

**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, September 15, 2020, Board Room D219. Meeting to be held online in a virtual format, pursuant to the State of Illinois Executive Orders, with all meeting content and public comments, via phone or otherwise, being recorded. Access is provided by teleconference online via <http://www.morainevalley.edu/BOTSept10> or by phone 1-312-535-8110 with Meeting ID 120 503 3650, p/w pDNzgm2Yc74 (73694629 from phones).

**A G E N D A**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. MINUTES**

- 1) Unapproved Minutes - Public Hearing on the Budget, August 18, 2020
- 2) Unapproved Minutes - Regular Meeting, August 18, 2020
- 3) Unapproved Minutes - Closed Session, July 29, 2020

**4. AUDIENCE PARTICIPATION**

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

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

**6. REPORTS OF ADMINISTRATION**

- 1) President's Report
  - CARES Act/GEER Updates
  - International Students Update
  - Return to Work

**7. COMMUNICATIONS**

**8. FINANCIAL STATEMENT**

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

**9. WARRANTS**

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

- 1) \* Account Expenditure Summaries (including Travel Expense Reimbursements)
- 2) \* Education Fund
- 3) \* Operation & Maintenance Fund
- 4) \* Operation & Maintenance Restricted Fund
- 5) \* Bond & Interest Fund
- 6) \* Auxiliary Fund
- 7) \* Restricted Purpose Fund
- 8) \* Working Cash Fund
- 9) \* Trust and Agency Fund
- 10) \* Audit Fund
- 11) \* Liability, Protection and Settlement Fund

**10. REPORT OF PERSONNEL**

- 1) Full-Time
- 2) \* Part-Time/Supplemental/Other

- 3) Salary Revisions
- 4) Leave of Absence (LOA)
- 5) \* Resignations/Terminations
  - a. \* Retirement - Faculty
- 6) \* Reclassifications (Promotions, Transfers, Corrections, etc.)

11. **UNFINISHED BUSINESS**

12. **NEW BUSINESS**

- 1) \* First Amendment to Affiliation Agreement with Advocate Health and Hospitals Corporation (Nursing)
- 2) \* Affiliation Agreement with Country Club Hills Fire Department (Fire Science)
- 3) \* Affiliation Agreement with Chicago Treatment and Counseling Centers - 3 (Addictions Studies)
- 4) \* Clinical Affiliation Agreement with Froedtert South (Radiologic Technology/Medical Imaging)
- 5) \* Addendum to Clinical Affiliation Agreement with Froedtert South (Radiologic Technology/Medical Imaging)
- 6) \* Affiliation Agreement with North Palos Fire Protection District (Fire Science)
- 7) \* Affiliation Agreement with Roberts Park Fire Protection District (Fire Science)
- 8) \* Affiliation Agreement with Smith Village (Nursing, Basic Nurse Assistant)
- 9) \* Affiliation Agreement with University Retina and Macula Associates, PC (Medical Assistant)

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 Section 2(c)(1) of the Illinois Open Meetings Act.

16. **ADJOURNMENT**

**MINUTES**

Approved Minutes of the June 16, 2020 Regular Meeting	Enclosed
Approved Minutes of the July 11, 2020 Special Meeting/Board Retreat	Enclosed
Approved Minutes of the July 29, 2020 Special 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, Regular Meeting, was held on Tuesday, June 16, 2020, in the 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 6:02 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; Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy; Brian O'Neill; Lauren Hassen, Student Trustee

Absent: John Coleman

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 allows call-in participation to constitute a quorum. She indicated that under this format, the Board would not hear reports or presentations.

She further indicated that there are a number of recognitions that usually occur at this time of year and the Board would like to publicly acknowledge these achievements in anticipation of being able to honor them appropriately at a later date. There are four retirements occurring this month: Dr. Linda Brandt, Counselor; Berni Morgan, Departmental Assistant; Kevin Przewdziecki, Technical Support Specialist; and David Sutko, Warehouse Worker. Chair Cristelli acknowledged their commitment and excellent service to the college

and to the community and on behalf of the Board wished each of them long and healthy retirements.

**III. MINUTES**

It was moved by Mr. O’Neill and seconded by Ms. Murphy to approve the unapproved minutes of the Regular Meeting of May 12, 2020.

ROLL CALL VOTE taken on approval of minutes:

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

Motion carried.

**IV. AUDIENCE PARTICIPATION**

None.

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

5.1 ICCTA Report

Ms. Murphy reported that the ICCTA representatives met on June 10. She reported that the meeting began with an acknowledgement that this is community college month and the Illinois Community College Trustees Association’s 50<sup>th</sup> year. ICCTA President Bob Thompson talked about getting used to a new normal and added “may we live the new exceptional,” indicating that this is community colleges’ moment to shine in light of crisis. It was an acknowledgement of ICCTA’s #CCLiftUp social media campaign, highlighting how community colleges are attempting to address systemic racism and social inequity. Executive Director Jim Reed reported that ICCTA took a leadership opportunity on June 2 with a statement following the death of George Floyd—one of the first trustee associations to issue a statement—which talked about being a part of the solution and as a partner of many community colleges in the state of Illinois, having an obligation to fight ignorance and intolerance and embrace the power that diversity represents. Representatives received an update on the Illinois General Assembly’s spring

2020 session. Community colleges will receive level funding for Fiscal Year 2021, as well as an FY20 supplemental appropriation of \$19 million from the Governor's Emergency Education Relief Fund (part of the CARES Act). An additional federal HEROES Act will address issues overlooked by the CARES Act, including a 30% increase in emergency higher education funding; flexibility in the use of stabilization funds, and \$5 billion in student aid enhancement. The ICCB Return to Campus committee gave an update on the development of college reopening guidelines for the fall semester and how important it is to market community colleges for the fall. She also congratulated Dr. Sylvia Jenkins on being a recipient of ICCTA's 2020 Trustee Education award and also being elected as president of the Illinois Council of Community College Presidents.

### 5.2 Student Trustee Report

Ms. Hassen reported that last month Moraine Valley clubs and organizations held end-of-year celebrations to honor students and staff members. These events included the Job Resource Center's Student Employee of the Year, Employee of the Year, and Veterans' Center Intern of the Year. International Student Affairs also held an event to honor the achievements of international students. Other students and staff members were also recognized for their hard work over the school year. The HFRC celebrated its 7<sup>th</sup> FitRec banquet, awarding its overall Top student employee and two other students with \$1,000 scholarships to continue their educations. These scholarships were funded by the FitRec's Halloween 5K event. The student and staff members were proud and excited to end the year on a light and cheerful note.

## **VI. REPORTS OF ADMINISTRATION**

### 6.1 President's Report

Dr. Jenkins expressed many thanks to college faculty and staff who are doing a great job to make sure that Moraine Valley keeps moving forward. She indicated that she is proud of the work that the staff and faculty do each day to help keep students engaged. She indicated that although the college wasn't able to offer as many sections this summer for some classes, the enrollment for summer is very good and might have been higher if there could have been more sections of classes offered. There are, at last report, 5,580 students enrolled in 338 sections.

- CTE and Lab-Based Classes – Dr. Jenkins reported that four classes are meeting face-to-face for students in Fire Science (FIS) and Emergency Medical Services (EMS) for summer, following CDC guidelines. There were some spring students that needed to finish, so they came back June 1. Three FIS sections and one EMS section are running this summer to do both lecture and hands-on instruction.
- CARES Act Update – Checks have been run every week for students who qualify for CARES Act funding. Checks totaling \$1.2 million have been disbursed so far. She indicated that there are more than 3,000 students who are qualified as of today, but many have not applied. Financial Aid is trying to contact all of those students. She noted that the college has until next May to disburse the funds, but is trying to get that money out to students as quickly as possible. Finance developed a form for departments to use for expenditures that can be applied to the institutional portion of the CARES Act funding. She thanked Trustees Patricia Murphy and Beth Kirkwood for serving on the CARES Act team; they are receiving regular updates on the disbursement of funds to students.
- Return to Work – Dr. Jenkins reported that on June 1, the college began a staggered approach to bringing some staff back on campus. Some staff have been on campus all along, given the nature of their jobs. In Phase 3, staff were brought back in small numbers and on staggered schedules. As the state moves into Phase 4, some other staff will return to campus as needed. Based on CDC guidelines, the lowest risk is to have as many people working remotely as possible, but, because of the nature of the work, there will be people on campus on an intermittent basis. She gave special recognition to the bookstore staff who have gone above and beyond to make sure that students received their books for the summer semester through a curbside pickup process. As the fall semester begins, the college campus will be there to support the bookstore to do curbside pickups and a campus-wide plan is being developed for this. She indicated that other areas are doing similar curbside services, such as the Library for resource materials and Information Technology with laptops for students. She reported that the Testing Center and Veteran’s Center will be open to support students who do not have computers at home. Mike Schneider and the leadership of the FitRec Center are working on a soft opening on July 6, with scaled-back participation in the fitness center. The Children’s Learning Center is working with the Department of Children and Family Services (DCFS) on a plan to open the center for child care services for employees and students, initially, and hopefully later to community members, and they are working on that plan to make sure that the center can provide the appropriate social distancing and safety measures. More computers and laptops have been

received to provide to staff and help students who still need laptops. Faculty are continuing to train in online teaching. Many received some training in the spring, but more intensive training will be offered to assist faculty with online teaching. Dr. Jenkins indicated that there were 1,460 students from the spring semester who have graduated. That is not all graduates, just those who applied in the spring, but even with all that is going on, she was proud of the numbers of students who have been able to complete their programs. She indicated that this is due to all of the hard work being done to support them, and she thanked the Board members for their continuing support. She also reported that there have been many people asking about opening the walking path on campus. She reminded the Board that previously, there were a lot of people congregating in groups on campus, which resulted in the closure. She indicated that as soon as new signage is procured, probably next week, we will be able to reopen the path, keeping in line with what the state of Illinois is doing.

**VII. COMMUNICATIONS**

None

**VIII. FINANCIAL STATEMENT**

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$112,200,667.90 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. Murphy 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	\$ 5,481,778.69
9.3	Operation & Maintenance Fund	1,119,543.85
9.4	Operation & Maintenance Fund (Restricted)	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	-0-
9.9	Trust and Agency Fund	92.90
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

Sundus Madi-McCarthy - Academic Advisor, Academic Advising –  
 L.O.A. (PARENTAL) 1/6/20 - 8/24/20  
 (EXTENSION) 8/25/20 – 8/6/21  
 (DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

None.

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

Richard Magno – from Maintenance Mechanic II, Campus Operations to Maintenance Mechanic III - effective 6/29/20  
Jennifer Morgan – from Departmental Assistant, Learning Enrichment & College Readiness to Program Assistant - effective 6/29/20  
Joseph Scroggins – from Financial Aid Loan & Work Study Coordinator, Financial Aid to Director of Financial Aid - effective 6/29/20  
Veronica Wade – from Administrative Assistant, Student Development to Assistant Director of Financial Aid - effective 6/29/20  
(DOCUMENT F - 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 Dates for Regular Board Meetings – 2020-2021**

It is recommended that the 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.

(DOCUMENT G - SUPPLEMENT TO MINUTES)

12.2 Review of Closed Session Written Minutes and Audio Tapes

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.

(DOCUMENT H - SUPPLEMENT TO MINUTES)

12.3 Treasurer's Bond Renewal FY21

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.

(DOCUMENT I - SUPPLEMENT TO MINUTES)

12.4 Orland Township Request for Use of College Property

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.

(DOCUMENT J - SUPPLEMENT TO MINUTES)

12.5 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 \$237,288.86 for the Primary/Secondary SAN Storage Solution. (DOCUMENT K - 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, and 10.1-6; and 12.1, 12.2, 12.3, 12.4, and 12.5:

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

Motion carried.

**XIII. MISCELLANEOUS**

None.

**XIV. AUDIENCE PARTICIPATION**

None.

Chair Cristelli congratulated the faculty and staff for all of the hard work being done to support students and keeping the college moving in a great direction.

**XV. ADJOURNMENT**

The meeting adjourned at 6:28 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, Special Meeting/Board Retreat, was held on Saturday, July 11, 2020, in the 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 Orders with all meeting content and public comments, via phone or otherwise, being recorded. Public notice was given pursuant to the Open Meetings Act Section 42.02.

**I. CALL TO ORDER**

The meeting was called to order by Chair Kimberly Hastings Cristelli at 9:00 AM.

**II. ROLL CALL**

Present: Kimberly Hastings Cristelli, Chair; Bernadette Barrett; John Coleman; Beth McElroy Kirkwood; Joseph Murphy (arrived late); Patricia Joan Murphy; Brian O’Neill

Absent: Lauren Hassen, Student Trustee

**III. GENERAL DISCUSSION OF MATTERS RELATING TO THE SHORT- AND LONG-TERM FUTURE OF THE COLLEGE**

1) Bond Refunding Proposal – Tammie Beckwith Schallmo, Sr. VP/Managing Director, and Jennifer Currier, VP, Quantitative Analyst at PMA Securities. LLC, provided information about the college’s ability to refund or restructure its callable tax-exempt bonds on a taxable basis, saving money for the college’s taxpayers. She reviewed the bond issues held by the college, and which bonds are callable, which means that at the time of issue, the Board reserved the right to be able to refund the bonds should the interest rates go down. This includes the Series 2012A Bonds and Series 2012C Taxable, both of which are eligible for a tax-exempt refunding beginning in September 2020. The amount of the 2012A callable bonds are approximately \$9 million; for the 2012C bonds, it is approximately \$10 million. Tammie reviewed bond market conditions and historical interest rates, which are currently favorable with near-historic low interest rates. She clarified that none of the bond terms will be extended; the “footprint”

for maturity in 2025 remains the same. Estimated savings for each bond series is approximately \$1.2-\$1.3 million. She also shared the savings under a leveled annual debt services comparison, resulting in similar savings, but with some increase in debt service payments, although the payments are leveled out until 2025. Tammie reported that the college has previously offered these bonds through a public offering, but a direct placement process may be more beneficial at this time because it is a more streamlined process. Specifications for each type were explained, and a recommendation was made that the college refund its Series 2012A and 2012C bonds for present value savings through direct placement. A proposed timeline was also suggested, with the adoption of a parameters resolution at the August Board meeting and should the Board choose to proceed, a closure of the bond issue in mid-September. Tammie addressed questions, including costs to the college, which may be approximately \$40,000-\$70,000, and any negatives that exist, which may be the possibility of interest rates going up or down. She confirmed that if the market changes and interest rates are not as favorable, the Board can decide not to proceed without penalty or cost. She reviewed the direct placement process and clarified that an option of paying the bonds off early could possibly incur a penalty in the market and might not be advantageous to the college. The Board directed the administration to proceed with a resolution for consideration at the August Board meeting.

- 2) Enrollment Projections – Aaron Roe, Assistant Director, Institutional Research, introduced Dan Gaichas, Senior Research Analyst, who assisted with the data for this presentation. Aaron began the report by sharing definitions, background and content information, providing certain considerations and caveats. He reported that applications to the college have declined over the past four years, but the percentage of applicants who go on to register has gone up, showing an increase in the “yield rate.” Aaron explained that using end-of-term data and exponential smoothing, it is possible to forecast headcount, credit hours and revenues for the next two years. He shared a regression model showing a similar forecast, but indicating that both models are subject to impacts of COVID-19. Regarding revenue projections, he reported that in-district headcount and credit hours have been on a slow and steady decline since 2011, but timely increases in tuition rates have kept revenues steady. Out-of-district headcount and credit hours have steadily declined, as has out-of-district revenue. Out-of-state/foreign enrollments experienced a boost in headcount in 2015 and increases in credit hours for both 2016 and 2017, but have since steadily declined. Noting that the data excludes students enrolled exclusively in dual credit hours and projects an average credit hour load of approximately 10.4

credit hours, enrollment forecasts for a decrease of 5% in total headcount and a decrease of 20% in total headcount were discussed, along with revenue projections. Aaron indicated that students in summer 2020 were taking a higher credit load by .5 credit hours than students in summer 2019. This resulted in a smaller decrease in credit hours for summer 2020 census over 2019. Information from the COVID-19 student survey, conducted in spring 2020, current enrollment trends, and international enrollment regulations factor into considerations for fall 2020 enrollments, which are down, as are almost all Illinois colleges. Various questions were raised, including possible reasons for the continuing enrollment declines, which may be the result of economic conditions and job losses brought about by COVID-19. Prior to that, the job market was good, and typically, when the job market is good, enrollments begin to trend down. Dr. Lehner added that in addition, some colleges are not dropping students who have not paid tuition while Moraine Valley requires payment, so comparisons to other colleges' enrollment figures are not an apples-to-apples comparison. Dr. Jenkins clarified that a few years ago the college began to require payment to avoid carrying debt for unpaid tuition bills. She indicated that this has worked well in that students are committed and enrollment numbers have been more dependable. Additionally, the college continues to enroll the same percentage of college district high school graduates (33-35%), but the total number of high school graduates has been declining. Dr. Jenkins shared that because of new international regulations that foreign students cannot take all online courses, the college is working hard to develop some options for continuing their educations. Dr. Salleh-Barone shared information on efforts to engage and recruit students through open houses, college night, bringing high school students on campus, and phone calls to students who have not yet registered and those who have "stopped out" in order to encourage them to re-register. She discussed dual credit enrollments, sharing that the transition rate of dual credit students is higher than for high school graduates, and programs have been developed to expand those enrollments. Assistance is provided to help students purchase or have access to textbooks, which are critical to academic success. The college has also implemented a virtual college exploration opportunity on the college website, which is helpful for parents and students. Placement policies help place students into college credit classes based on high school transcripts and some on-campus placement testing by appointment began June 1. Chair Cristelli recommended aggressive outreach to recruit students because some institutions are not informing students if their classes will be in person or online until August 1. Dr. Jenkins indicated that the presentation on marketing will share some of those strategies. Dr. Haney

shared some of the modalities for fall, indicating that students know at the time of registration what type of class they are signing up for.

- 3) FY21 Budget – Theresa O’Carroll, VP, Financial and Business Services/College Treasurer, provided a presentation on the FY21 projected budget. She reported that if the Board gives the okay, she will be able to post the budget publicly for the required 30 days prior to Board approval at the August Board meeting. Ms. O’Carroll indicated that this is a balanced operating budget. She identified the funds included in the operating fund for the college, indicating that the fund structure follows the Illinois Community College Board (ICCB) fiscal management manual. To provide some context, she outlined some of the assumptions for this year in building the budget, both revenue reductions and increased expenses, and outlined some of the reductions taken in the budget to build a balanced budget. Overall, the FY 21 budget is \$2.8 million less than the FY20 budget. She indicated that the FY21 budget is also built with a 5% reduction in state funding to be conservative. She reviewed projected revenues and expenditures in the college's general education and operations & maintenance funds. Total projected Operating Fund revenues by source indicate that the college receives 14.1% from the state government, 34.7% from local taxes, 49.2% from tuition and fees, and 2% from other sources. She reviewed five-year trends and reviewed the Operations and Maintenance Restricted Fund. She explained how revenue and expenses are handled within the restricted fund, and reviewed the Bond and Interest Fund, Audit Fund, and Liability and Protection Fund. She discussed the college’s FY21 capital projects, some of which are Capital Development Board projects (CDB pays 75%; college pays 25%) and some of which are Life Safety projects (funded by tax levy). She reported that some of the college’s restricted purpose expenses for technology may be covered by the institutional portion of CARES ACT funding. Total projected revenues for all funds is \$179,552,420; total projected expenditures for all funds is \$182,563,959. Theresa indicated that she provides financial reports to the Board each month and will be keeping them informed. It was noted that students may be holding back from registering for fall and, at this time, it is not known whether the effect will be negative or positive. Dr. Jenkins also indicated that there are corresponding expense reductions that occur with reductions in tuition revenue as the result of enrollment declines. Another question was asked about the property tax revenue if revenue falls short of projections; Theresa confirmed that expenses would be adjusted accordingly if projected revenues are not actualized. Chair Cristelli also added that the budget can be amended. Theresa confirmed that and indicated that the college continues its policy of not overspending its

revenues. She mentioned that this is the last year of tuition increases that have been built into the budget. Chair Cristelli indicated that, speaking on behalf of the Board, she felt that the administration is being conservative and the Board wants to feel sure that the college is spending the taxpayers' money responsibly. She indicated that the Board looks forward to other ways for the college to reduce expenses, especially for the taxpayers. Dr. Jenkins mentioned reductions that have been made in numerous contractual services, such as Centers for management of the FitRec, food services, Waste Management, and a number of others that have been reduced as services have been reduced. Chair Cristelli will inform the administration of the Board's position on the budget by the end of the business day on Tuesday.

- 4) Marketing Strategies – Clare Briner, Director, Marketing and Communications, shared the college's marketing/advertising strategies, comprised of integrated, targeted, and multi-channel approaches, with a focus on affordability, value, proximity, and flexibility. She reviewed key audiences and how each audience is approached. She indicated that her department is trying to maximize its budget by keeping advertising dollars within the district and targeted primarily to reach audiences that are most likely to become students at Moraine Valley. In addition to asking summer students over the last two years what made Moraine Valley their best choice, they took those responses and developed key messaging that Moraine Valley can be "made for you"—that Moraine Valley will meet students' needs and were able to adapt this campaign into something that aligned well with the reality of online learning for the fall semester. She shared some examples of messages created so far, including a focus on affordability, flexibility, and proximity, and encouraging current students to continue and prospective students to get started. This includes direct mail and publications to district residents at-large, TV spots, digital delivery to targeted audiences, including web and social media platforms (driving traffic from social media to the college's website). She also shared that social media platforms are seeing increased engagement over last year and web traffic is the highest it has ever been. Clare also reported that web traffic to the college's application is higher than the same time last year. She explained some of the targeting tactics in more detail, including people-based targeting, geographic targeting, demographic targeting, keyword searches, etc., and shared a number of examples. Many students have used social media to ask a quick question and she indicated that Mike Loveday makes sure the students get correct answers to their questions, and also shares insights back to the Marketing team about social media use. Chair Cristelli indicated that she saw a commercial very recently and felt that it

was great advertising for the college. Clare reported that they created some new landing pages on the website, including a “starting remotely” page that they have been referring students to from social media in light of the current online environment. There is also a lot of temporary information available on the website that assists students and visitors during this time while campus access has been limited. She expressed appreciation for the entire team behind all of these efforts and indicated that many departments across campus work together very collaboratively, continuously exploring how to reach out more effectively and translate those efforts into enrollment numbers or other improvements, and she encouraged the Board members to offer suggestions that she can take back to her team. Clare also shared some of the annual awards received by the Marketing and Communications department over the past year.

**IV. AUDIENCE PARTICIPATION**

Ms. Murphy mentioned that there are opportunities for students to be election judges for the upcoming elections. She asked if there was anyone she could work with on this to get this information out. Dr. Salleh-Barone will work with Trustee Murphy on this initiative.

**V. CLOSED SESSION**

It was moved by Ms. Murphy and seconded by Ms. Kirkwood to move to closed session to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to Section 2(c)(1) of the Open Meetings Act.

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

Motion carried.

The Board moved to closed session at 1:05 p.m. and returned to open session at 1:35 p.m.

**VI. ADJOURNMENT**

The meeting adjourned at 1:35 PM.

**APPROVED**

**MORAIN VALLEY COMMUNITY COLLEGE  
9000 West College Parkway  
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The Governing Board of Moraine Valley Community College, District No. 524, Special Meeting/Board Retreat, was held on Wednesday, July 29, 2020, in the 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. Public notice was given pursuant to the Open Meetings Act Section 42.02.

**I. CALL TO ORDER**

The meeting was called to order by Chair Kimberly Hastings Cristelli at 6:06 PM.

**II. ROLL CALL**

Present: Kimberly Hastings Cristelli, Chair; Bernadette Barrett; John Coleman (arrived late); Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy; Brian O’Neill; Lauren Hassen, Student Trustee

Absent: None

**III. CLOSED SESSION**

It was moved by Ms. Kirkwood 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 pursuant to Section 2(c)(1) of the Open Meetings Act.

Chair Cristelli directed the Board members to the emailed information for the closed session.

The Board moved to closed session at 6:15 PM and returned to open session at 7:55 PM.

Roll Call: Barrett, Kirkwood, P. Murphy, O’Neill, Cristelli,  
Hassen (student trustee)

Absent: Coleman, J. Murphy

**IV. AUDIENCE PARTICIPATION**

None.

**V. ADJOURNMENT**

The meeting adjourned at 7:58 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 /GEER Updates
- International Students Update
- Return to Work

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

FUND	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
EDUCATION FUND	\$47,646,697.74	\$8,907,910.22	\$5,694,600.11	\$50,860,007.85
OPERATION & MAINT FUND	10,239,577.44	1,831,849.17	986,829.92	11,084,596.69
OPERATION & MAINT (RESTR.)	16,413,695.81	438,509.89	86,982.62	16,765,223.08
BOND & INTEREST FUND	5,473,712.27	1,514,475.40	0.00	6,988,187.67
AUXILIARY FUNDS	7,703,585.25	1,610,027.44	607,565.74	8,706,046.95
RESTRICTED PURPOSE FUNDS	5,996,947.67	1,113,201.88	654,645.92	6,455,503.63
WORKING CASH FUND	13,791,237.59	19,774.24	0.00	13,811,011.83
TRUST & AGENCY FUNDS	170,405.41	711.07	2,740.50	168,375.98
AUDIT FUND	166,502.67	17,733.72	20,000.00	164,236.39
LIAB, PROTECT & SETTLE FUND	1,309,960.94	100,622.83	815,974.00	594,609.77
TOTAL	<u>\$108,912,322.79</u>	<u>\$15,554,815.86</u>	<u>\$8,869,338.81</u>	<u>\$115,597,799.84</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS	\$23,150.00
HUNTINGTON BANK	CHECKING ACCT 1,068,376.48
FIRST MIDWEST BANK	CHECKING ACCT 9,711,137.68
FIRST MIDWEST BANK	TRUST ACCTS 582,750.03
WINTRUST MAXSAFE	MONEY MARKET 2,075,679.61
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET 11,196,995.47
IL METROPOLITAN INVESTMENT FUND	1-3 YEAR FUND 5,282,810.86
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS 15,870,700.53
IL PUBLIC TREASURERS FUND	VARIOUS 1,620,202.43
SHORT TERM INVESTMENTS	VARIOUS 60,513,939.61
LONG TERM INVESTMENTS	VARIOUS 7,652,057.14
TOTAL	<u>\$115,597,799.84</u>

**ACCOUNT EXPENDITURE SUMMARIES**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$5,694,600.11
9.3	OPERATION & MAINTENANCE FUND	986,829.92
9.4	OPERATION & MAINTENANCE (RESTR) FUND	86,982.62
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	607,565.74
9.7	RESTRICTED PURPOSE FUND	654,645.92
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	2,740.50
9.10	AUDIT FUND	20,000.00
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	815,974.00
	TOTAL	<u><u>\$8,869,338.81</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)	None
10.1-5	Resignations/Terminations	Enclosed
10.1-5(a)	Retirement – Faculty	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

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

Shanita Jones	Human Resources Specialist Human Resources	Effective: 9/18/20
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Diana Krawisz	Internal Auditor President's Office	Effective: 8/31/20
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**RECOMMENDED ACTION**  
That the above be approved as presented.

Retirement – Faculty

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

Rosemary Deneen	Associate Professor, Culinary Arts Science, Business and Computer Technology	5/21/21
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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>
Heather Casiello	Instructor, Nursing Career Programs	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2020-2021
Michelle Flory	Instructor, Developmental Communications Learning Enrichment & College Readiness	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2020-2021
Aaron Smith	Assistant Professor, Philosophy Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2020-2021
James Snooks	Assistant Professor, Business Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2020-2021
Kevin Vaccaro	Assistant Professor, Cybersecurity Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2020-2021

Cara Williams Associate Professor, Psychology  
Liberal Arts

Pursuant to the terms of the  
Negotiated Agreement, promoted to  
Professor  
Effective: Academic Year 2020-2021

Kimberly Wroble Instructor, Nursing  
Career Programs

Pursuant to the terms of the  
Negotiated Agreement, promoted to  
Assistant Professor  
Effective: Academic Year 2020-2021

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**RECOMMENDED ACTION**

That the above be approved as presented.

**NEW BUSINESS**

- |       |   |          |
|-------|---|----------|
| *12.1 | First Amendment to Affiliation Agreement with Advocate Health and Hospitals Corporation (Nursing) | Enclosed |
| *12.2 | Affiliation Agreement with Country Club Hills Fire Department (Fire Science)                      | Enclosed |
| *12.3 | Affiliation Agreement with Chicago Treatment and Counseling Centers - 3 (Addictions Studies)      | Enclosed |
| *12.4 | Affiliation Agreement with Froedtert South (Radiologic Technology/ Medical Imaging)               | Enclosed |
| *12.5 | Addendum to Affiliation Agreement with Froedtert South (Radiologic Technology/Medical Imaging)    | Enclosed |
| *12.6 | Affiliation Agreement with North Palos Fire Protection District (Fire Science)                    | Enclosed |
| *12.7 | Affiliation Agreement with Roberts Park Fire Protection District (Fire Science)                   | Enclosed |
| *12.8 | Affiliation Agreement with Smith Village (Nursing, Basic Nurse Assistant)                         | Enclosed |
| *12.9 | Affiliation Agreement with University Retina and Macula Associates, PC (Medical Assistant)        | Enclosed |