

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, June 16, 2020, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465. Meeting to be held online in a virtual format, pursuant to the State of Illinois Executive Order 2020-07, Section 6 (March 16, 2020), with all meeting content and public comments, via phone or otherwise, being recorded. Access to the Board of Trustees meeting is provided by teleconference online via <http://www.morainevalley.edu/BOTJune16> or by phone 1-312-535-8110 with Meeting ID 120 144 9393, p/w MVCCboard (68222627).

A G E N D A

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **MINUTES**

- 1) Unapproved Minutes, Regular Meeting of May 12 2020

4. **AUDIENCE PARTICIPATION**

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

- 1) ICCTA Meeting Report - Murphy
- 2) Student Trustee Report – Hassen

6. **REPORTS OF ADMINISTRATION**

- 1) President's Report
 - CARES Act Update
 - Return to Work
 - CTE and Lab-Based Classes

7. **COMMUNICATIONS**

8. **FINANCIAL STATEMENT**

- 1) Treasurer's Report
- 2) Budget Summary Report

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

9. **WARRANTS**

- 1) * Account Expenditure Summaries (including Travel Expense Reimbursements)
- 2) * Education Fund
- 3) * Operation & Maintenance Fund
- 4) * Operation & Maintenance Restricted Fund
- 5) * Bond & Interest Fund

- 6) * Auxiliary Fund
- 7) * Restricted Purpose Fund
- 8) * Working Cash Fund
- 9) * Trust and Agency Fund
- 10) * Audit Fund
- 11) * Liability, Protection and Settlement Fund
10. **REPORT OF PERSONNEL**
 - 1) Full-Time
 - 2) * Part-Time/Supplemental/Other
 - 3) Salary Revisions
 - 4) * Leave of Absence
 - 5) Resignations/Terminations
 - 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
 - 1) * Dates for Regular Board Meetings - 2020-2021
 - 2) * Review of Closed Session Written Minutes and Audio Tapes
 - 3) * Treasurer's Bond Renewal FY21
 - 4) * Orland Township Request for Use of College Property
 - 5) * Primary/Secondary Storage Area Network (SAN) Storage Solution Purchase
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **ADJOURNMENT**

Agenda Item 3.0
June 16, 2020

MINUTES

Approved Minutes of the April 21, 2020 Regular Meeting

Enclosed

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.

BOARD REPORTS AND/OR REQUESTS

- | | | |
|-----|--|--------|
| 5.1 | ICCTA Meeting Report – Patricia Murphy | Verbal |
| 5.2 | Student Trustee Report – Lauren Hassen | Verbal |

REPORTS OF ADMINISTRATION

- 6.1 President's Report Verbal
- CARES Act Update
 - Return to Work
 - CTE and Lab-Based Classes

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$53,128,717.40	\$3,860,961.10	\$5,481,778.69	\$51,507,899.81
OPERATION & MAINT FUND	\$10,586,217.16	378,764.11	1,119,543.85	9,845,437.42
OPERATION & MAINT (RESTR.)	\$17,939,201.39	169,861.33	1,479,010.09	16,630,052.63
BOND & INTEREST FUND	\$4,958,212.06	1,424,358.95	2,090,187.51	4,292,383.50
AUXILIARY FUNDS	\$8,001,689.95	481,615.85	385,123.01	8,098,182.79
RESTRICTED PURPOSE FUNDS	\$7,543,986.45	633,039.23	1,635,579.05	6,541,446.63
WORKING CASH FUND	\$13,737,917.36	24,481.76	0.00	13,762,399.12
TRUST & AGENCY FUNDS	\$125,709.31	3,439.00	92.90	129,055.41
AUDIT FUND	\$157,001.42	618.05	0.00	157,619.47
LIAB, PROTECT & SETTLE FUND	\$1,232,326.32	3,864.80	0.00	1,236,191.12
TOTAL	\$117,410,978.82	\$6,981,004.18	\$12,191,315.10	\$112,200,667.90

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$23,150.00
HUNTINGTON BANK	CHECKING ACCT	1,029,055.41
FIRST MIDWEST BANK	CHECKING ACCT	4,851,855.55
FIRST MIDWEST BANK	TRUST ACCT	582,558.63
WINTRUST MAXSAFE	MONEY MARKET	2,073,176.10
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	9,187,284.50
IL METROPOLITAN INVESTMENT FUND	1-3 YEAR FUND	3,277,138.34
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS	15,868,026.82
IL PUBLIC TREASURERS FUND	VARIOUS	1,064,425.80
SHORT TERM INVESTMENTS	VARIOUS	55,961,128.75
LONG TERM INVESTMENTS	VARIOUS	18,282,868.00
TOTAL		\$112,200,667.90

ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$5,481,778.69
9.3	OPERATION & MAINTENANCE FUND	1,119,543.85
9.4	OPERATION & MAINTENANCE (RESTR) FUND	1,479,010.09
9.5	BOND & INTEREST FUND	2,090,187.51
9.6	AUXILIARY ENTERPRISE FUND	385,123.01
9.7	RESTRICTED PURPOSE FUND	1,635,579.05
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	92.90
9.10	AUDIT FUND	-
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	-
	TOTAL	<u><u>\$12,191,315.10</u></u>

10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	None
10.1-2	Part Time/Supplemental/Other	Enclosed
10.1-3	Salary Revisions	None
10.1-4	Leave of Absence (LOA)	Enclosed
10.1-5	Resignations/Terminations	None
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

SUBJECT REPORT – Leave of Absence (LOA)

Sundus Madi-McCarthy

Academic Advisor
Academic Advising

L.O.A.
(PARENTAL) 1/6/20 - 8/24/20
(EXTENSION) 8/25/20 – 8/6/21

RECOMMENDED ACTION

That the above leave be granted.

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>
Richard Magno	Maintenance Mechanic II Campus Operations Support Staff	Reclassified to: Maintenance Mechanic III Effective: 6/29/20
Jennifer Morgan	Departmental Assistant Learning Enrichment & College Readiness Support Staff	Reclassified to: Program Assistant Effective: 6/29/20
Joseph Scroggins	Financial Aid Loan & Work Study Coordinator Financial Aid Administrative & Professional	Reclassified to: Director of Financial Aid Effective: 6/29/20
Veronica Wade	Administrative Assistant Student Development Administrative Classified	Reclassified to: Assistant Director of Financial Aid Financial Aid Administrative & Professional Effective: 6/29/20

RECOMMENDED ACTION

That the above be approved as presented.

NEW BUSINESS

- | | | |
|-------|--|----------|
| *12.1 | Dates for Regular Board Meetings – 2020-2021 | Enclosed |
| *12.2 | Review of Closed Session Written Minutes and Audio Tapes | Enclosed |
| *12.3 | Treasurer’s Bond Renewal FY21 | Enclosed |
| *12.4 | Orland Township Request for Use of College Property | Enclosed |
| *12.5 | Primary/Secondary Storage Area Network (SAN) Storage Solution Purchase | Enclosed |

NOTICE IS HEREBY GIVEN

That regular meetings of the Board of Trustees of Community College District #524, Cook County, Illinois, are scheduled as follows:

July, 2020 – no meeting

Tuesday, August 18, 2020

Tuesday, September 15, 2020

Tuesday, October 20, 2018

Tuesday, November 17, 2020

Thursday, December 17, 2020

January, 2021 - no meeting

Tuesday, February 16, 2021

Tuesday, March 16, 2021

Tuesday, April 20, 2021

Tuesday, May 18, 2021

Tuesday, June 15, 2021

All of the above meetings will begin at 6 p.m. (unless otherwise indicated) and will be held in the Board Room D219, 9000 West College Parkway, Palos Hills, IL 60465.

Dated: June 16, 2020

Secretary

REVIEW OF CLOSED SESSION WRITTEN MINUTES AND AUDIO TAPES

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

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

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

Recommended Action:

It is recommended that the written minutes of the closed sessions held on November 12, 2019, December 17, 2019, and February 18, 2020 be released. Additionally, it is recommended that the audio/digital recordings of June 19, 2018; August 21, 2018; September 18, 2018; and October 15, 2018 closed session meetings be destroyed.

Item 12.2:

Written Minutes:

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

November 12, 2019

December 17, 2019

February 18, 2020

Audio Tapes:

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

June 19, 2018

August 21, 2018

September 18, 2018

October 15, 2018

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

TREASURER'S BOND RENEWAL

A Treasurer's Bond is required pursuant to 110 ILCS 805/3-19 for the term July 1, 2020-June 30, 2021. The statutory School Treasurer's bond lists the Board of Trustees of Moraine Valley Community College as obligees and covers the faithful performances and fidelity of the school treasurer in the amount of \$25,000,000. Twenty-five million dollars is the amount recommended to the College by our insurance broker, Marsh USA, Inc. The total premium for the Treasurer's Bond for fiscal year 2021 will be \$19,832.00.

Recommended Action:

It is recommended that the Board approve the renewal of the Treasurer's Bond for fiscal year 2021 for \$25,000,000 at a cost of \$19,832.00 from The Hartford Insurance Company.

**ORLAND TOWNSHIP
REQUEST FOR USE OF COLLEGE PROPERTY
AND HOLD HARMLESS AGREEMENT**

Orland Township has requested use of the parking lot of the Southwest Education Center for an Orland Township Senior Citizen drive-in concert for the evening of June 26, 2020, 4-8 p.m.

The school district has provided a hold harmless agreement (attached) and proof of insurance naming the college as an additional insured.

Recommended Action:

It is recommended that the Board of Trustees authorize Orland Township to use college property as specified above for the Senior Citizen Drive-In Concert to be held June 26, 2020.

From: Mary Hastings
Sent: Thursday, May 28, 2020 4:52 PM
To: Richard Hendricks
Subject: MVCC SW Parking Lot

Hi Rick,

Thank you for handling the paperwork for the proposed event to be held in the Southwest Campus parking lot on June 19, 2020 [***On May 30, event date was changed to June 26, 2020***]. It's been a long 2 months for the Orland Township Seniors and I know they will be excited to hear about the drive-in concert that we are planning for them. Kim forward me your email questioning the amount of cars expected. I am predicting no more than 250 cars to be in the lot. I can provide with a certificate of insurance if necessary and guarantee that we will abide by any of your directives regarding usage.

Please do not hesitate to call or email if additional information is needed or you have any questions.

Respectfully,
Mary Hastings
Administrator
Orland Township

Campus Usage Agreement

Moraine Valley Community College hereby authorizes and licenses

Orland Township

(Identity of Licensee)

to use areas of the Moraine Valley Community College campus subject to the following terms and conditions:

Date/Hours June 26, 2020 from 4:00 p.m. to 8:00 p.m.

Event Senior Citizen Drive-In Concert

Fees _____

Balance due 30 days prior to event _____


Additional Limitations (if any):

General Regulations:

1. Use is restricted to the designated areas only.
2. Licensee is responsible for any damage to the campus.
3. Licensee shall provide Moraine Valley with evidence of comprehensive liability insurance in the form of Property and General Liability in the amount of \$1,000,000/\$3,000,000 and Workers Comp (where applicable) in the minimum of \$500,000. Moraine Valley Community College must be Named/Additional Insured on the certificate. If Licensee does not have existing insurance, it may obtain coverage prior to the event through a Tenant-User Liability Insurance Program (TULIP) in said amounts.

3 June 20

LICENSEE

By 
Title Administrator
Date 6/3/2020

MORaine VALLEY COMMUNITY COLLEGE

By _____
Title _____
Date _____



Moraine Valley Community College

HOLD HARMLESS AGREEMENT

SWEC parking lot rental

June 26, 2020

Orland Township hereafter referred to as the licensee, will defend and hold harmless Moraine Valley Community College, its officers, agents and employees from any and all claims for personal injury or property damage arising out of activities at the drive-in concert event except in cases of willful and wanton conduct of Moraine Valley Community College.

At least thirty (30) days prior to the event, the licensee shall furnish Moraine Valley Community College with proof of insurance in amounts based on the requirements outlined in the facilities rental General Terms and Conditions. The policies of insurance shall name the College as an additional insured and the actual insured endorsement shall be provided.

Note: Please provide all necessary insurance documentation as requested with this form.

LICENSEE

Signature: Mary Hastings

Name: Mary Hastings
Please print

Title: Administrator

Date: 6/3/2020

DATE: June 9, 2020

TO: Theresa O'Carroll, Vice President of Financial and Business Services
Kam Sanghvi, Vice President Information Technology

FROM: Dennis Sage, Director, Infrastructure and Network Services
Jane M. Bentley, Director of Purchasing

RE: **Primary/Secondary SAN Storage Solution Purchase**

Information Technology performed an in-depth analysis on the needs of the storage area network (SAN) for the college. A SAN is a dedicated computer network that interconnects shared storage devices to multiple servers. As the college continues to grow, so does the need to increase the capacity requirements to store data. The transition from the office environment to a remote work environment has also increased the need for additional storage for our existing server equipment including; email, general files, dedicated SharePoint applications and document imaging. These SANs store the college's student information, financial and human resource data and serve several other college systems.

The current SANs supported by the college have reached the end of their normal supported life and it is more cost effective to replace these devices than to purchase extended support agreements. The cost of maintenance for the college's current SAN is \$104,000 for the next 12 months with an estimate increase in cost of five to ten percent in each following year. The requested purchase price for the new SANs of \$257,289 includes five (5) years of maintenance along with the remainder of the current fiscal year. However, Dell through our partnership with CDW-G is providing a \$20,000 trade-in of old equipment which lowers the cost to \$237,288.86. Dell will recycle or dispose of the old equipment in an environmentally friendly manner.

After research and analysis, it has also been determined there is a need to replace the current Dell EMC SAN technology to increase capacity and performance, as well as provide an active response to the changing technological needs of the college. This is a redundant solution that will be housed across the data centers in the L and T buildings, and includes five (5) years of maintenance, and additional storage capacity for five (5) years.

Because the need for the increase in storage space is due to remote work related to the COVID-19 pandemic, the college will be able to utilize funds from the CARES ACT-Higher Education Emergency Relief Funds (HEEFR) to make this purchase.

Two of the allowable categories for the CARES ACT-HEEFR funding are to:

- Build IT capacity to support expansion of remote learning programs
- Equipment and software to enable students to transition to distance learning

The Storage Area Network (SAN) replacement is applicable to both categories. The SAN is the primary storage mechanism for Colleague. Colleague supports registration, finance, scheduling, and many other core functions of the College. It also supports SharePoint (our internal intranet), document imaging, department and individual file shares, and email. Without this storage Colleague cannot function.

The SAN builds IT capacity to support expansion of remote learning programs by providing the storage necessary for the scheduling and registration of additional sections to best serve our students and by allowing our financial aid and registration departments to move to a fully digital and remote process. Financial aid and registration processes have traditionally been paper-based and required face-to-face interaction with students. These paper-based processes do not allow for the expansion of remote learning programs or enable students to easily transition to distance learning. Currently students may have as many as 24 forms and sets of documents required to complete the financial aid process and register. Automating this process and storing these documents on the SAN simplifies this process and allows for quicker retrieval of information by staff.

Only through the implementation of fully digital and remote processes can the College expand remote learning programs and enable students to transition to distance learning. Once digital, these processes will require a large amount of storage. The SAN replacement meets this need.

As our partnership with Dell EMC has developed over the years, Moraine Valley has been able to provide state-of-the-art technology and standardized equipment for faculty and students. Dell EMC has an established partnership with Moraine, which has fostered a dedicated vision specific to the changing and growing needs of higher education.

CDW-G is an authorized strategic partner with Dell EMC. CDW-G, in coordination with Dell EMC, will provide the equipment and technical services. The total cost of the solution for equipment, implementation services, support and five (5) years of maintenance is \$237,288.86. Pricing for this purchase is per the Illinois Public Higher Education Cooperative (IPHEC) Contract Number 1DGS1306.

RECOMMENDED ACTION: 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 \$ **237,288.86** for the Primary/Secondary SAN Storage Solution.