

## **APPROVED**

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

The Governing Board of Moraine Valley Community College, Community College District #524, Regular Meeting, 6:00 PM, Tuesday, April 21, 2020, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465. Meeting was held online in a virtual format, pursuant to the State of Illinois Executive Order 2020-07 with all meeting content and public comments, via phone or otherwise, being recorded.

#### **I. CALL TO ORDER**

The meeting was called to order by Chair Kimberly Hastings Cristelli at 6:00 PM.

Chair Cristelli requested that anyone speaking state their name when speaking or making a motion for the record. She also asked those who are not speaking to keep their phones on mute.

#### **II. ROLL CALL**

Present: Kimberly Hastings Cristelli, Chair; Bernadette Barrett; John Coleman; Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy; Brian O'Neill; Andrew Williams, Student Trustee

Absent: None

Chair Cristelli indicated that per Illinois Governor Pritzker's executive order regarding the temporary suspension of the Open Meetings Act (OMA) requirements for a quorum of members to be physically present, the executive order allowing in-person as well as call-in participation is constitutionally a quorum. She indicated that the Board would not hear reports or presentations, outside of the recognition of Drew Williams for his excellent service as student trustee this past year. She indicated that the Board welcomes the new student trustee, Lauren Hassen, who will begin her year as student trustee this evening.

By consensus of the Board, Agenda Item V is presented at this time.

#### **V. BOARD REPORTS AND/OR REQUESTS**

5.1 Presentation to Drew Williams

Chair Cristelli thanked Trustee Williams for all of his hard work and efforts on behalf of the Board and indicated that he will be missed.

Mr. Williams expressed his thanks and his appreciation for everyone on the Board and at the college and indicated that he couldn't have done this without the help and support from everyone.

Board members expressed their thanks and good wishes to Mr. Williams.

5.2 Oath of Office – Student Trustee – Lauren Hassen

Board Secretary Brian O'Neill administered the oath of office to Lauren Hassen. Accordingly, Ms. Hassen was installed as Student Trustee.

Ms. Hassen was congratulated as she begins her year as Student Trustee.

Chair Cristelli indicated that this is one of her favorite meetings of the year with the various recognitions that usually take place but, unfortunately, under the current conditions, it is difficult to honor these appropriately. She indicated that there are two retirements occurring this month: Rick Brennan, Director of Campus Operations, and Matt Braze, Lead Shipping/Receiving Clerk. She thanked them both for their hard work and commitment to the college and excellent service to the Moraine Valley community.

Chair Cristelli also indicated at this time of year, the Board recognizes a number of student groups, including athletic teams, Academic All-American Athletes, the Glacier student newspaper, Phi Theta Kappa, and many other achievements of students at the college. She expressed a hope to be able to return to a regular board meeting format in order to be able to recognize these students and staff on behalf of the Board and congratulate all of them for their academic and extra-curricular achievements and to thank them in person.

**III. MINUTES**

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of March 19, 2020, there being no further corrections to the minutes, the minutes are approved as presented.

**IV. AUDIENCE PARTICIPATION**

None.

## **VI. REPORTS OF ADMINISTRATION**

### **6.1 President's Report**

Dr. Jenkins thanked Drew Williams for serving as Student Trustee, indicating that he has done an excellent job this past year. She wished him the best and thanked him for the time he committed to the college on behalf of the students. Dr. Jenkins also welcomed Lauren Hassen to the Board as Student Trustee. She indicated that she and Lauren had an opportunity for a conversation a week ago and stated that she looked forward to working with her. She indicated that Ms. Hassen was making history tonight being inducted into office virtually. Dr. Jenkins extended a special thank you to the Board for their support, guidance and understanding during this unprecedented time. She thanked all of the faculty and staff who have been working in a remote situation, noting that some have been coming on campus because of some of the specific responsibilities they have to the college and in support of the students.

- Contingency Plans for Return to Work Date – Dr. Jenkins indicated that based on the Governor's shelter-in-place order through April 30, the administration anticipated bringing people back on campus starting May 18. However, she indicated that, realistically, it is not possible to bring a full staff of people back on campus May 18. She has asked three vice presidents to lead a team of faculty and staff working together over the next few weeks to talk about what it will look like and how people can start coming back to the campus. She indicated that the return to work date will not be May 18 but is yet to be determined, the reasons for that being that there are not enough other safety measures put in place and the campus facilities are not designed for the types of social distancing guidelines that are being recommended. She indicated that the Governor's order may be extended beyond May 18 and she will be keeping the Board updated about what the college's strategies will be. It may include rotating shifts or minimal staff on campus as needed in order to make sure that the work of the college continues. Information has been sent to the Administrative Council about expectations for summer workload. Not as many faculty are hired in the summer but there are contractual obligations for benefit eligible employees who are scheduled to work that will continue through the summer. There were individuals on the payroll for the spring semester that were paid based upon the Governor's agreement with IBHE, ICCB, ICCTA, and ISBE through the spring semester. For summer, each division will hire only those benefit eligible people to teach or support instruction or who are critical to the operation of the college. There are some adjuncts who are hired for the summer—some teach and some are librarians, counselors, and advisors

- who will be engaging and connecting with students. In order to do orientations and advising online, we'll need those staff to support students.
- Summer School Update – Dr. Jenkins reported that, typically, not as many sections are offered in summer as in fall or spring. For this summer, there are 234 courses with 482 sections when normally there might be 300 courses and approximately 700 sections. However, because some courses are not suitable for completely online instruction, they are not able to be offered this summer. Additional courses or sections may be added based on enrollment, as students are continuing to register. The summer pre-session begins May 18 and the regular eight-week session begins June 8.
  - Virtual Graduation – Dr. Jenkins reported that because of the large numbers of people who participate in graduation, it does not make sense to try to plan a face-to-face event, so the college will host a virtual graduation. A link will be sent to all potential graduates where they can upload their information and register to participate. There will be a program with videotaped speakers to congratulate the students, including the president, the Board chair, Linda Brandt (Professor of the Year), and Student Trustee Lauren Hassen. The college will do its very best to make the event as meaningful to the graduates as possible. Dr. Jenkins indicated that some colleges are delaying graduation ceremonies, but under the current circumstances, it is not feasible to come up with a later date for a face-to-face ceremony. She indicated that other colleges are also moving to virtual graduations, which will offer an opportunity to recognize our students' achievements.

Dr. Jenkins also reported on the stimulus bill that was passed recently that included money dedicated to higher education. Moraine Valley will receive \$6.4 million, of which half is intended to go directly to students and the other half to the institution. She reported that the Department of Education held a teleconference today to provide more clarification on how the funds will be disseminated. The funding is geared to help students offset the costs for having to move to remote learning. The institutional funds can be used to reimburse colleges for expenses related to moving to remote learning. She indicated that when the funding was announced, very little information was provided about how it was to be distributed. The college's team of Student Development, Finance, and Information Technology staff are working on this process and determining criteria for distributing the funds while still continuing to receive updated information about how to disseminate the funding. She will keep the Board informed on how the college will move forward on this.

Chair Cristelli expressed appreciation to the staff and administration during these unprecedented times. She expressed appreciation for all the hard work

and keeping the college running successfully and helping students in any way possible. She indicated that the Board looked forward to working with the administration on next steps.

**VII. COMMUNICATIONS**

None

**VIII. FINANCIAL STATEMENT**

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$116,253,689.87\* will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

**CONSENT AGENDA (IX – XII):**

It was moved by Mr. O’Neill and seconded by Ms. Kirkwood 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	\$5,217,713.14
9.3	Operation & Maintenance Fund	815,547.69
9.4	Operation & Maintenance Fund (Restricted)	192.31
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	722,009.53
9.7	Restricted Purpose Fund	1,069,978.04
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	4,481.62
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

Mike Dudlo – Police Officer, Police – effective 4/27/20  
(DOCUMENT D - SUPPLEMENT TO MINUTES)

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

It is recommended that the appointment of the following grant funded individuals not be renewed. However, their current appointment shall be continued to the end of their current grant cycle:

John Andres	Coordinator of Records & Assessment
Margaret Dawczak	Manager of Transition & ESL
Philip Davis	Educational Case Manager
Michael Gonzalez	Program Coordinator - CSSIA
Marie Harrell	Internship Manager
Evera Ivy	Job Resource Specialist
Stanley Kostka	CAE Regional Resource Center Manager
Chauntai Mack	Career Connections, Youth Program Manager
Carmela Ochoa	Coordinator of ABE/ASE
Mattie Payne-Mallory	Director of Student Support
Nathan Payovich	Director of Disability Services
Agata Rawdanik	Data Center Manager
Brenda Rodriguez	Career Connections, Student Success Specialist
Christian Torres	Transition Specialist
Erica Warren	Coordinator of Access & Accommodations
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

None.

10.1-5 Resignations/Terminations

Sarah Sophie - Departmental Assistant, Learning Enrichment & College Readiness – termination effective 3/20/20

Andrew Wendt - Internal Auditor, Internal Audit – resignation effective 3/20/20

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement - Faculty

Donna McCauley – Professor, Psychiatric Rehabilitation, Public Services – retirement effective 12/31/20

(DOCUMENT H - SUPPLEMENT TO MINUTES)

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

None.

**XI. UNFINISHED BUSINESS**

None.

**XII. NEW BUSINESS**

Chair Cristelli identified the nature of the agenda items contained in New Business.

12.1 Educational Affiliation Agreement with OSF Multi-Specialty Group  
(Medical Assistant)

It is recommended that the Board of Trustees approve the Educational Affiliation Agreement with OSF Multi-Specialty Group for Medical Assistant.  
(DOCUMENT I - SUPPLEMENT TO MINUTES)

12.2 Resolution for Observance of Arbor Day 2020

It is recommended that the Board of Trustees approve the attached resolution observing Arbor Day 2020.

(DOCUMENT J - SUPPLEMENT TO MINUTES)

12.3 Second Amendment to Trust Agreement for Capital Development  
Board Project: Fine and Performing Arts Center (FPAC) Boilers

It is recommended that the Board of Trustees amend the trust agreement to add \$132,530 to original amount of \$205,104 for a Capital Development Project to replace boilers in the Fine and Performing Arts Center (FPAC).  
(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.4 Approval of New Certificate Program: Basic Nurse Assistant Training  
(BNAT) Certificate

It is recommended that the Board of Trustees approve a new certificate program for Basic Nurse Assistant Training (BNAT), effective fall 2020.  
(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.5 Life Cycle Management (LCM) Spring 2020 Technology Purchase

Whereas Dell Computers, of Round Rock, Texas, has submitted Midwestern Higher Education Compact (MHEC) contract pricing for the purchase of fifty-seven (57) micro-computers, one hundred fifty (150) laptop and docking computers, three (3) nursing SimMan recording computers, three hundred twenty-nine (329) standard monitors, twenty-four (24) ADA monitors, twenty (2) lab monitors, and sixty five (65) podium monitors, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to Dell Inc. in the amount of \$219,406.64.

Whereas Apple Inc. of Austin, Texas, has submitted direct educational pricing for the purchase of two (2) iMac computers with Apple Care, and one (1) Mac minicomputer with Apple Care, and one hundred nineteen (119) iPads, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to Apple Inc., in the amount of \$61,557.00.

Whereas Canon Solutions America, of Schaumburg, Illinois, has submitted the lowest responsible proposal for the purchase of one hundred sixty-five (165) printers, 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 \$33,627.00.

Total cost of this purchase request: \$314,590.64

(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.6 Illinois Green Economy Network (IGEN) Grant Lighting Purchase

Whereas Grainger, of Janesville, Wisconsin has been approved by E&I Cooperative and Illinois Public Higher Education Cooperative (IPHEC) and awarded this cooperative contract, it is recommended that the Board of Trustees approve this purchase and authorize the issuance of a purchase order in the amount of \$49,171.20 to Grainger for the purchase of one hundred ninety-two (192) lighting fixtures to be paid for by a grant offered by Illinois Green Economy Network (IGEN) and Illinois Environmental Protection Agency (IEPA). (DOCUMENT N - 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), 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 6:31 PM.