

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

Governing Board of Moraine Valley Community College, Community College District #524,
Regular Meeting, 6:00 PM, Tuesday, February 18, 2020, 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 - Public Hearing on Tax Levy, December 17, 2019
- 2) Unapproved Minutes - Regular Meeting, December 17, 2019
- 3) Unapproved Minutes - Closed Session, December 17, 2019

4. **AUDIENCE PARTICIPATION**

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

- 1) Student Trustee Report – Williams

6. **REPORTS OF ADMINISTRATION**

- 1) President's Report
 - Cook County Department of Public Health Memoranda of Agreement
 - Cannabis Curriculum

7. **COMMUNICATIONS**

- 1) American Association of Community College's Dale Parnell Faculty Distinction Recognition Award (Dr. John Sands)
- 2) Letter from U.S. Department of Commerce StormReady Advisory Board re Moraine Valley's Recertification as a StormReady College

8. **FINANCIAL STATEMENT**

For DECEMBER 2019:

- 1) Treasurer's Report
- 2) Financial Records Summary

For JANUARY 2020:

- 3) Treasurer's Report
- 4) Financial Records Summary

CONSENT AGENDA (Agenda Items 9 - 12) (*items included for action)

9. **WARRANTS**

- 1) * Account Expenditure Summaries (including Travel Expense Reimbursements)

a. **FOR DECEMBER 2019**b. **FOR JANUARY 2020**

- 2) * Education Fund
- 3) * Operation & Maintenance Fund
- 4) * Operation & Maintenance Restricted Fund
- 5) * Bond & Interest Fund
- 6) * Auxiliary Fund
- 7) * Restricted Purpose Fund
- 8) * Working Cash Fund
- 9) * Trust and Agency Fund
- 10) * Audit Fund
- 11) * Liability, Protection and Settlement Fund

10. **REPORT OF PERSONNEL**

- 1) * Full-Time
 - a. * Tenure Contract for Bargaining Unit Members
 - b. * Second-Year Contract for Bargaining Unit Members
 - c. * Third-Year Contract for Bargaining Unit Members
- 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 Advocate Health & Hospitals Corporation dba Advocate Occupational Health (Medical Assistant)
- 2) * Affiliation Agreement with Advocate Health & Hospitals Corporation dba Advocate Medical Group (Medical Assistant, Radiologic Technology, Sleep Technology))
- 3) * Affiliation Agreement with Advocate Health & Hospitals Corporation dba Advocate Christ Medical Center (Health Information Technology, Respiratory Therapy)
- 4) * Affiliation Agreement with Elite Treatment Center (Addictions Studies)
- 5) * Affiliation Agreement with Holy Cross Hospital (Health Information Technology, Phlebotomy, Medical Imaging, Respiratory Therapy)
- 6) * Affiliation Agreement with Manor Care of Palos Heights (West) IL, LLC dba Manor Care Health Services-Palos Heights West (Nursing, Basic Nurse Assistant, Respiratory Therapy)
- 7) * Amendment to Student Clinical Affiliation Agreement with Northwest Community Hospital (Sleep Technology)

- 8) * Memorandum of Agreement with the Cook County Department of Public Health
- 9) * Approval of New Certificate Program: Advanced Supply Chain Management Certificate
- 10) * Approval of New Certificate Program: Cannabis Retail Specialist Certificate
- 11) * March 2020 Regular Board Meeting Date Change
- 12) * Palos Hills Request for Use of College Property
- 13) * Baseball Field Improvements Re-Bid
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **CLOSED SESSION** - Motion to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, pursuant to Sections 2(c)(1) of the Illinois Open Meetings Act.
16. **ADJOURNMENT**

MINUTES

Approved Minutes of October 29, 2019 Committee of the Whole Meeting	Enclosed
Approved Minutes of the November 12, 2019 Regular Meeting	Enclosed
Approved Minutes of December 3, 2019 Committee of the Whole Meeting	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, 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.

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, November 12, 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

With the absence of the Board secretary and the concurrence of the Board, Chair Cristelli appointed Trustee Kirkwood secretary pro tem for the meeting.

III. MINUTES

The Board of Trustees, having reviewed the unapproved Minutes of the Special Meeting of October 8, 2019, and the unapproved minutes of the Regular Meeting of October 15, 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 ACCT Report

Ms. Murphy reported that she and Dr. Jenkins attended the Association of Community College Trustees Leadership Congress October 16-19 in San

Francisco. She reported that the first such meeting was held in Chicago in the 1970s with 160 attendees; almost 50 years later, the Leadership Congress has more than 2,000 attendees. She reported that Professor John Sands was the Central Region's nominee for Outstanding Faculty award and while he did not receive the national award, it was an honor for the college to have a nominee. She indicated that many people at the Congress knew Professor Sands or of him for the work he does. She summarized some of the sessions she attended that were relevant to Moraine Valley and offered to share information she gathered with anyone interested.

5.2 Student Trustee Report

Mr. Williams reported that for Hispanic Heritage month, the Alliance of Latin American Students (ALAS) held a Day of the Dead buffet on October 30, where attendees got to try a variety of Hispanic foods and learn about the culture. Proceeds from the event support ALAS book scholarships. On October 29-31, the Tritones Music Club ran a Haunted House and the proceeds will help support a future Battle of the Bands event. The Job Resource Center held a Job Fair, where 77 employers were able to connect with 275 job seekers, including students, alumni, and community members. There were on-the-spot interviews, and the Job Resource Center provided assistance in making sure students were dressed appropriately for interviews. The Illinois Equity in Attainment Initiative, of the Partnership for College Completion, held its fall 2019 summit on campus. Moraine Valley is a partner institution in this initiative. Mr. Williams reported that he and Dr. Jenkins gave welcome remarks, Senator Pat McGuire provided a video address, and Cook County Board president Toni Preckwinkle was in attendance.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

- National Council for Marketing & Public Relations (NCMPR) Awards – Clare Briner, Director of Marketing & Communications, reported that the department won eight awards in seven categories in the District 3 competition held last month in Milwaukee. Nine members of the department attended and offered five presentations at the event, all of which were well attended. She reported that the Rising Star award, for someone in their first five years of employment in the field, was presented to Moraine Valley's own Bret Figura, Graphic Designer, who is now one of seven finalists for the national award. Bret and department members were congratulated, and photos were taken.

- Certificates of Achievement in Financial Reporting (GFOA, ASBO) – Theresa O’Carroll, Vice President for Financial and Business Services, reported that the Board heard the audit report at last month’s meeting. She indicated that the college and her department goes above and beyond what is required for financial reporting and for the past 19 years, has been recognized with these awards for excellence in financial reporting. She thanked everyone who contributes to the audit process across the campus. She recognized Michael Cipolla, Controller, and Drew Wendt, Internal Auditor, for all the work they do to coordinate, support, and prepare the college’s financial reports. Mike and Drew were congratulated and photos were taken.

Dr. Jenkins reported that her board memo shared the information about a delegation of visitors from Ukraine who will be on campus in the T building on Monday, November 18, to observe and learn about some of the college’s programs. She indicated that the visit was coordinated through the Illinois Community College Board and that Board members were welcome to attend. She thanked Trustee Murphy for traveling to ACCT in spite of late planes and for attending the various sessions. She reported that she attended a number of sessions, including one on bonds for capital improvements, about another college district’s successful \$1.1 billion bond election.

VII. COMMUNICATIONS

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

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$114,607,097.06 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

CONSENT AGENDA (IX – XII):

It was moved by Mr. Coleman and seconded by Mr. 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	\$ 5,996,363.89
9.3	Operation & Maintenance Fund	1,141,961.05
9.4	Operation & Maintenance Fund Restricted Fund	11,643.68
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Fund	796,332.26
9.7	Restricted Purpose Fund	1,916,614.26
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	11,828.19
9.10	Audit Fund	20,000.00
9.11	Liability, Protection & Settlement Fund	

(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

Robert Grossman - Police Officer, Police Department - effective 1/18/19

Cherie Meador - Dean of Academic Services, Academic Services – effective 12/2/19

James Tse - Applications Developer, Applications & Web Services – effective 12/2/19

Thomas Yancey - Director of Client Services, Client Services – effective 1/6/20
(DOCUMENT D - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

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

10.1-5 Resignations/Terminations

Anthony Balsamo - Police Officer, Police Department – resignation effective
11/4/19
Patrick Siensen - Police Lieutenant/Support Services Commander, Police
Department – resignation effective 10/24/19
Jessica Stafford - P.T. Community Services Officer, Police Department –
resignation effective 11/5/19
(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement - Faculty

Linda Brandt – Counselor, Counseling and Advising – retirement effective
6/30/20
Anne Morgan – Professor, Nursing, Career Programs – retirement effective
7/31/20
(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement – Support Staff

Paul Brantl – User Support Services Specialist, Client Services – retirement
effective 1/31/20
Matthew Braze – Lead Shipping/Receiving Clerk, Shipping & Receiving –
retirement effective 4/30/20

Bernice Morgan – Departmental Assistant, Marketing & Communications – retirement effective 6/26/20

David Sutko – Warehouse Worker, Shipping & Receiving – retirement effective 6/30/20

(DOCUMENT I - SUPPLEMENT TO MINUTES)

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

Kathryn Bergstrom – from P.T. Departmental Assistant, Admissions & Recruitment to F.T. Departmental Assistant - effective 11/18/19

Ericka Hamilton – from Associate Professor, Psychology, Liberal Arts to Professor - effective Academic Year 2019-2020

Judy Healy – from Budget Manager, Finance to Director of Payroll – effective 11/18/19

Beatriz Ruiz – from Financial Aid Coordinator, Financial Aid to Director of Financial Aid - effective 2/3/20

(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 The Way Back Inn (Addictions Studies)

It is recommended that the Board of Trustees approve the affiliation agreement with The Way Back Inn for Addictions Studies.

(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.2 Resolution Determining Estimated Tax Levy and Public Hearing 2019

It is recommended that the Board of Trustees approve the resolution as presented. (DOCUMENT L - SUPPLEMENT TO MINUTES)

12.3 Facilities Master Plan

It is recommended that the Board of Trustees accept the Facilities Master Plan. (DOCUMENT M - SUPPLEMENT TO MINUTES)

12.4 Approval of Negotiated Agreement with Moraine Valley Adjunct Organization (July 1, 2019 – June 30, 2022)

It is recommended that the Board of Trustees approve the adjunct faculty agreement for the period of July 1, 2019 through June 30, 2022. (DOCUMENT N - SUPPLEMENT TO MINUTES)

12.5 Ford 2020 15-passenger Transit Van Bid

Whereas Freeway Ford & Truck, of Lyons, Illinois, is the lowest responsible bidder, it is recommended that the Board of Trustees authorize the issuance of a purchase order in the net amount of \$28,763.00 to Freeway Ford & Truck for the purchase of a New Ford Transit 15 Passenger Wagon, including trade in. (DOCUMENT O - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Consent Agenda Items 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.7A, 9.7B, 9.7C, 9.8, and 9.9; 10.1-1, 10.1-2, 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, and 12.5:

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

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XV. CLOSED SESSION

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

ROLL CALL VOTE TAKEN on moving to closed session:

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

Motion carried.

The Board moved to closed session at 6:30 PM, returning to open session at 6:46 PM.

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

XVI. ADJOURNMENT

The meeting adjourned at 6:50 PM.

APPROVED

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

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III. AUDIENCE PARTICIPATION

There was no audience participation.

IV. ADJOURNMENT

The meeting adjourned at 8:17 PM.

BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report - Williams

Verbal

REPORTS OF ADMINISTRATION

- | | | |
|-----|--|--------|
| 6.1 | President's Report | Verbal |
| | <ul style="list-style-type: none">• Cook County Department of Public Health Memoranda of Agreement• Cannabis Curriculum | |

COMMUNICATIONS

- 7.1 American Association of Community College's Dale Parnell Faculty
Distinction Recognition Award (Dr. John Sands) Enclosed
- 7.2 Letter from U.S. Department of Commerce StormReady Advisory Board
Re Moraine Valley's Recertification as a StormReady College Enclosed



January 16, 2020

John Sands
Professor of Information Technology
Moraine Valley Community College

Dear John:

On behalf of the American Association of Community Colleges, I would like to congratulate you for being awarded the **2020 Dale P. Parnell Faculty Distinction Recognition**. This recognition, named in honor of former AACC President and CEO Dale P. Parnell, has been established to recognize individuals making a difference in the classroom.

As a Faculty Distinction recipient, you will receive the following recognition:

- A custom commemorative medal.
- Recognition on the AACC Faculty Wall of Distinction and the AACC website.
- 15% discount off the current faculty registration rate for the AACC 100th Annual Convention from March 28-30, 2020 in National Harbor, MD.
- A private reception for you and your CEO at the AACC 100th Annual Convention on Sunday, March 29 from 5:00 – 7:00 pm.
- Receipt of a Distinguished Faculty icon in the convention program booklet next to the faculty member’s session (if a proposal was submitted and accepted).

If you plan on attending AACC’s Annual Convention and the Dale P. Parnell Distinguished Faculty and CEO Reception, please RSVP to me at treichelt@aacc.nche.edu by February 28, 2020. For more information on AACC’s Annual Convention visit <http://www.aaccannual.org/>.

Sincerely,

Tammy Reichelt
Director of Professional Development and
Student Success Strategies

CC: Sylvia Jenkins



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
National Weather Service Forecast Office Chicago
333 W. University Drive
Romeoville, IL 60446-1804

1/22/2020

Amy Bryla
Safety and Emergency Coordinator
9000 W. College Pkwy Bldg. P
Palos Hills, IL 60465

Amy:

On behalf of the StormReady Advisory Board, congratulations on Moraine Valley Community College being recertified as a StormReady University. The leadership and progressive preparedness measures taken by you and Chief O'Connor continue to be outstanding. Since StormReady certification in August 2013, Moraine Valley Community College has continued to meet and exceed all of the requirements of the StormReady program.

Moraine Valley Community College is authorized to continue to display the StormReady logo on official letterheads, brochures and other official documentation. The logo is trademarked and thus subject to certain restrictions requiring the National Weather Service to monitor its use, so please send us copies or descriptions of the way it is used. I can send the logo to you as an email attachment.

You can purchase additional signs for \$44.90 each (plus shipping & handling) and stickers for \$0.37 each. If you want to order stickers and/or signs, please contact OCI at 405-964-7200.

This special StormReady designation will need to be recertified before August 2022. Congratulations! Moraine Valley Community College continues to maintain a "prototype" severe weather preparedness program and is very deserving of this prestigious recognition.

Sincerely,

A handwritten signature in cursive script that reads "Mike Bardou".

Mike Bardou
Warning Coordination Meteorologist

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$48,002,852.27	\$3,851,665.05	\$6,033,448.24	\$45,821,069.08
OPERATION & MAINT FUND	8,288,932.45	648,700.18	972,972.42	7,964,660.21
OPERATION & MAINT (RESTR.)	17,058,591.66	192,776.61	191.83	17,251,176.44
BOND & INTEREST FUND	1,411,650.11	14,265.88	0.00	1,425,915.99
AUXILIARY FUNDS	8,707,058.72	739,833.37	1,152,699.46	8,294,192.63
RESTRICTED PURPOSE FUNDS	7,072,017.25	2,116,062.92	1,073,166.11	8,114,914.06
WORKING CASH FUND	13,655,252.53	1,262.81	0.00	13,656,515.34
TRUST & AGENCY FUNDS	152,419.49	1,856.22	12,020.35	142,255.36
AUDIT FUND	151,955.58	271.65	36,700.00	115,527.23
LIAB, PROTECT & SETTLE FUND	1,013,513.20	2,196.11	15,830.00	999,879.31
TOTAL	\$105,514,243.26	\$7,568,890.80	\$9,297,028.41	\$103,786,105.65

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$23,150.00
HUNTINGTON BANK	CHECKING ACCT	1,042,255.36
FIRST MIDWEST BANK	CHECKING ACCT	4,335,571.91
FIRST MIDWEST BANK	PAYROLL ACCT	1,159,170.59
FIRST MIDWEST BANK	TRUST ACCTS	460,928.16
WINTRUST MAXSAFE	MONEY MARKET	2,060,358.03
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	3,263,927.74
IL METROPOLITAN INVESTMENT FUND	1-3 YEAR FUND	3,182,123.71
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS	9,825,318.40
SHORT TERM INVESTMENTS	VARIOUS	59,424,933.75
LONG TERM INVESTMENTS	VARIOUS	19,008,368.00
TOTAL		\$103,786,105.65

**MORAIN VALLEY COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT NO. 524
 TREASURER'S REPORT
 MONTH ENDED JANUARY 31, 2020**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$45,821,069.08	\$4,502,828.88	\$8,240,244.85	\$42,083,653.11
OPERATION & MAINT FUND	7,964,660.21	875,355.62	1,237,576.49	7,602,439.34
OPERATION & MAINT (RESTR.)	17,251,176.44	289,064.54	63,140.72	17,477,100.26
BOND & INTEREST FUND	1,425,915.99	1,544.28	0.00	1,427,460.27
AUXILIARY FUNDS	8,294,192.63	1,605,545.28	1,068,569.92	8,831,167.99
RESTRICTED PURPOSE FUNDS	8,114,914.06	931,153.07	2,279,327.82	6,766,739.31
WORKING CASH FUND	13,656,515.34	28,525.33	0.00	13,685,040.67
TRUST & AGENCY FUNDS	142,255.36	2,081.45	9,488.61	134,848.20
AUDIT FUND	115,527.23	138.14	0.00	115,665.37
LIAB, PROTECT & SETTLE FUND	999,879.31	1,476.41	0.00	1,001,355.72
TOTAL	\$103,786,105.65	\$8,237,713.00	\$12,898,348.41	\$99,125,470.24

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$23,150.00
HUNTINGTON BANK	CHECKING ACCT	1,034,848.20
FIRST MIDWEST BANK	CHECKING ACCT	1,070,854.11
FIRST MIDWEST BANK	TRUST ACCTS	461,330.02
WINTRUST MAXSAFE	MONEY MARKET	2,063,536.06
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	3,171,788.02
IL METROPOLITAN INVESTMENT FUND	1-3 YEAR FUND	3,188,426.50
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS	9,837,835.58
SHORT TERM INVESTMENTS	VARIOUS	59,265,333.75
LONG TERM INVESTMENTS	VARIOUS	19,008,368.00
TOTAL		\$99,125,470.24

DEC 2019
ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$6,033,448.24
9.3	OPERATION & MAINTENANCE FUND	972,972.42
9.4	OPERATION & MAINTENANCE (RESTR) FUND	191.83
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	1,152,699.46
9.7	RESTRICTED PURPOSE FUND	1,073,166.11
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	12,020.35
9.10	AUDIT FUND	36,700.00
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	15,830.00
	TOTAL	<u><u>\$9,297,028.41</u></u>

JAN 2020

ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$8,240,244.85
9.3	OPERATION & MAINTENANCE FUND	1,237,576.49
9.4	OPERATION & MAINTENANCE (RESTR) FUND	63,140.72
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	1,068,569.92
9.7	RESTRICTED PURPOSE FUND	2,279,327.82
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	9,488.61
9.10	AUDIT FUND	-
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	-
	TOTAL	<u><u>\$12,898,348.41</u></u>

10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	Enclosed
10.1-1(a)	Tenure Contract for Bargaining Unit Members	Enclosed
10.1-1(b)	Second-Year Contract for Bargaining Unit Members	Enclosed
10.1-1(c)	Third-Year Contract for Bargaining Unit Members	Enclosed
10.1-2	Part Time/Supplemental/Other	Enclosed
10.1-3	Salary Revisions	None
10.1-4	Leave of Absence (LOA)	None
10.1-5	Resignations/Terminations	Enclosed
10.1-5(a)	Retirement – Faculty	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

SUBJECT REPORT – Full Time

Simon Sieczka	Financial Aid Coordinator Financial Aid	Effective: 3/2/20
Anuradha Senthil Kumar	System Administrator Network Operations	Effective: 3/2/20

RECOMMENDED ACTION

That the above be employed.

Tenure Contract for Bargaining Unit Members

Pursuant to the terms of the negotiated Agreement for the Faculty Association, Article 4.3, Non-Tenured Faculty, it is recommended that a contract for the following non-tenured bargaining unit members be renewed for the 2020-2021 academic year.

Lisa Couch	Communications
Michelle Flory	Developmental Communications
David Huber	Mathematics
Frank Johnson	Mathematics
Lisa Mittler	Business
Leslie Moyar	Nursing
Robert Schwien	Computer Integrated Technology

RECOMMENDED ACTION

That the Board of Trustees approves the award of a contract for the 2020-2021 academic year for the above-named individuals.

Second-Year Contract for Bargaining Unit Members

According to Article 4.3 of the Faculty Agreement, first-year faculty are to be notified in writing of the decision to continue or terminate employment for the upcoming academic year no later than 60 days prior to the end of the first academic year. The following employees are being recommended to be given a contract for the 2020-2021 academic year.

Cassandra Cole
Clare DeVries
Dean Eliacostas
Dominika Kouba
Christina Matusek
David O'Connor
Christopher Wheat
Hiyam Yusef

Basic Nurse Assistant Training
Basic Nurse Assistant Training
Culinary Arts
Nursing
Art/Digital Art Design
Criminal Justice
Health Information Technology
Counseling & Advising

RECOMMENDED ACTION

That the Board of Trustees approves the award of a contract for the 2020-2021 academic year for the above-named individuals.

Third-Year Contract for Bargaining Unit Members

Pursuant to the terms of the negotiated Agreement for the Faculty Association, Article 4.3, Non-Tenured Faculty, it is recommended that a contract for the following non-tenured bargaining unit members be renewed for the 2020-2021 academic year.

Mary Boland	Physics
Sharon Brennan	Counseling
Anna Chmiel	Academic Advising
Terri Hedding	American Sign Language
Anna Jannak	Medical Assistant
Suzanne Kempczynski	Physical Education
Megan Morales	Nursing
Angelina Myers	Mathematics
Lori Schmidt	Phlebotomy
Julie Zimmer	Nursing

RECOMMENDED ACTION

That the Board of Trustees approves the award of a contract for the 2020-2021 academic year for the above-named individuals.

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

Janine Kraft	P.T. Accounts Payable Clerk Accounts Payable	Effective: 12/20/19
Siham Naser	P.T. Departmental Assistant Learning Enrichment & College Readiness	Effective: 2/5/20
Lauren Peerbolte	Coordinator, New Student Onboarding Academic Advising	Effective: 2/7/20
Jessica Rivera	P.T. Registration Representative Registration & Records	Effective: 10/10/19
Beatriz Ruiz	Financial Aid Coordinator Financial Aid	Effective: 1/31/20
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 approved as presented.

Retirement – Faculty

The following employee has submitted a notice of retirement per date listed:

Sean Doyle	Professor, Humanities Fine Arts & Humanities	12/31/19
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RECOMMENDED ACTION

It is recommended that the request 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>
Romaine Nowakowski	P.T. Departmental Assistant Academic Outreach Support Staff	Reclassified to: F.T. Program Assistant Effective: 2/24/20
Anya Obodzinski	P.T. Accounting Clerk/Cashier Cashiers Support Staff	Reclassified to: F.T. Payroll Assistant Payroll Effective: 3/2/20
John O'Reilly	P.T. Library Assistant II Learning Resource Center Support Staff	Reclassified to: F.T. Library Assistant III Effective: 2/24/20

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

That the above be approved as presented.

NEW BUSINESS

- *12.1 Affiliation Agreement with Advocate Health & Hospitals Corporation dba Advocate Occupational Health (Medical Assistant) Enclosed
- *12.2 Affiliation Agreement with Advocate Health & Hospitals Corporation dba Advocate Medical Group (Medical Assistant, Radiologic Technology, Sleep Technology) Enclosed
- *12.3 Affiliation Agreement with Advocate Health & Hospitals Corporation dba Advocate Christ Medical Center (Health Information Technology, Respiratory Therapy) Enclosed
- *12.4 Affiliation Agreement with Elite Treatment Center (Addictions Studies) Enclosed
- *12.5 Affiliation Agreement with Holy Cross Hospital (Health Information Technology, Phlebotomy, Medical Imaging, Respiratory Therapy) Enclosed
- *12.6 Affiliation Agreement with Manor Care of Palos Heights (West) IL, LLC dba Manor Care Health Services-Palos Heights West (Nursing, Basic Nurse Assistant, Respiratory Therapy) Enclosed
- *12.7 Amendment to Student Clinical Affiliation Agreement with Northwest Community Hospital (Sleep Technology) Enclosed
- *12.8 Memorandum of Agreement with the Cook County Department of Public Health Enclosed
- *12.9 Approval of New Certificate Program - Advanced Supply Chain Management Enclosed
- *12.10 Approval of New Certificate Program - Cannabis Retail Specialist Certificate Enclosed
- *12.11 March 2020 Regular Board Meeting Date Change Enclosed
- *12.12 Palos Hills Request to Use College Property and Intergovernmental Agreement Enclosed
- *12.13 Baseball Field Improvements Re-bid Enclosed

**MEMORANDUM OF AGREEMENT
BETWEEN**

**AND
THE COOK COUNTY DEPARTMENT OF PUBLIC HEALTH
FOR USE OF SITE**

This Memorandum of Agreement ("MOA") is made and entered into on _____, 20_____, by and between the County of Cook ("County"), through its Cook County Department of Public Health ("CCDPH"), an affiliate of the Cook County Health and Hospitals System ("CCHHS"), and _____ ("Owner"), as the owner of the Sites listed in Exhibit A.

RECITALS

WHEREAS, the Owner is a _____ organized and operating under the laws of the State of Illinois with a principal place of business located at _____; and

WHEREAS, the Owner owns a building and grounds located at the Site; and

WHEREAS, CCDPH, a System Affiliate of the CCHHS, is the local public health department certified by the Illinois Department of Public Health ("IDPH") to serve all of suburban Cook County, Illinois, except those areas served by another IDPH-certified local health department; and

WHEREAS, CCDPH wishes to arrange for the use of multiple locations throughout Cook County for possible use in performing Clinical Activities in response to a Public Health Emergency; and

WHEREAS, an effective response to a Public Health Emergency may require the cooperative efforts of many individuals and entities, both governmental and private, including public health departments, health providers, police departments, fire departments, municipalities, local government entities, school districts, colleges, universities and entities such as Owner; and

WHEREAS, the Owner agrees to permit CCDPH to use the Site for the performance of Clinical Activities in the event of a Public Health Emergency;

NOW THEREFORE, in consideration of the foregoing, as well as the mutual agreements hereinafter set forth, the Owner and the County hereby agree as follows:

I. INCORPORATION OF RECITALS

The above recitals are hereby incorporated into and made part of this MOA.

II. DEFINITIONS

A. Clinical Activities shall mean those public health functions performed at Site by CCDPH in response to a Public Health Emergency. Clinical Activities include, but are not limited to, physical assessments, epidemiological investigations, dispensing or administration of medications including inoculations, and minor medical treatments.

B. Public Health Emergency means the actual or anticipated threat of harm to the public's health and safety due to the exposure or potential exposure to hazardous biological, chemical, or radiological agents or other emerging public health threats. Public Health Emergency shall include, but not be limited to, instances in which a disaster has been declared by governmental authorities.

III. USE OF SITE

- A. **Site Designation.** The Owner agrees to allow CCDPH to use that portion of the Site which is designated on Exhibit A attached hereto, together with reasonable parking, ingress and egress, in order to conduct Clinical Activities in response to a Public Health Emergency as defined in this MOA. CCDPH will not use, or permit any use of the Site by its agents and employees, which is inconsistent with the terms and purposes of this MOA.
- B. **Responsibility for Clinical Activities.** The County/CCHHS/CCDPH shall be solely responsible for the performance of Clinical Activities at the Site by CCDPH and its employees and agents.
- C. **Availability of Site.** In the event the use of the Site pursuant to this MOA is required, the Owner shall make the Site available to CCDPH to the maximum extent possible. However, CCDPH acknowledges that the Site may be in use for other purposes and agrees that it shall endeavor to minimize disruption of the activities regularly scheduled to occur at the Site. CCDPH shall use its best efforts to provide as much advance notice as is feasible with regard to its need for the use of the Site.
- D. **Furniture and Equipment.** CCDPH may use the facilities and equipment available at Site in conducting its Clinical Activities including, but not limited to, tables, chairs, communication and office equipment, refrigerators and restrooms. CCDPH shall provide any furniture, medications, supplies, and equipment necessary to conduct its Clinical Activities that are not available at the Site.
- E. **Safety and Security.** When utilizing the Site pursuant to this MOA, CCDPH may arrange for police protection with local law enforcement agencies including, but not limited to, municipal police departments and the Cook County Sheriff's Department. The Owner's security, if any, may provide assistance at the discretion of the Owner.
- F. **Removal of Waste; Site Alterations.** CCDPH shall remove from the Site all hazardous medical waste generated by the Clinical Activities conducted by CCDPH. CCDPH shall not make any alterations to the Site without the written approval of the Owner.
- G. **Compliance with Laws and Regulations.** In using the Site, CCDPH agrees to abide by all applicable state and local laws and all applicable rules and regulations of the Owner.

IV. RESPONSIBILITY FOR OPERATIONS

It is understood and agreed that each party to this MOA is responsible for the activities of its employees and agents and for maintaining its own insurance or self-insurance programs with respect to its own activities. It is the intent of the parties that neither party to this MOA shall be liable for any negligent or wrongful act chargeable to the other. This MOA shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party with respect to the other or with respect to third parties, nor shall it be construed to create or increase liability of either party beyond that which is otherwise imposed upon it by law. In the event of a claim, each party shall be responsible for its own defense. No financial obligation shall be imposed on either party by reason of this MOA.

V. RELATIONSHIP OF THE PARTIES

The County/CCHHS/CCDPH and Owner are independent contractors for purposes of this MOA. Nothing contained in this MOA nor any act of the parties is intended to nor shall be construed by any person or entity to create any relationship of partners, joint venture or any other relationship between the County/CCHHS/CCDPH and Owner other than that of independent contractors.

VI. LIAISONS

CCDPH and the Owner have each identified a primary liaison together with their respective emergency contact information, as set forth on Exhibit B attached hereto. These individuals shall be authorized to act on behalf of the parties to plan for and facilitate the implementation of this MOA and to provide and receive information pursuant to this MOA.

VII. ENTIRE AGREEMENT; AMENDMENT

This MOA constitutes the entire agreement between the Owner and the County/CCHHS/CCDPH and supersedes any prior written or oral agreements between the parties regarding the subject matter hereof.

This MOA shall not be amended except by written agreement of the parties. The Chief Operating Officer of CCDPH shall be authorized to enter into amendments to this MOA, provided that no such amendment may result in the imposition of any payment obligation upon the County, CCHHS or CCDPH without the approval of the Cook County Board of Commissioners and/or the CCHHS Board of Directors.

VIII. SEVERABILITY

If any provision of this MOA is held invalid or unenforceable, the remaining provisions shall remain in effect to the fullest extent permitted by law.

IX. TERM; TERMINATION

The term of this MOA shall be for one (1) year commencing as of the date both parties have signed this MOA and shall renew automatically for one year periods thereafter. Either party may provide written notice to the other at least ninety (90) days prior to the expiration of the relevant annual period encompassed by this MOA that the party wishes to terminate its participation in this MOA.

X. NOTICES

All notices shall be in writing, sent by certified mail and by confirmed facsimile, return receipt requested, with proper postage pre-paid, shall be deemed to have been given on the date of the mailing, and shall be addressed as follows:

To Owner:

Attention: _____
Title: _____
Owner Name: _____
Address: _____
City, State, Zip: _____
Fax: _____

To CCDPH:

Terry Mason, M.D., FACS
Chief Operating Officer
Cook County Department of Public Health
15900 South Cicero Avenue,
Administration Building, First Floor
Oak Forest, Illinois 60452
Fax: (708) 633-2030

IN WITNESS WHEREOF, the parties agree to the above terms and have caused this MOA to be signed by their duly authorized representatives:

For the Owner:

Signature: _____
Name: _____
Title: _____
Date: _____

**For the County of Cook/Cook County
Department of Public Health:**

Terry Mason, M.D., FACS
Chief Operating Officer
Date: _____

EXHIBIT A:

**DESCRIPTION OF PREMISES WITHIN SITE
TO BE USED FOR CLINICAL ACTIVITIES BY CCDPH**

(To be completed by Owner after Site visit)

Site #	Site Name	Address (Street number and Name)	City	State	Zip Code
1.					
2.					
3.					
4.					
5.					
6.					

**A map of the specific location at each Site to be used for Clinical activities is attached to this MOA and incorporated as Exhibit A,
(OWNER MUST ATTACH COPIES OF SITE MAPS)**

EXHIBIT B:

LIAISON IDENTIFICATION

For the County of Cook/Cook County Department of Public Health:

Attention: Community Preparedness & Coordination Unit
Agency: Cook County Department of Public Health
Address: 15900 South Cicero Avenue. Building E-3rd Floor
City, State, Zip: Oak Forest, Illinois 60452
Phone: (708) 633-4000
Fax: (708) 633-8090

For the Owner:

(Please identify the liaison for each Site noted in Exhibit A)

Site #1:

Full Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
Pager: _____
Cell: _____
Email: _____

Site #2:

Full Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
Pager: _____
Cell: _____
Email: _____

Site #3:

Full Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
Pager: _____
Cell: _____
Email: _____

Site #4:

Full Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
Pager: _____
Cell: _____
Email: _____

Site #5:

Full Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
Pager: _____
Cell: _____
Email: _____

Site #6:

Full Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
Pager: _____
Cell: _____
Email: _____

APPROVAL OF NEW CERTIFICATE PROGRAM:
ADVANCED SUPPLY CHAIN MANAGEMENT

(See attached rationale)

Recommended Action:

It is recommended that the Board of Trustees approve a new certificate program in Advanced Supply Chain Management, effective fall 2020.

MEMO

DATE: February 5, 2020
TO: Dr. Sylvia Jenkins, President
FROM: Dr. Pamela Haney, Vice President of Academic Affairs *P.H.*
RE: Advanced Supply Chain Management Certificate Program Approval

The Moraine Valley Curriculum Development Group and the Curriculum Review Team have both approved the curriculum of the **Advanced Supply Chain Management Certificate** program effective fall 2020.

The **Advanced Supply Chain Management** is a 41 credit hour application-based program that provides students with advanced supply chain management principles. Key topics covered include core technology skills and business/industry content. Students will address both domestic and global issues in supplier and customer relations, value-added product differentiation, cost management, and the professional skills required to succeed within this industry. The program has been designed based on current industry needs and in consultation with logistics and supply chain leaders. Students participating in this program will gain background knowledge for advanced level positions or, if currently employed in the industry, enhanced professional knowledge and career advancement potential.

The U.S. Bureau of Labor Statistics reports that employment in the supply chain industry is expected to increase dramatically, both locally and nationally. The Moraine Valley Community College (MVCC) district is located in a major intermodal transportation hub encompassing businesses tied to air, land, water, and rail transport. Nationally, the Transportation, Distribution, and Logistics industry provides over 4.2 million payroll jobs. Overall, more than 10 million persons are employed in transportation and transportation-related occupations in the U.S. economy. Employment in industries within the transportation and warehousing sector is strongly influenced by ups and downs in the national economy. Through 2020, the Transportation, Distribution, and Logistics industry will generate about 19,200 new jobs in Illinois. Many additional job openings will arise from the need to replace retiring workers.

Governor Pritzker's most recent economic development plan (A Plan to Revitalize the Illinois Economy and Build the Workforce of the Future, October 2019) highlights the importance of the supply chain industry in terms of job growth and economic importance. Illinois, particularly the Northeast corridor, is well-positioned to lead the state in employment growth and economic development. This program is essential because of the dramatic increase in warehouses and other major supply chain facilities developing in the MVCC's district. The I-55, I-57, I-80 and I-355 corridors are experiencing enormous expansion of storage, transfer and warehousing facilities that require skilled managers to operate efficiently and effectively.

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

Thank you for your consideration of this recommendation.

approved
S. Jenkins
2/11/2020

Moraine Valley Community College
Advanced Supply Chain Management, Certificate
Proposed effective date: August 15, 2020

41 Credit Hours

Curriculum Code 1519

This certificate program is an application-based program that provides students with advanced supply chain management principles. Key topics covered include core technology skills and business/industry content. Students will address both domestic and global issues in supplier and customer relations, value-added product differentiation, cost management, and the professional skills required to succeed within this industry. The program has been designed based on current industry needs and in consultation with logistics and supply chain leaders. Students participating in this program will gain background knowledge for advanced level positions or, if currently employed in the industry, enhanced professional knowledge and career advancement potential.

The U.S. Bureau of Labor Statistics reports that employment in the supply chain industry is expected to increase dramatically, both locally and nationally. The Moraine Valley Community College (MVCC) district is located in a major intermodal transportation hub encompassing businesses tied to air, land, water, and rail transport.

Required General Education Courses – 4 credit hours as follows:

MTH-139	Probability & Statistics	<u>4</u>
		4

Required Career Courses - 37 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-136	Business Law	3
BUS-231	Principles of Management	3
IMS-115	Microsoft Office I	3
OSA-122	Microsoft Excel	3
TDL-101	Transportation & Logistics Overview	3
TDL-103	Global Transportation	3
TDL-104	Introduction to Import-Export	3
TDL-105	Principles of Operations Management	3
TDL-106	Cargo Security	2
TDL-107	Warehousing & Distribution	3
TDL-108	Applied Supply Chain Technology	3
TDL-109	Quality & Customer Service	<u>2</u>
		37

Moraine Valley Community College
Advanced Supply Chain Management, Certificate
Proposed effective date: August 15, 2020

41 Credit Hours
Suggested Schedule

Semester One

BUS-100	Introduction to Business	3
BUS-136	Business Law	3
IMS-115	Microsoft Office I	3
TDL-101	Transportation & Logistics Overview	<u>3</u>
		12

Semester Two

OSA-122	Microsoft Excel	3
TDL-103	Global Transportation	3
TDL-105	Principles of Operations Management	<u>3</u>
		9

Semester Three

BUS-231	Principles of Management	3
TDL-104	Introduction to Import-Export	3
TDL-106	Cargo Security	<u>2</u>
		8

Semester Four

MTH-139	Probability & Statistics	4
TDL-107	Warehousing & Distribution	3
TDL-108	Applied Supply Chain Technology	3
TDL-109	Quality & Customer Service	<u>2</u>
		12

APPROVAL OF NEW CERTIFICATE PROGRAM:
CANNABIS RETAIL SPECIALIST

(See attached rationale)

Recommended Action:

It is recommended that the Board of Trustees approve a new certificate program for Cannabis Retail Specialist, effective fall 2020.

MEMO

DATE: February 5, 2020
TO: Dr. Sylvia Jenkins, President
FROM: Dr. Pamela Haney, Vice President of Academic Affairs *P.H.*
RE: Cannabis Retail Specialist Certificate Program Approval

The Moraine Valley Curriculum Development Group and the Curriculum Review Team have both approved the curriculum for the **Cannabis Retail Specialist Certificate** program effective fall 2020.

The **Cannabis Retail Specialist Certificate** is a 13 credit hour program designed to provide students with employment or advancement opportunities in a licensed retail cannabis dispensary. Subjects taught focus on the skills and core competencies defined by the industry as most relevant for success. Coursework consists of a blend of business, technical and cannabis-related topics so the student can effectively interact with and serve customers in a retail environment. Students seeking employment in this industry must be 21 years or older, comply with Illinois Department of Financial and Professional Regulation requirements for the Medical and/or Adult-Use Cannabis Dispensary Agent Identification Card(s), and consent to a fingerprint-based criminal history record information background check as required by state law.

The Illinois adult-use cannabis industry is still in its infancy. Legalized purchases of adult-use cannabis took effect on 1/1/2020 in Illinois. Given the complexities and sometimes conflicting nature of Illinois and Federal cannabis laws, traditional labor market data (including relevant Standard Occupational Classification information) is not available in official Federal statistics and economic reports. However, alternate documentation exists. For example, nationally, 34 states have legalized the use of medical cannabis. Additionally, 11 states and Washington, D.C. have currently legalized the adult-use of cannabis. Legal cannabis sales increased 34% nationwide in 2018 to \$10.8 billion. There are now more than 211,000 full-time jobs in the legal American cannabis industry. According to a Special report: Cannabis Jobs Count, the U.S. added 64,389 full-time legal cannabis jobs in 2018 (Barcott Whitney, 2019).

There are 55 medical cannabis dispensaries licensed in Illinois each of which is entitled to an adult-use license. Of the 55 medical cannabis dispensaries, 30 of these dispensaries currently possess licenses to sell adult-use cannabis products. By May 1, 2020, the state will issue up to 75 adult-use cannabis licenses to new applicants. In Chicago, existing medical cannabis dispensaries will be the first allowed to sell adult-use cannabis. The city recently held a lottery for 38 new adult-use dispensary permits for new retail locations (Bowean, 2019). Illinois has licensed 21 locations to grow medical cannabis. Of these 21 locations, 14 have licenses to grow adult-use cannabis. Illinois projects to be among the top 5 states for legal marijuana production within 5 years, producing more than 1 million pounds by 2025. Illinois is currently ranked 13th based on medical cannabis sales only. The projected growth reflects the Illinois adult-use market, according to a recent study (Marotti, 2019).

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

Thank you for your consideration of this recommendation.

*Approved
Dr. Jenkins
2/11/2020*

Moraine Valley Community College
Cannabis Retail Specialist, Certificate
 Proposed effective date: August 15, 2020

13 credit hours
Curriculum Code 1503

This program is designed to provide students with employment or advancement opportunities in a licensed retail cannabis dispensary. Subjects taught focus on the skills and core competencies defined by the industry as most relevant for success. Coursework consists of a blend of business, technical and cannabis-related topics so the student can effectively interact with and serve customers in a retail environment. Students seeking employment in this industry must be 21 years or older, comply with Illinois Department of Financial and Professional Regulation requirements for the Medical and/or Adult-Use Cannabis Dispensary Agent Identification Card(s), and consent to a fingerprint-based criminal history record information background check as required by state law.

Required Career Courses – 13 credit hours as follows:

BUS-100	Introduction to Business	3	
BUS-131	Principles of Retailing	3	
CAN-100	Cannabis Introduction	1	(New Course)
CAN-105	Cannabis Laws and Regulations	1	(New Course)
CAN-110	Cannabis Pharmacology	2	(New Course)
IMS-115	Microsoft Office I	3	

Suggested Schedule

Semester 1

BUS-100	Introduction to Business	3
CAN-100	Cannabis Introduction	1
IMS-115	Microsoft Office I	<u>3</u>
		7

Semester 2

BUS-131	Principles of Retailing	3
CAN-105	Cannabis Laws and Regulations	1
CAN-110	Cannabis Pharmacology	<u>2</u>
		6

MARCH 2020 BOARD MEETING DATE CHANGE

Recommended Action:

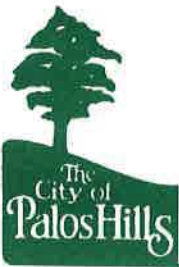
It is recommended that the Board of Trustees change the date of the March 2020 Board meeting to **Thursday, March 19, 2020**.

PALOS HILLS REQUEST FOR USE OF COLLEGE PROPERTY
AND INTERGOVERNMENTAL AGREEMENT

The Palos Hills Friendship Festival has been held at the college many years. The City has requested use of the area known as the “triangle” (located at 107th Street and 86th Avenue), the area adjacent to 86th Avenue, for their festival (July 9-12, 2020) and fireworks display (July 12). The City will honor the Intergovernmental Agreement, will provide proof of insurance naming the college as an additional insured, and will maintain full security at the event. See attached letter and intergovernmental agreement.

Recommended Action:

It is recommended that the Board of Trustees authorize the City of Palos Hills to use college property as specified above for their annual Palos Hills Friendship Festival 2020 to be held July 9-12, 2020.



COMMUNITY RESOURCE & RECREATION DEPARTMENT

8455 W. 103rd Street, Palos Hills, IL 60465 (708) 430-4500 Fax (708) 430-8376 www.paloshillsweb.org

January 9, 2020

Dr. Sylvia Jenkins, President
Moraine Valley Community College
9000 W. College Parkway
Palos Hills, IL 60465

Dear President Jenkins,

On behalf of Mayor Bennett and the Palos Hills City Council we once again request permission to hold the Palos Hills Friendship Festival July 9–12 on the grounds of the Moraine Valley Community College at the “triangle” property. Our spectacular fireworks display will be held on Sunday, July 12, at the same location with your permission.

The Friendship Festival provides the community a way to connect family and friends over the summer for great food, entertainment and fun. We value the support we receive from Moraine Valley.

As in the past, we will honor the Intergovernmental Agreement of Palos Friendship Festival 2020 and will provide you within 90 days of the start of the fest the requested proof of insurance certificate naming the College as an additional insured. We will also maintain full security at this event.

If you have any questions or concerns regarding this letter please contact me at the Resource & Recreation Department at 708-430-4500 or the Mayor’s office at 708-598-3400. We would like to start planning the very best in entertainment for Friendship Festival 2020, so we anxiously await your reply.

Once again, thank you for past support.

All my best,

Kristin Violante
Commissioner of Community Resources and Recreation

CC: Rick Hendricks

Enc.: 2020 Intergovernmental Agreement

INTERGOVERNMENTAL AGREEMENT (FRIENDSHIP FEST 2020)

This Agreement is dated _____ by and between the City of Palos Hills, Cook County, Illinois ("City") and Moraine Valley Community College ("College")

RECITALS

- A. The City and College are both local public bodies.
- B. The College's campus is located within the City.
- C. The City desires to utilize the College grounds for the City's annual "Palos Hills Friendship Festival" on July 9-12, 2020 ("the Fest").
- D. The College is agreeable to allowing the City to utilize the College grounds for the Fest subject to the terms, conditions and limitations set forth herein below.

Now therefore, it is hereby agreed by and between the City and the College as follows:

Section 1: Authorization

The College hereby authorizes the City to utilize the College grounds for the Fest on July 9-12, 2020. The use of the College grounds shall be without charge.

Section 2:

- A. The location of the various tents and entertainment areas shall be subject to the approval of the College and shall be located so as not to interfere with College operations.
- B. The City shall at all times maintain adequate employees on site to maintain order, pick up litter and debris during the course of the Fest.
- C. The City will remove all property and debris from the grounds at the conclusion of the Fest and will restore any damage to parking lots and other areas.
- D. The location of the fireworks display shall be subject to the approval of the North Palos Fire Protection District with coordination between the Moraine Valley Chief of Police (or designee) and the Palos Hills Chief of Police (or designee).
- E. The City will utilize only trained bartenders in the beer tent and will work under the direction of the City's Chief of Police to insure that alcohol is being responsibly consumed and to prevent any underage drinking of alcohol.
- F. The City will defend and hold harmless the College, its officers, agents and employees from any and all claims for personal injury or property damage arising out of activities at the Fest, except in cases of the willful and wanton misconduct of the College. At least thirty (30) days prior to the Fest, the City shall furnish the College with proof of insurance in amounts and with insurers reasonably acceptable to the City and College. The policies of insurance shall name Moraine Valley Community College, its directors and officers, employees and agents as additional insured.

A certificate of insurance with a copy of the actual additional insured endorsement shall be provided prior to commencement of this agreement. The City shall require its fireworks operators, vendors, and carnival operators to provide the City with proof of insurance in amounts reasonably acceptable to the City and College. The policies of insurance shall name Moraine Valley Community College, its directors and officers, employees and agents as additional insured. A certificate of insurance with a copy of the actual additional insured endorsement shall be provided prior to commencement of this agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives effective as of the day, month, and year first above written.

City of Palos Hills, Illinois

Moraine Valley Community College

By: _____

By: _____

Date: _____

Date: _____

DATE: February 5, 2020

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

FROM: Jane M Bentley
Director of Purchasing

RE: **Baseball Field Improvements Re-bid**

The college issued a bid for Baseball Field Improvements in November 2019. After review of the two (2) bids received on December 3, 2019, by the college's engineer, exp, it was found that neither bidder fully adhered to the plans and specifications as set forth in the bidding documents. Therefore, it was recommend, by the engineer, to review the bidding documents and issue for re-bid at a later date.

In January 2020, the bid was duly advertised in a local newspaper as prescribed by law. The bid was also advertised on the college's website. The bids were opened on Thursday, January 30, 2020 at 11:00 am in Room L145. Four (4) 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: removal and replacement of the existing baseball field, dug-outs, backstop and adjacent parking lot as well as storm sewer and electrical wiring to be installed.

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 bids submitted by the college's engineer, exp, it was found that the apparent low bidder, Integral Construction, of Romeoville, Illinois failed to accurately encompass all improvements required of the scope and therefore, Integral Construction's bid has been dismissed. The next apparent low bidder, Kee Construction, of New Lenox, Illinois, also failed to encompass aspects of the bidding documents as required by the scope of the bid and therefore, Kee Construction's bid has also been dismissed. Upon review by exp, the next apparent low bidder, Schwartz Construction Group, Inc., of Countryside, Illinois, understood the scope of the bid specifications and met all the requirements for this project.

RECOMMENDED ACTION: Whereas, Schwartz Construction Group, Inc., of Countryside, Illinois, submitted the lowest responsible and responsive bid meeting specifications, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$2,619,771.00 to Schwartz Construction Group, Inc.,** for the Baseball Field Improvements Re-bid.