Probate Law for the Paralegal	3
PLS-270	Real Estate Law for the Paralegal	3

Moraine Valley Community College
Paralegal Studies, Associate in Applied Science (AAS) Degree
PROGRAM COMPOSITION
Proposed Effective Date August 2020

60 Credit Hours
Curriculum Code 1490

Suggested Schedule

Semester 1

PLS-110	Introduction to Paralegal Studies	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
IMS-115	Microsoft Office I	3
PSC-110	American National Government	3
		15

Semester 2

COM-102	Composition II	3
COM-201	Business and Technical Writing	3
PLS-125	Research & Writing for Paralegal I	3
PLS-140	Civil Litigation for the Paralegal	3
PLS-170	Law Office Technology for Paralegal	3
		15

Semester 3

PLS-190	Research & Writing for Paralegal II	3
PLS-160	Law Office Administration for Paralegal	3
PLS-___	PLS Elective	3
PLS-___	PLS Elective	3
MTH-120	General Education Mathematics	3
		15

Semester 4

HUM-___	Humanities Elective	3-4
PLS-___	PLS Elective [or CRJ-101 Intro to Criminal Justice]	3
BUS-136	Business Law	3
PLS-___	PLS Elective	3
PLS-290	Paralegal Internship	3
		15-16

Moraine Valley Community College
Paralegal Studies, Certificate Program
PROGRAM COMPOSITION
Proposed Effective Date August 2020

42 Credit Hours
Curriculum Code 1491

This program prepares the next generation of educated, ethical legal professionals who provide support to lawyers, judges, and others in the legal community. The program’s goals and objectives are identical to those of the Paralegal Studies AAS degree except it is suited to completers of the Associate in Science (AS), Associate in Arts (AA), Associate in Engineering Science (AES), Associate in Fine Arts (AFA), or higher postsecondary degrees. Associate in Applied Science (AAS) or Associate in General Studies (AGS) degree holders need to meet with an academic advisor to determine eligibility for the program and if needed develop a bridge program to satisfy the Paralegal Studies AAS general education requirements.

Required General Education Course – 3 credit hours as follows:

COM-201	Business and Technical Writing	3
		3

Required Career Courses – 27 credit hours as follows:

BUS-136	Business Law	3
IMS-115	Microsoft Office I	3
PLS-110	Introduction to Paralegal Studies	3
PLS-125	Research & Writing for Paralegal I	3
PLS-140	Civil Litigation for the Paralegal	3
PLS-160	Law Office Administration for Paralegal	3
PLS-170	Law Office Technology for Paralegal	3
PLS-190	Research & Writing for Paralegal II	3
PLS-290	Paralegal Internship	3
		27

Electives - Select at least 12 credit hours from these courses:

CRJ-101	Introduction to Criminal Justice	3
PLS-210	Bankruptcy Law for the Paralegal	3
PLS-220	Criminal Law for the Paralegal	3
PLS-230	Evidence for the Paralegal	3
PLS-240	Family Law for the Paralegal	3
PLS-260	Probate Law for the Paralegal	3
PLS-270	Real Estate Law for the Paralegal	3

Moraine Valley Community College
Paralegal Studies, Certificate Program
PROGRAM COMPOSITION
Proposed Effective Date August 2020

42 Credit Hours
Curriculum Code 1491

Suggested Schedule

Semester 1

PLS-110	Introduction to Paralegal Studies	3
IMS-115	Microsoft Office I	<u>3</u>
		6

Semester 2

COM-201	Business and Technical Writing	3
PLS-125	Research & Writing for Paralegal I	3
PLS-140	Civil Litigation for the Paralegal	3
PLS-170	Law Office Technology for Paralegal	<u>3</u>
		12

Semester 3

PLS-190	Research & Writing for Paralegal II	3
PLS-160	Law Office Administration for Paralegal	3
PLS-___	PLS Elective	3
PLS-___	PLS Elective	<u>3</u>
		12

Semester 4

PLS-___	PLS Elective [or CRJ-101 Intro to Criminal Justice]	3
BUS-136	Business Law	3
PLS-___	PLS Elective	3
PLS-290	Paralegal Internship	<u>3</u>
		12

APPROVAL OF NEW CERTIFICATE PROGRAM:
ESL and BILINGUAL EDUCATOR

(See attached rationale)

Recommended Action:

It is recommended that the Board of Trustees approve a new certificate program in ESL and Bilingual Educator, effective fall 2020.

DATE: December 4, 2019
TO: Dr. Sylvia Jenkins, President
FROM: Dr. Pamela Haney, Vice President of Academic Affairs
RE: **ESL and Bilingual Educator Certificate Program Approval**

The Moraine Valley Curriculum Development Group and the Curriculum Review Team have both approved the creation of the **ESL and Bilingual Educator Certificate** program effective fall 2020.

The **ESL and Bilingual Educator Certificate** is a 30 credit hour program that will prepare students to function in the role of lead teacher or teacher in an ESL or Bilingual childcare center or a K-12 setting. This certificate provides students with basic foundation of childcare/adolescent terminology, information on growth and development of a child, observation experiences, and techniques and skills for working with the ESL or Bilingual child.

The purpose of the ESL and Bilingual Educator Certificate is to expand the knowledge and training for students wanting to work in the ESL/Bilingual field of early education/education. Students continue to look for more opportunities to complete stackable certificates and this program would satisfy the need by allowing our early childhood students to obtain another certificate to increase their market value. Additionally, the education market in the field of early childhood (birth to third grade) continues to seek individuals who can work with students where English is not their first language.

During the 2017-18 school year, there were 1,407 vacant teaching positions in Illinois. To put this number in perspective, there are roughly 130,000 teachers in the state. By looking closely into the 1,407 vacant positions, it is apparent that some districts and some subject areas are disproportionately impacted by the teacher shortage issue. The teacher shortage is most pronounced in special education and bilingual education/English as a second language (ESL) classrooms. Vacant positions for these subjects account for 48% of the total vacancies and 8.6% were employed by local government, excluding education and hospitals.

The curriculum materials have been reviewed and approved at each step of the college's curriculum review process. Therefore, based upon this review of each of these new certificates and degree, I recommend they be presented to the Board of Trustees for consideration at its December meeting.

Thank you for your consideration of this recommendation.

Moraine Valley Community College
ESL and Bilingual Educator - Certificate
Proposed Effective Date August 15, 2020

30 Credit Hours
Curriculum Code ECE-1471

This program prepares students to function in the role of lead teacher in an ESL/Bilingual childcare center. Students will gain a basic foundation of early childcare terminology, information on growth and development of a child, observation experiences, and techniques and skills for working with ESL or Bilingual children.

Required General Education Courses – 9 credit hours as follows:

COM-101	Composition I	3	
MTH-102	Mathematics for Paraprofessionals		
	or		
MTH-121	Math for Teachers I	3	
	or higher math		
Select 3 credit hours from Social/Behavioral Sciences			
ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		3	

Required Career Courses - 21 credit hours as follows:

ECE-101	Introduction to Early Childhood	3	
ECE-202	Growth and Development/Young Child	3	
EDU-104	Intro. to the Foundations of Reading	3	
EDU-106	Language and Linguistics	3	new title
EDU-108	Foundations of Bilingual Education	3	
EDU-109	Cross-Cultural Studies	3	new course
EDU-263	Bilingual Practicum	3	new course

ESL and Bilingual Educator - Certificate
Proposed Effective Date August 15, 2020

30 Credit Hours
Curriculum Code ECE-1471

Suggested Schedule

Semester 1

COM-101	Composition 1	3
EDU-104	Intro. to the Foundations of Reading	3
EDU-108	Foundations of Bilingual Educations	3
MTH-102	Mathematics for Paraprofessionals	
	or	
MTH-121	Math for Teachers I	3
	or higher math	
___-___	Social/Behavioral Science	<u>3</u>
		15

Note:

COM-101 Composition I is a prerequisite for ECE-101 Introduction to Early Childhood. It is assumed that if the student has taken COM-101 previously they will take ECE-101 during Semester 1.

Semester 2

ECE-101	Introduction to Early Childhood	3
ECE-202	Growth and Development of a Child	3
EDU-106	Language and Linguistics	3
EDU-109	Cross-Cultural Studies	<u>3</u>
		12

Semester 3

EDU-263	Bilingual Practicum	<u>3</u>
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REVIEW OF CLOSED SESSION WRITTEN MINUTES AND AUDIO TAPES

In January 1989, Public Act 85-1355 became law and requires that public bodies meet and review, at least on a semi-annual basis, written minutes of all closed session meetings to determine whether the need for confidentiality still exists.

In January 2004, Public Act 93-0523 became law and requires that public bodies also keep a verbatim record of all closed session meetings in the form of an audio or video recording. The verbatim recording is to be kept confidential for a minimum of 18 months and may be destroyed after the public body approves the written minutes of that closed session and approves the destruction of the recording.

It has been at least 18 months since the adjournment of several recorded closed session meetings; the Board has previously determined that the written minutes of these meetings can be released.

Recommended Action:

It is recommended that the written minutes of the closed sessions held on August 20, 2019, and September 17, 2019 be released. Additionally, it is recommended that the audio/digital recordings of March 20, 2018; April 10, 2018; April 16, 2018; May 15, 2018; and June 5, 2018 closed session meetings be destroyed.

Item 12.7:

Written Minutes:

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

August 20, 2019
September 17, 2019

Audio Tapes:

- Recommend that the audio/digital recordings of the following closed session meetings be destroyed (at least 18 months has passed since the closed session meeting was adjourned; the content has previously been approved; and the Board has voted to release the written minutes of these meetings):

March 20, 2018
April 10, 2018
April 16, 2018
May 15, 2018
June 5, 2018

REVISED BOARD POLICY #7242.1:
HUMAN RESOURCES
#7242.1 – SEXUAL AND OTHER FORMS OF HARASSMENT

The revised policy is attached.

Recommended Action:

It is recommended that the Board approve the revision to Board Policy #7242.1, Human Resources – Sexual and Other Forms of Harassment, as presented.

Human Resources

Sexual Harassment Prohibition

Sexual and Other Forms of Harassment

The College is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the College will not tolerate harassment of College employees by anyone, including any supervisor, co-worker, student, vendor, patron, contractor, or other regular visitor of the College.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as sex, color, race, ancestry, national origin, age, disability, sexual orientation or other legally applicable protected group status. The College will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's actual or perceived protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of actual or perceived protected status. "Sexual harassment" consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or

5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

All College employees are responsible to help assure that the College avoids harassment. An employee who believes that he or she has been subjected to sexual or other types of harassment or who has witnessed harassment should immediately submit a complaint to the Vice President of Administrative Services or the Director of Human Resources who shall be responsible for conducting or coordinating an investigation of the allegations. If this person is the alleged harasser, then the complaint shall be submitted to the College President, who shall be responsible for the investigation and procedures contained herein. In the event the College President is the alleged harasser, then the complaint shall be submitted to the Chairperson of the Board of Trustees, who shall be responsible for the investigation and procedures contained herein. Please also refer to the appropriate handbook/contract for an explanation of the complaint procedure that may be used as an alternate channel.

Pursuant to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, members of the Board of Trustees and other elected officials should promptly report claims of sexual harassment by a Board member. Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sexual harassment is made against a member of the Board of Trustees by another Board member or other elected official, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

The College shall promptly investigate all complaints. Reporting harassment or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including dismissal. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the College's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against an employee will subject the employee to disciplinary action up to and including dismissal.

In addition to making a complaint under this policy, any employee who believes they have been subjected to sexual harassment may file a charge of discrimination with the Illinois Department of Human Rights (“IDHR”) and/or the Equal Employment Opportunity Commission (“EEOC”). The IDHR and/or EEOC have the authority to investigate allegations of sexual harassment and issue complaints or right-to-sue authorizations related to sexual harassment. The IDHR and EEOC contact information is:

State of Illinois

Department of Human Rights
100 W. Randolph Street, Suite 10-100
Chicago, IL 60601
312-814-6200

Equal Employment Opportunity Commission 500 W. Madison Street, Suite 2000 Chicago, IL 60661 800-669-4000

Policy
Adopted:
Amends and combines
#7242.1 & #7242.2

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

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

FROM: Kashif Shah
Director of Auxiliary Services

DATE: November 18, 2019

RE: **Coffee Kiosk Contract Extension: Espresso Love II, INC.**

Espresso Love II, INC., a local small business partner, has been on campus for nineteen (19) years and they have established a good rapport with our college students, staff and faculty in terms of products and services they provide. The owners of Espresso Love II, INC., are residents of our district and reside in Tinley Park.

It is recommended that the college extends its contract with specialty coffee provider Espresso Love II, INC. for the next three years.

RECOMMENDED ACTION: Auxiliary Services at Moraine Valley Community College is recommending that the Board of Trustees authorize and approve the college president to be signator on the Espresso Love II, INC., three (3) year contract extension. The effective date of this contract will be January 6, 2020 through January 5, 2023. Espresso Love II, INC., will pay the college \$20,000.00 per year for next three (3) years.

DATE: December 5, 2019

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

FROM: Jane M Bentley
Director of Purchasing

RE: **Building T Air Handler Replacement Phase III 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, December 3, 2019 at 11:00 am in Room L145. Eight (8) 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 general scope of this project includes, but is not limited to: Replacement of Air Handling Units AHU-1 and AHU-2 in the main mechanical room in Building T, demolition of an existing steam boiler within Building T and the addition of duct-mounted reheat coils in Building L along with all associated piping, sheet metal, electrical, and temperature controls work as necessary.

The recommendation of a bidder for the award of this project is based on the bidder's responsiveness to the identified qualifications, requirements of the project, and the bid amount. Upon review of the apparent low bid, Quality Control Systems, Inc. of Crete, Illinois, by the college's engineering firm, IMEG, it was found that Quality Control Systems, Inc., understood the scope of the bid specifications and met all the requirements for this project.

RECOMMENDED ACTION: Whereas., Quality Control Systems, Inc., of Crete, Illinois, submitted the lowest responsible and responsive bid, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$734,784.00 to Quality Control Systems, Inc.** for the Building T Air Handler Replacement Phase III Bid.

DATE: December 5, 2019

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

FROM: Jane M Bentley
Director of Purchasing

RE: **Building M Restaurant 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 Monday, December 2, 2019 at 2:00 pm in Room L145. Nine (9) 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 general scope of this project includes, but is not limited to: Expansion into existing classroom, new exterior entrance/glass, new ceiling, new lighting, new finishes and HVAC as necessary to construct a fifty (50) seat restaurant for the college's culinary program in Building M. The intention of this academic/teaching restaurant is to serve as an educational aid in enhancing student knowledge and experience in the restaurant/culinary industry.

The recommendation of a bidder for the award of this project is based on the bidder's responsiveness to the identified qualifications, requirements of the project, and the bid amount. Upon review of the apparent low bid, Sergeant Construction, of Mokena, Illinois, by the college's architect, Demonica Kemper Architects (DKA), it would appear that Sergeant Construction made a tabulation error and therefore their bid has been withdrawn from consideration. Upon review of the bid submittal by DKA from the next apparent low bidder, L.J. Morse Construction Company, of Aurora, Illinois, it was found that L.J. Morse Construction Company, understood the scope of the bid specifications and met all the requirements for this project.

RECOMMENDED ACTION: Whereas., L.J. Morse Construction Company, of Aurora, Illinois, submitted the lowest responsible and responsive bid, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$ 360,100.00 to L.J. Morse Construction Company** for the Building M Restaurant Bid.

ADOPTION OF RESOLUTION SETTING FORTH TAX LEVIES FOR 2019 AND
APPROVAL OF CERTIFICATE OF TAX LEVY FOR 2019

This resolution sets forth the levy recommended at the November 12, 2019 Board meeting. The Certificate of Tax Levy is a part of this resolution. See attached resolution.

Recommended Action:

It is recommended that the Board of Trustees adopt the Resolution Setting Forth Tax Levies for 2019 and approve the Certificate of Tax Levy for 2019.

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

RESOLUTION SETTING FORTH TAX LEVIES FOR 2019

“BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 524, COUNTY OF COOK AND STATE OF ILLINOIS, AS FOLLOWS:

SECTION 1: That the sum of Twenty-Three Million Five Hundred Seventy-Five Thousand Two Hundred Thirty-Five Dollars (\$23,575,235) be levied as a tax for Educational purposes; and the sum of Eight Million Two Hundred Ninety-Five Thousand Two Hundred Dollars (\$8,295,200) be levied as a tax for Operations and Maintenance purposes; and the sum of Four Hundred Sixty-Two Thousand Dollars (\$462,000) be levied as a special tax for the purposes of Local Government and Governmental Employees Tort Immunity Act; and the sum of Eighty-One Thousand Five Hundred Dollars (\$81,500) be levied as a special tax for Financial Audit purposes; and the sum of Three Hundred Eighty-One Thousand Four Hundred Fifty-Five Dollars (\$381,455) be levied as a special tax for Protection Health and Safety purposes on the equalized assessed value of the taxable property of Community College District 524, County of Cook and State of Illinois, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for Fiscal Year 2020 and 50% for Fiscal Year 2021.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 524, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, on or before the last Tuesday of December 2019.

SECTION 3: That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.

SECTION 4: That the Chair is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Act.

PASSED this _____ 17th _____ day of _____ December _____, 2019.

AYES:

NAYS:

ABSENT:

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

Community College District No 524 County Cook

Community College District Name Moraine Valley District 524 and State of Illinois hereby certify that we require:

the sum of \$ 23,575,235 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 8,295,200 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1,

the sum of \$ - to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 462,000 to be levied as a special tax for the purposes of Local Government and Governmental Employees Tort Immunity Act, (745 ICLS 10/9-107), and

the sum of \$ - to be levied as a special tax for Social Security and Medicare insurance purposes, (40 ILCS 5/21-110 AND 5/21-110.1), and

the sum of \$ 81,500 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 381,455 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01.

the sum of \$ - to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2019.

Signed this 17th day of December, 2019 _____
MVCC Chairperson of the Board

MVCC Secretary of the Board

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community College Board should not include in its' annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district, which have not been paid in full seven.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT

This is to certify that the Certificate of Tax Levy for Community College District No. 524 County of Cook and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2019, was filed in the office of the County Clerk of this county on _____, 2019.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by the resolution on file with this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2019 is

\$ _____.

Date County Clerk and County

**CERTIFICATION OF COMPLIANCE WITH
TRUTH IN TAXATION LAW**

I, Kimberly Hastings Cristelli, hereby certify that I am duly qualified and acting Chair of Moraine Valley Community College District 524, Cook County, Illinois.

I do further certify that the Tax Levy for 2019, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code- Truth in Taxation law 35 ILCS 200/18-60 through 200/18-100.

This certificate applies to the 2019 tax levy.

Kimberly A. Hastings Cristelli, Chair
Board of Trustees

December 17, 2019
Date

PROPERTY TAX LIMITATION RESOLUTION

(See attached resolution)

Recommended Action:

It is recommended that the Board adopt the Property Tax Limitation Resolution as presented.

**MORaine VALLEY COMMUNITY COLLEGE DISTRICT NO. 524
PROPERTY TAX LIMITATION RESOLUTION
APPLICATION OF LOSS AND COST FACTOR TO 2019 TAX LEVIES**

BE IT RESOLVED that the following funds not be limited by the Tax Limitation Act and that levies be no less than the following amounts:

Life Safety	\$ 381,455
Auditing	81,500
Liability Ins. and Tort	462,000

Funds to be limited if necessary:

Education	23,575,235
not below	23,060,000
Building	8,295,200
not below	8,120,000

Adopted this 17th day of December 2019

Kimberly A. Hastings Christelli
Chair
Board of Trustees

RESOLUTION ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2019
TO PAY DEBT SERVICE ON THE TAXABLE GENERAL OBLIGATION BONDS
(ALTERNATE REVENUE SOURCE), SERIES 2012D, AND GENERAL OBLIGATION
BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013, OF COMMUNITY
COLLEGE DISTRICT 524

(See attached resolution)

Recommended Action:

It is recommended that the Board adopt the resolution as presented.

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 524, County of Cook and State of Illinois, held at the Building D, Room D219, 9000 West College Parkway, Palos Hills, Illinois, in said Community College District at 6:00 o'clock P.M., on the 17th day of December, 2019.

* * *

The meeting was called to order by the Chair and upon the roll being called, Kimberly A. Hastings Cristelli, the Chair, and the following Trustees were physically present at said location:

and _____ (non-voting student member).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Member was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chair announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the tax heretofore levied for the year 2019 to pay debt service on the Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of the District.

Whereupon Member Kimberly A. Hastings Cristelli presented and the Secretary read by title a resolution as follows, copies of which were made available to all in attendance at said meeting who requested a copy:

RESOLUTION abating the tax heretofore levied for the year 2019 to pay debt service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District No. 524, County of Cook and State of Illinois.

* * *

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 524, County of Cook and State of Illinois (the “*District*”), by resolution adopted on the 19th day of September, 2012, as amended by notifications of sale (the “*Resolution*”), did provide for the issue of \$5,400,000 Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and \$28,290,000 General Obligation Bonds (Alternate Revenue Source), Series 2013 (together, the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

Whereas the District hereby determines that the Pledged Revenues (as defined in the Resolution) are or will be available to pay the principal of and interest on the Bonds when due in that bond year (December 1 and June 1), so as to enable the abatement of the Pledged Taxes (as defined in the Resolution) levied for the same; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2019 to pay principal and interest on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 524, County of Cook and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2019 in the Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk of the County of Cook, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2019 in accordance with the provisions hereof.

Section 4. Effective Date. This Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 17, 2019.

Chair, Board of Trustees

Secretary, Board of Trustees

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____
_____ .

NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 524, County of Cook and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the “Board”) of Community College District No. 524, County of Cook and State of Illinois (the “District”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 17th day of December, 2019, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2019 to pay debt service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District No. 524, County of Cook and State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48 hour period preceding said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 17th day of December, 2019.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the ____ day of _____, 201__, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2019 to pay debt service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District No. 524, County of Cook and State of Illinois.

duly adopted by the Board of Trustees of the Community College District No. 524, County of Cook and State of Illinois, on the 17th day of December, 2019, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2019 for the payment of Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, as described in said resolution will be abated in its entirety as provided in said resolution.

IN WITNESS WHERETO, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 201__.

County Clerk

(SEAL)