

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, May 12, 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 6:04 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 (arrived 6:20 PM); Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy; Lauren Hassen, Student Trustee

Absent: Brian O'Neill

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 under this format, the Board would not hear reports or presentations.

She further indicated that this is the time of year when there are a number of recognitions that occur and the Board would like to publicly acknowledge these achievements with the hope of being able to honor them at a later date.

There are two retirements occurring at the end of this month: Jodi Marneris, who is a Marketing & Communications Writer, and Ricky Moore, Associate Professor in Local Area Network. Chair Cristelli acknowledged their

commitment and excellent service to the college and community and on behalf of the board wished each of them a long and healthy retirement.

Also, at this time of year, the board recognizes student achievements in Skyway and League for Innovation competitions, along with the college's forensics team. On behalf of the board, Chair Cristelli congratulated all Moraine Valley students for their academic and extracurricular achievements. A booklet of the competition entries was provided to the Board members and Chair Cristelli expressed the Board's appreciation and congratulations to all of the students who participated in that.

Chair Cristelli also extended, on behalf of the Board, an enthusiastic congratulations to all of the college's graduates and indicated that they looked forward to celebrating their achievement. She indicated that Dr. Jenkins will be providing additional details on a virtual graduation.

III. MINUTES

It was moved by Ms. Murphy and seconded by Ms. Kirkwood to approve the unapproved Minutes of the Regular Meeting of April 21, 2020.

ROLL CALL VOTE taken to approve the minutes:

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

Motion carried.

IV. AUDIENCE PARTICIPATION

None.

V. BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report

Ms. Hassen reported that during the past month, Student Life has created several online events, including topics such as leadership programs, preparing for finals, and others. Student Life also created "Thank You Thursday" which

was designed to thank someone at Moraine Valley who made a positive impact on a student's life. Another was "What's Your Leadership Color" where students had a chance to learn about their strengths and weaknesses. She reported that she worked with Student Life to create study tips for students in a blog format. She had an online event created by Student Life to be able to meet students and for students to meet her. She created a survey to get their opinions on the current adjustments. She reported that it did pretty well and some students spoke to her personally about their anxiety and their grades and the transition from in-person to online classes. She reported that once the pass/fail option was announced, many students shared that they felt less stressed about the situation. Ms. Hassen thanked the college for taking the time to acknowledge this need and create something to help students to succeed during the pandemic.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

Dr. Jenkins thanked Lauren for her report, indicating that when they recently talked, they spoke about the fact that it is stressful for students and that the college is doing its best to help keep students engaged and informed. She thanked Lauren for her part in helping that happen. She also thanked the faculty and staff of the college who are doing a tremendous job during these unusual times.

- Virtual Graduation – Dr. Jenkins indicated that under normal circumstances, the graduation ceremony would be this Friday night, but in lieu of an in-person event, a virtual graduation is planned. Jessica Crotty, assistant director in Marketing and Communications, has been leading this effort along with Information Technology, Student Development and many other areas of the college. Professor Linda Brandt will give remarks to the graduates and Lauren will also participate as Student Trustee. Graduates have been invited to send pictures and information about themselves. More than 350 students have sent in an intention to participate. Each student's name will be read so that they can be acknowledged. Later this summer, the college will mail diplomas and covers. Dr. Jenkins indicated the college is doing its best and while it will never be the same, the staff is doing an excellent job to make this as special a time for the graduates as possible. The virtual graduation will take place on Thursday, May 21, and the Board will receive additional information.

- Return to Work – Dr. Jenkins reported that some staff have been on campus, including campus operations, Information Technology, police, and other staff who have been on campus just about every day because of the nature of their work. The college is following the Governor’s shelter-in-place order and has begun looking at a return to campus, possibly June 1, but she indicated that they are being realistic about when and how that can happen. Dr. Margaret Lehner, Kam Sanghvi, and Rick Hendricks are chairing a team of more than 50 faculty and staff members looking at what is needed to bring people back and how we can do that with the guidelines of social distancing and the other criteria that the Centers for Disease Control has put out. She reported that enrollment is not as high as it was last summer; however, students are continuing to register. The summer pre-session begins Monday, May 18, and the regular summer session begins Monday, June 8. She reported that they are working to bring classes such as Fire Science, Welding, and Automotive back on campus after June 1 so that students can complete spring semester coursework. There will be smaller class sizes and will be staggered with the instructor present to help students complete their requirements. There are other allied health programs that were also not able to complete in spring, and the college is looking at ways to help those students complete requirements.
- CARES Act – Dr. Jenkins reported that she will update the Board chair and vice chair tomorrow on the college’s CARES Act strategies. She will also meet with two other trustees to share information about the process developed to distribute CARES Act funding. The college had to wait for more specific guidelines from the Department of Education. She reported that the process was reviewed by the auditors and the college is ready to submit its plan to the Department of Education. Once the plan is approved, the college can begin to disseminate funds to students, a process the college has one year to complete. The second part of the CARES Act is institutional funding and the college is looking at expenses it is incurring or may incur in support of remote teaching, such as technology or infrastructure. She indicated that the Board will hear a presentation from Kam Sanghvi and Dennis Sage about a recommendation to expand the storage area network system because of the increase in use and file storage on the college’s network as a result of working remotely. Dr. Jenkins also reported that the college was recently informed that it will receive an additional \$327,000 under the CARES Act because of the college’s Title III grant, which can be used to support upgrades in technology or expenses incurred for Title III programs. She reminded the Board that the Title III grant was received to expand nursing and allied health programs in Blue Island.

Dr. Jenkins reported that she was invited by the executive director of the ICCB to be part of a state-wide return-to-campus task group and she will participate in four weekly video conferences with other colleges to talk about issues related to opening colleges in the fall or continuing with remote learning. She will share information from the task group as it becomes available.

VII. COMMUNICATIONS

None.

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$117,410,978.82 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 Ms. Barrett and seconded by Ms. Kirkwood to pull Agenda Items 12.1 and 12.3 from consent agenda.

ROLL CALL VOTE taken on motion to exclude Agenda Items 12.1 and 12.3 from the consent agenda:

Yes: Barrett, Kirkwood, J. Murphy, P. Murphy, Cristelli

Absent: Coleman, O'Neill

Student

Advisory: Yes

Motion carried.

It was moved by Ms. Kirkwood 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	\$5,242,076.66
9.3	Operation & Maintenance Fund	705,277.53
9.4	Operation & Maintenance Restricted Fund	15,161.11
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	509,338.59
9.7	Restricted Purpose Fund	957,158.61
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	379.94
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

None.

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT D - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

None.

10.1-5 Resignations/Terminations

None.

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

Zaki Abdelrahim – from User Support Services Coordinator, Client Services to Technical Engineer – effective 5/18/20
Hanan Bekri – from Technical Engineer, Client Services to User Support Services Coordinator – effective 5/18/20
Karen Town – from Marketing Specialist, Marketing & Communications to Communications Specialist – effective 6/1/20
(DOCUMENT E - SUPPLEMENT TO MINUTES)

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

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

12.2 Spring 2020 Adult Education Technology Purchase

Whereas Dell EMC and CDW-G have submitted pricing per the MHEC and E&I Cooperative agreements, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase orders to Dell EMC in the amount of \$48,725.68 for sixty (60) Dell Latitude 5300 laptops and two (2) Dell charging stations and to CDW-G in the amount of \$12,672.34 for thirty-two (32) iPads, maintenance and one (1) iPad charging station.

Total amount of purchase: \$ 61,398.02.
(DOCUMENT F - SUPPLEMENT TO MINUTES)

12.4 Pleasantdale School District 107 Request for Use of College Property

It is recommended that the Board of Trustees authorize the Pleasantdale School District #107 to use college property as specified above for their 2020 graduation to be held May 22, 2020.
(DOCUMENT G - 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, 9.8, 9.9, 9.10, and 9.11; 10.1-1, 10.1-2, 10.1-3, 10.1-4, 10.1-5, and 10.1-6; and 12.2 and 12.4:

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

Motion carried.

Chair Cristelli opened discussion for the remaining agenda items.

Kam Sanghvi, vice president, Information Technology, and Dennis Sage, director, Infrastructure and Network Services, provided information about the proposed expansion of SAN storage. Dennis explained that the primary SAN storage supports the college's Colleague System, SharePoint, Document Imaging, department and individual files, email, and the Windows server. He indicated that the current SAN was purchased five years ago with five years maintenance and is currently at 80% capacity. He indicated that industry best practices recommends having at least 10% available capacity and replacement after five years due to obsolescence and changes in technology. These are large and complicated systems, so lead time is required for the setup and migration of data. He reported that the college is experiencing additional need due to online teaching and remote working as well as document imaging and SharePoint database growth. He outlined two options. One is the purchase of a new system that includes a \$20,000 buyback and maintenance for five years, expansion of storage, faster disks, and available room for expansion. The second option is to continue maintaining the existing system for the remainder of this fiscal year and FY21 and replacement costs for end-of-life disks, for a total of approximately \$104,000 over the next 12 months. However, he noted that the current system has no additional room for expansion of storage.

Kam responded to a question from Trustee Kirkwood about the impact of not approving this purchase, reviewing costs that would still be incurred for continuing maintenance for this year and the next fiscal year. He indicated that summer is a good time to make this type of system upgrade because there is time to make sure that the migration of data occurs cleanly. Trustee Kirkwood asked what the time frame was for the remaining 20% of space. Dennis responded that it is difficult to say and that it might get through the summer, but once into the fall, it would increase the risk of trying to maintain the 10% recommended availability.

Ms. Murphy expressed concerns with spending the full amount for this at this time if there might be a critical need for that money to support other expenses

of the college, especially during this pandemic. She asked if this was something that could be held off for a month, indicating that with the current uncertainty, there might be a better idea next month of what is going on.

Dr. Jenkins indicated that she sent the Board members a chart that outlined how the CARES Act funds can be expended. Based on her understanding of the institutional portion of the CARES Act, it can be used for direct support of technology related to online instruction.

Mr. Murphy indicated that in recent experience, he learned that it is getting more difficult to get technology to support e-learning. There is a very high demand for technology at this time. He indicated that it is a normal activity for downtime to upgrade technology and that he also had concern about the expenditure, but recommended making this purchase to support the college functions for students, feeling that the demands on technology resources is higher now.

Ms. Murphy asked what additional drain remote working and online instruction have on the system. Kam indicated that they did not have that specific information, but the college is putting more and more resources online and storing more data in storage on the network.

Chair Cristelli asked about the impact on the college in the next three months. Kam indicated that lead time is the biggest concern and as Mr. Murphy indicated, extended lead time could push the upgrade outside of a quieter time to make these upgrades. He was concerned about trying to make this purchase under emergency conditions. Chair Cristelli indicated that she was also interested in how much of an increase in storage use occurred since going online.

Ms. Barrett asked what the institutional portion of the CARES money can be used for, if not for salaries. She indicated that she did not see that restriction in the guidelines.

Theresa O'Carroll responded that some salaries can be included, but only if those salaries are being paid for faculty and staff specifically building remote learning environments. She indicated that the primary purpose of the funds is really for building and expanding IT capacity to support online learning.

Chair Cristelli noted that this is a long-term purchase and asked whether the CARES Act covers this kind of long-term purchase. Dr. Jenkins indicated that

any kind of technology purchase would be expected to last longer than a year and that it would be an appropriate purchase.

Chair Cristelli opened discussion for the next item.

Ms. Barrett indicated that she previously raised a question about the use of resources for furniture when the college is closed and it is not known when it will reopen. She indicated that she was under the impression that the Foundation would be paying for these funds. She asked for verification that the \$29,000 that the Board is being asked to approve will be covered by the Foundation.

Dr. Jenkins responded that she was correct and reported that the Foundation Board of Directors approved an allocation of \$100,000 to the college for the purposes of the renovation of the culinary space. The construction will start this summer and the furniture requires some lead time prior to installation.

Ms. Barrett asked what the remaining \$70,000 would be used for. Dr. Jenkins indicated that it is \$100,000 for the renovation to be used however the college deems necessary to apply the funds.

Ms. Murphy asked what the total costs are for the renovation. Rick Hendricks responded that the total project is \$360,100. Dr. Jenkins indicated that the funds were put aside in a restricted purpose account after the FY19 budget year when the project was approved by the Board.

Ms. Barrett indicated that when the Board voted on the full \$360,000, does that mean the \$100,000 can go into the college budget if it is needed for expenses that arise from the pandemic. Dr. Jenkins indicated that based on the plans and bids received, and accounting for construction costs, that is the full project cost, but if there are funds remaining, those funds can be transferred with Board approval back into the operational budget.

Theresa clarified that in the budget, the full cost of the project is shown as an expense, but the Foundation revenue will also be shown and there is a net effect.

It was moved by Mr. Murphy and seconded by Mr. Coleman to approve the following agenda item.

12.1 Primary/Secondary Storage Area Network (SAN) Storage Solution
Purchase

Whereas CDW-G is an authorized strategic partner with Dell EMC, and have submitted this solution per the IPHEC Contract 1DGS1306, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order in the amount of \$257,288.86 for the Primary/Secondary SAN Storage Solution. (DOCUMENT H - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 12.1:

Yes: Coleman, J. Murphy, P. Murphy
No: Barrett, Kirkwood, Cristelli
Absent: O'Neill
Student
Advisory: Yes

Motion failed.

It was moved by Mr. Murphy and seconded by Mr. Coleman to approve the following agenda item.

12.3 Building M Restaurant Furniture Purchase

It is recommended that the Board of Trustees approve this request and authorize the issuance of a purchase order in the amount of \$29,027.46 to Forward Space for the Building M Furniture Purchase.
(DOCUMENT I - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 12.3:

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

Motion carried.

XIII. MISCELLANEOUS

Ms. Barrett asked for clarification if this meeting counted if there was no password supplied to the general public and no one accessed it. Dr. Jenkins indicated that the information was included on the top of the agenda and in the

public announcement. Ms. Barrett expressed a concern about violating the Open Meetings Act. She indicated that she could not get in without the password and did not know if the password was specific for board members.

Mr. Coleman indicated that he had no problem getting in.

Chair Cristelli indicated that the college lawyer was not able to call in.

Dr. Jenkins indicated that the information was included in the meeting notice and will check that all the Board members were able to access the meeting. She asked if others in the audience were able to access the meeting.

Kristy McGreal shared that she went to the meeting agenda on the website and the password is built into the link.

Ms. Barrett reported that she was forwarding an email to Dr. Jenkins from a legislator's office who indicated that their office was not able to access the meeting. Dr. Jenkins indicated that they would check into this. Chair Cristelli also indicated that they would touch base with the college lawyer to make sure that the meeting was valid.

XIV. AUDIENCE PARTICIPATION

None.

XV. ADJOURNMENT

The meeting adjourned at 7:09 PM.