

**MORaine 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, October 20, 2020, Board Room D219, 9000 West College Parkway, Palos Hills, IL 60465. 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 [morainevalley.edu/BOTOct20](http://morainevalley.edu/BOTOct20) or by phone 1-312-535-8110 with Meeting ID 120 591 6738, p/w p67hUbm2GPT (76748262 from phones).

**A G E N D A**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES**
  - 1) Unapproved Minutes - Regular Meeting, September 15, 2020
  - 2) Unapproved Minutes - Closed Session, September 15, 2020
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
  - 1) Student Trustee Report – Hassen
6. **REPORTS OF ADMINISTRATION**
  - 1) President's Report
    - Draft Audit Report
    - Enrollment Report
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
  - 6) \* Reclassifications (Promotions, Transfers, Corrections, etc.)

11. **UNFINISHED BUSINESS**

12. **NEW BUSINESS**

- 1) \* Affiliation Agreement and Addendum with Adventist Health Partners, Inc. (Respiratory Therapy, Medical Assistant)
- 2) \* Affiliation Agreement with City of Oak Forest Fire Department (Fire Science)
- 3) \* Affiliation Agreement with Family First Medical Group (Medical Assistant)
- 4) \* Affiliation Agreement with Womens Healthcare of Illinois (Medical Assistant)
- 5) \* 160 Driving Academy - Driver Training School Agreement
- 6) \* Approval of New Certificate Program - Emergency Medical Technician
- 7) \* Board Policy Updates - New Policy #300.1 (Policy Prohibiting Sex-Based Misconduct);  
Remove Policy #7242.1 (Sexual Harassment Prohibition)
- 8) \* Holiday Schedule
- 9) \* Resource Allocation Management Plan (RAMP) Project - FY2022
- 10) \* Amendment to Trust Agreement for Capital Development Board Project: D1 and D2 Parking Lots

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**



**APPROVED**

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

The Governing Board of Moraine Valley Community College, District No. 524, Public Hearing on the Budget, was held on Tuesday, August 18, 2020, in the Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465. 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 6:05 PM.

**II. ROLL CALL**

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

Absent: None

**III. BUDGET PRESENTATION**

Ms. Theresa O’Carroll, Vice President, Financial and Business Services/College Treasurer, provided an overview of the FY’21 budget, identifying 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 identified auxiliary enterprises at the college, which are intended to be self-supporting through fees charged to students/staff. These include the college bookstore; Corporate, Community and Continuing Education; Fine and Performing Arts Center; athletics; Student Life/Judicial Affairs; food services; child care; and the Health Fitness and Recreation Center. Ms. O’Carroll shared the five-year trend for Operating Fund Revenues, showing the changes in funding sources for the college’s operating fund revenues. FY’21 total operating fund revenue is projected at \$93,559,274 and total operating fund expenditures are projected at \$93,559,274. Ms. O’Carroll indicated that the budget was developed at a

level 5% lower than what was allocated, to allow for possible budget cuts from the state and also outlined the various reductions that were made in the budget to reflect enrollment and funding projections. Total projected revenues for all funds is \$179,552,420; total projected expenditures for all funds is \$182,563,959. Ms. O'Carroll indicated that this is a balanced operating budget. Some of the projected expenditures in the total are for capital improvement projects for which funds have already been designated and are held in restricted purpose accounts.

Ms. Barrett asked what effect the enrollment decline would have on this year's budget. Ms. O'Carroll indicated that enrollment has been factored into the budget. Ms. Barrett indicated that there is a 20% decline in enrollment and asked what steps have been done and whether instructional costs would also be reduced by 20%. Ms. O'Carroll reviewed the cuts that were made in the budget and indicated that the actuals reported each month to the Board will show the revenue and expense comparison during the year, indicating that the college will not overspend its budget. Ms. Barrett asked what percentage the cuts are of the total budget and whether it reflects the 20% enrollment decline. Chair Cristelli asked Ms. Barrett if there was a purpose to her questions. Ms. Barrett indicated she was trying to understand the budget that the Board was being asked to approve.

Dr. Jenkins provided additional clarification that the college schedules sections of classes but if enrollment is down, not all the sections will run, resulting in lowered salary costs. She also shared that the budget is built on a 12-month fiscal year, not one semester.

Mr. O'Neill asked Ms. O'Carroll if she was confident that the college has the flexibility to meet the upcoming or unknown potential lack of revenue in the next fiscal year. Ms. O'Carroll reported on the college's reserves that have been built up over the years to provide a financial backup to cushion the college against potential revenue shortfalls. She stated that she felt confident that the college could weather the next fiscal year. Mr. O'Neill congratulated Ms. O'Carroll and the administration for building up its reserves. He indicated that he was very comfortable with the budget that has been presented.

Chair Cristelli reminded the Board that the budget can be amended by the Board, if that were to be necessary. Trustees P. Murphy and Kirkwood also expressed their confidence in the budget as prepared and presented by the administration.

**IV. PUBLIC HEARING**

Mrs. Cristelli opened the floor for any public comments on the budget, which has been on public display for 30 days. There was no audience participation regarding the budget.

**V. ADJOURNMENT**

The meeting adjourned at 6:42 PM.

**APPROVED**

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

The Governing Board of Moraine Valley Community College, District No. 524, Regular Meeting immediately following the Public Hearing on the Budget, was held on Tuesday, August 18, 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.

**I. CALL TO ORDER**

The meeting was called to order by Chair Kimberly Hastings Cristelli at 6:43 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; Lauren Hassen, Student Trustee

Absent: None

Chair Cristelli indicated that per Illinois Governor Pritzker’s executive orders 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 also stated that the president, Dr. Jenkins, was on-site at the college.

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 three retirements occurring this month: Anne Morgan, Professor of Nursing; Claudia Tripoli, Associate Professor, Radiologic Technology; and Karen Franz, Departmental Assistant in Career Programs. 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 Ms. Murphy and seconded by Ms. Kirkwood to approve the unapproved minutes of the regular meeting of June 16, 2020; the unapproved minutes of the special meeting/board retreat of July 11, 2020; and the unapproved minutes of the special meeting held July 29, 2020. Additionally, you have received the unapproved minutes of the closed sessions of July 11, 2020 and July 29, 2020.

There was a brief discussion concerning attendance for the July 29<sup>th</sup> closed session; the motion was amended to exclude the July 29<sup>th</sup> closed session minutes at this time and to review for correction.

ROLL CALL VOTE taken on approval of minutes the regular meeting of June 16, 2020; the special meeting/board retreat of July 11, 2020; the special meeting of July 29, 2020; and the closed session of July 11, 2020:

Yes:	Barrett, Coleman, Kirkwood, J. Murphy, P. Murphy, O'Neill, Cristelli
Absent:	None
Student	
Advisory:	Yes

Motion carried.

**IV. AUDIENCE PARTICIPATION**

None.

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

**5.1 ICCTA Report**

Ms. Murphy reported that she was very honored to be asked to participate in the ICCTA executive committee retreat at Heartland College in Normal, Illinois. She reported that the meeting was an in-person meeting, including a field trip around the area to see the different industries and companies with which Heartland partners for student internships and pipelines for jobs. This

was followed by a session with a consultant specialist, who worked with the executive committee to redefine its mission, vision, and goals, which support the organization to educate and help trustees be the best trustees they can be. The team also toured a farm and heard a remarkable story about a young man who didn't know what he wanted to do with his life, and how he found his path and now has restaurants and a farm with event space. His restaurant/farm hosted them for a socially distanced dinner at the farm. His business has grown to \$5 million, and he was looking forward to partnering with Heartland to get more students into job pipelines. On Saturday, ICCTA heard several reports, including one from Dr. Jenkins on behalf of the presidents, and from the president of Heartland about how we can all work together to move things forward. Ms. Murphy indicated that she would be happy to share additional information from the meeting.

### 5.2 Student Trustee Report

Ms. Hassen reported that students had a chance to relax after finishing spring classes and many others attended summer classes to keep busy during quarantine. She reported that students have had many opportunities to attend different meetings and events created by staff and faculty. One such event was designed by the Multicultural Student Affairs office, which gave an outlet for students of color and other interested students to talk about racial injustice, movements happening in America, and to discuss their own emotions on the subject. Student Life conducted a Black Lives Matter You Chat for students to interact with one another and share opinions about the current state of the movement and racial injustice. She explained that You Chats are always student-led, which allows students the comfort to be open and share ideas. The first virtual student town hall meeting was held recently, shaped around questions, concerns, and resources available to students for the fall semester. She reported that around 150 students attended, and the event was recorded and is available on YouTube. Ms. Hassen shared the video link in the chat section on Webex, if anyone wanted to check it out.

## **VI. REPORTS OF ADMINISTRATION**

### 6.1 President's Report

- Enrollment Update – Dr. Jenkins reported that some classes started on August 10, others will start August 24, and they are continuing to do everything possible to encourage students to enroll. She indicated that enrollment is down for fall, but mentioned an event called Super Saturday that has been posted on the website and advertised coming up August 22,

where people who need additional help will be able to come to campus to enroll in person. Services such as academic advising, admissions, cashiers' office, counseling, financial aid, registration, testing, veterans center, and other areas will be open to students who need those services. She reported on numbers of students who have completed placement testing or continuing students who haven't completed degrees or certificates but haven't yet registered, indicating that these students will be contacted to see if they need assistance or services to enroll. She reported that because Moraine requires some kind of payment at enrollment, she felt confident in the college's enrollment numbers compared to what other colleges may experience who allow students to enroll without paying. Another enrollment impact is being felt with international students because of the requirement that new international students could not attend if all their classes were online. Student Development and Academic Affairs worked very hard to develop some hybrid classes for these students and English as a Second Language students. She reiterated that the entire college is working very hard to get as many students as possible started now, but there are also late-starting classes for students to take advantage of. She reported that the Foundation Office, working with the faculty leadership and the Return to Work task force, has set up a special fund to help students who cannot afford books for classes. Classes that meet on campus are socially distanced, staggered to accommodate smaller numbers of students at a time, and PPE is available. She added that more clinical partners have opened up and that is allowing students to be able to complete their required clinicals for allied health programs.

- CARES Act and GEER Funding – Dr. Jenkins reported that she has been sharing this information with the Board about how the college is distributing the CARES Act funding. At this date, the college has served more than 2,000 students, awarding more than \$2 million of the available \$3.2 million. They are still identifying students who can benefit from and are eligible for this funding. The institutional portion of the funding can be used to pay for technology expenses, and the college has ordered 110 more laptops and 100 wifi hotspots. Forty laptops and 48 iPads were loaned out for the fall semester, and the new laptops will be loaned out when they arrive. The state of Illinois allocated \$80 million to community colleges, and Moraine Valley's portion of that is \$954,000, some of which will be used to identify students who have not been able to pay their tuition balances. This is the first time there is money that can be applied toward tuition balances. Staff are working hard to identify eligible students for this assistance. She indicated that there are a lot of moving parts and a lot of hard work that is taking place, and even with all of this, more than 3,000

students graduated with their degrees or certificates. Dr. Jenkins thanked the Board for their support as the college moves forward to continue to serve students in the best way possible.

Chair Cristelli expressed appreciation to the college staff and faculty on behalf of the Board of Trustees for all the hard work during this unusual time and indicated that she knows it is not easy but the Board appreciates the college's resilience and felt that good decisions were being made for the community and for the students.

**VII. COMMUNICATIONS**

None

**VIII. FINANCIAL STATEMENT**

**FOR JUNE 2020:**

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$109,447,973.65 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

**FOR JULY 2020:**

8.3 Treasurer's Report

Treasurer's Report showing an ending balance of \$108,912,322.79 will be filed for audit. (DOCUMENT C - SUPPLEMENT TO MINUTES)

8.4 Budget Report

(DOCUMENT D - 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.

**FOR JUNE 2020:**

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$5,565,532.99
9.3	Operation & Maintenance Fund	970,693.43
9.4	Operation & Maintenance Fund (Restricted)	558,323.13
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	940,922.34
9.7	Restricted Purpose Fund	4,300,966.93
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	-0-
9.10	Audit Fund	5,000.00
9.11	Liability, Protection & Settlement Fund	5,391.00

(DOCUMENT E - SUPPLEMENT TO MINUTES)

**FOR JULY 2020:**

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$9,017,725.85
9.3	Operation & Maintenance Fund	548,891.41
9.4	Operation & Maintenance Fund (Restricted)	106,163.40
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	449,855.27
9.7	Restricted Purpose Fund	942,651.07
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	-0-
9.10	Audit Fund	-0-
9.11	Liability, Protection & Settlement Fund	-0-

(DOCUMENT F - 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

Diana Krawisz - Internal Auditor, President's Office - effective 8/31/20  
(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

None.

10.1-4(a) Sabbatical Leave – Faculty

It is recommended that the following request for rescission of sabbatical leave be granted:

Erika Deiters rescinds her spring 2021 sabbatical request and will reapply for sabbatical leave in the future.

(DOCUMENT I - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Derrick Allen - Police Officer, Police – resignation effective 7/8/20

Sophia Cameron - Financial Aid Assistant, Financial Aid – resignation effective 7/31/20

John Lopez - Police Officer, Police – resignation effective 8/14/20

Nicole Nelson - P.T. Community Service Officer, Police – resignation effective 6/11/20

Charmaine Sevier - Manager, Diversity & Employment, Human Resources – resignation effective 8/21/20

(DOCUMENT J - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Support Staff

Karen Franz - Departmental Assistant, Career Programs – retirement effective 8/19/20

(DOCUMENT K - SUPPLEMENT TO MINUTES)

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

Katarzyna Blahusiak - from Associate Professor, Sociology, Liberal Arts to Professor - effective Academic Year 2020-2021

Jeffrey McCully – from Assistant Professor, Sociology, Liberal Arts to Associate Professor - effective Academic Year 2020-2021

Anna Rogers – from Counselor, Counseling to Associate Professor – effective Academic Year 2020-2021

Michael Shannon – from Associate Professor, Communications, Liberal Arts to Professor - effective Academic Year 2020-2021

Ann Shillinglaw – from Associate Professor, Communications, Liberal Arts to Professor - effective Academic Year 2020-2021

(DOCUMENT L - 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 Clinical Affiliation Agreement with Franciscan Alliance, Inc. (Respiratory Therapy)

It is recommended that the Board of Trustees approve the clinical affiliation agreement with Franciscan Alliance, Inc., for Respiratory Therapy. (DOCUMENT M - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with Burbank Fire Department (Emergency Medical Services, Fire Science)

It is recommended that the Board of Trustees approve the affiliation agreement with Burbank Fire Department for Emergency Medical Services and Fire Science. (DOCUMENT N - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with Madison Street Medical (Sleep Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with Madison Street Medical for Sleep Technology.

(DOCUMENT O - SUPPLEMENT TO MINUTES)

12.4 Affiliation Agreement with Northwestern Memorial Healthcare (Nursing, Phlebotomy, Respiratory Therapy, Sleep Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with Northwestern Memorial Healthcare for Nursing, Phlebotomy, Respiratory Therapy, and Sleep Technology.

(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.5 Affiliation Agreement with Palos Medical Group (Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Palos Medical Group for Medical Assistant.

(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.6 Business Associate Agreement with Riveredge Hospital (Nursing)

It is recommended that the Board of Trustees approve the business associate agreement with Riveredge Hospital for Nursing.

(DOCUMENT R - SUPPLEMENT TO MINUTES)

12.7 Illinois Equity in Achievement (ILEA) - Executive Summary

It is recommended that the Board of Trustees accept and approve the Illinois Equity in Attainment (ILEA) Equity Plan for Moraine Valley Community College as outlined in the attached Executive Summary.

(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.8 Board Policy - Human Resources - #7263.5, Telework Policy (new)

It is recommended that the Board of Trustees approve new Board Policy #7263.5: Telework Policy, as presented.

(DOCUMENT T - SUPPLEMENT TO MINUTES)

12.9 Approval of FY21 Budget

It is recommended that the Board of Trustees adopt the FY 2021 Budget.

(DOCUMENT U - SUPPLEMENT TO MINUTES)

12.10 Universal Automated Robotic Arm Purchase

Whereas FPE Automation, of Elk Grove Village, Illinois is the sole source distributor of the Universal Robots UR3e robotic arm, it is recommended that the Board of Trustees approve this purchase and authorize the issuance of a purchase order in the amount of \$ **35,582.23** for the purchase of the UR3e robotic arm, related components and instructor training.

Robot/Components/Training	\$32,990.00	CARES Act
Annual Service Contract	\$ 2,592.00	AET Department Budget

(DOCUMENT V - SUPPLEMENT TO MINUTES)

12.11 College Life-Cycle Management (LCM) Equipment Purchase Fall 2020

**Laptops and Associated Accessories –**

Whereas Dell Computers, of Round Rock, Texas, has submitted MHEC contract pricing for the purchase of two hundred and twenty-eight (228) laptops, seventy-five (75) All-in-one tablets, and three hundred and three (303) docking station and briefcases, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to Dell Inc., in the amount of \$353,351.85.

**UPS Batteries –**

Whereas ConRes, Inc. of Bedford, Massachusetts has submitted the lowest responsible proposal for the purchase of 45 UPS batteries, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to ConRes, Inc. in the amount of \$17,403.75.

**Data Center Power System Rebuild –**

Whereas CDW-G, Inc. of Vernon Hills, Illinois has submitted the lowest responsible proposal for the rebuild of one data center power system, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to CDW-G, Inc. in the amount of \$17,067.65.

**Voice Routers –**

Whereas CDW-G, Inc. of Vernon Hills, Illinois has submitted the lowest responsible proposal for the purchase of two (2) voice routers, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to CDW-G, Inc. in the amount of \$28,774.26.

**ESXI Servers –**

Whereas Dell, Inc. of Round Rock, TX has submitted the lowest responsible proposal for the purchase of two (2) servers, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to Dell, Inc. in the amount of \$25,650.30.

**Total Cost of this purchase: \$442,247.81**

(DOCUMENT W - SUPPLEMENT TO MINUTES)

12.12 Resolution providing for the issue of not to exceed \$19,500,000 General Obligation Refunding Bonds of Community College District No. 524, County of Cook and State of Illinois, for the purpose of refunding certain outstanding bonds of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof

It is recommended that the Board of Trustees approve the resolution providing for the issue of not to exceed \$19,500,000 General Obligation Refunding Bonds of Community College District No. 524, County of Cook and State of Illinois, for the purpose of refunding certain outstanding bonds of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

(DOCUMENT X - 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, 10.1-4(a), 10.1-5, 10.1-5(a) and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, 12.10, 12.11, and 12.12:

Yes:	Barrett, Coleman, Kirkwood, J. Murphy, P. Murphy, O’Neill, Cristelli
Absent:	None
Student	
Advisory:	Yes

Motion carried.

Trustee Brian O’Neill, Secretary, read into the public record of the meeting the full title of the resolution for Agenda Item 12. 12:

Resolution providing for the issue of not to exceed \$19,500,000 General Obligation Refunding Bonds of Community College District No. 524, County of Cook and State of Illinois, for the purpose of refunding certain outstanding bonds of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

**XIII. MISCELLANEOUS**

None.

**XIV. AUDIENCE PARTICIPATION**

None.

**XV. ADJOURNMENT**

The meeting adjourned at 7:20 PM.

**BOARD REPORTS AND/OR REQUESTS**

5.1 Student Trustee Report – Lauren Hassen

Verbal

**REPORTS OF ADMINISTRATION**

6.1 President's Report

Verbal

- Draft Audit Report
- Enrollment Report

**MORAIN VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 524  
TREASURER'S REPORT  
MONTH ENDED SEPTEMBER 30, 2020**

FUND	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
EDUCATION FUND	\$50,860,007.85	\$9,301,146.58	\$6,647,010.39	\$53,514,144.04
OPERATION & MAINT FUND	11,084,596.69	1,264,092.74	665,308.49	11,683,380.94
OPERATION & MAINT (RESTR.)	16,765,223.08	111,522.85	984,559.91	15,892,186.02
BOND & INTEREST FUND	6,988,187.67	19,317,546.17	19,365,786.92	6,939,946.92
AUXILIARY FUNDS	8,706,046.95	626,916.39	1,516,437.26	7,816,526.08
RESTRICTED PURPOSE FUNDS	6,455,503.63	5,404,445.93	5,991,134.75	5,868,814.81
WORKING CASH FUND	13,811,011.83	9,161.43	0.00	13,820,173.26
TRUST & AGENCY FUNDS	168,375.98	1,584.53	1,399.46	168,561.05
AUDIT FUND	164,236.39	2,439.37	0.00	166,675.76
LIAB, PROTECT & SETTLE FUND	594,609.77	13,889.49	20,050.00	588,449.26
TOTAL	<u>\$115,597,799.84</u>	<u>\$36,052,745.48</u>	<u>\$35,191,687.18</u>	<u>\$116,458,858.14</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS	\$23,150.00
HUNTINGTON BANK	1,068,562.05
FIRST MIDWEST BANK	7,619,507.15
FIRST MIDWEST BANK	582,687.87
WINTRUST MAXSAFE	2,075,961.11
IL METROPOLITAN INVESTMENT FUND	11,199,595.54
IL METROPOLITAN INVESTMENT FUND	5,289,586.37
IL SCHOOL DIST LIQUID ASSEST FUND	15,871,374.47
IL PUBLIC TREASURERS FUND	5,527,036.83
SHORT TERM INVESTMENTS	59,556,115.12
LONG TERM INVESTMENTS	7,645,281.63
TOTAL	<u>\$116,458,858.14</u>

**ACCOUNT EXPENDITURE SUMMARIES**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$ 6,647,010.39
9.3	OPERATION & MAINTENANCE FUND	665,308.49
9.4	OPERATION & MAINTENANCE (RESTR) FUND	984,559.91
9.5	BOND & INTEREST FUND	19,365,786.92
9.6	AUXILIARY ENTERPRISE FUND	1,516,437.26
9.7	RESTRICTED PURPOSE FUND	5,991,134.75
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	1,399.46
9.10	AUDIT FUND	-
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	20,050.00
	TOTAL	<u>\$ 35,191,687.18</u>

10.0 REPORTS OF PERSONNEL

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

SUBJECT REPORT – Full Time

Stanley Krygier

Police Officer  
Police

Effective: 10/26/20

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RECOMMENDED ACTION

That the above be employed.

SUBJECT REPORT - Resignations/Terminations

Anthony Bauer	Groundskeeper Campus Operations	Effective: 9/29/20
Joanna Rangel	P.T. Community Service Officer Police	Effective: 10/25/20
Ava Thommen	Admissions Support Assistant Admissions & Recruitment	Effective: 10/2/20

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RECOMMENDED ACTION  
That the above be approved as presented.

SUBJECT REPORT – Reclassifications (Promotions, Transfers, Etc.)

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Joanne Delany	Associate Professor, Nursing Career Programs	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2020-2021
Robert Faoro	Assistant Professor, Automotive Technology Career Programs	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2020-2021
Ma. Luisa Mitra	Human Resources Assistant Human Resources Administrative Classified	Reclassified to: Human Resources Specialist Administrative & Professional Effective: 10/26/20
Craig Slocum	Associate Professor, Developmental Mathematics Learning Enrichment & College Readiness	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2020-2021

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RECOMMENDED ACTION

That the above be approved as presented.

**NEW BUSINESS**

- \*12.1 Affiliation Agreement and Addendum with Adventist Health Partners, Inc. (Respiratory Therapy, Medical Assistant) Enclosed
- \*12.2 Affiliation Agreement with City of Oak Forest Fire Department (Fire Science) Enclosed
- \*12.3 Affiliation Agreement with Family First Medical Group (Medical Assistant) Enclosed
- \*12.4 Affiliation Agreement with Womens Healthcare of Illinois (Medical Assistant) Enclosed
- \*12.5 160 Driving Academy – Driver Training School Agreement Enclosed
- \*12.6 Approval of New Certificate Program – Emergency Medical Technician Enclosed
- \*12.7 Board Policy Updates – New Policy #300.1 (Policy Prohibiting Sex-Based Misconduct); Remove Policy #7242.1 (Sexual Harassment Prohibition) Enclosed
- \*12.8 Holiday Schedule Enclosed
- \*12.9 Resource Allocation Management Plan (RAMP) Project – FY2022 Enclosed
- \*12.10 Amendment to Trust Agreement for Capital Development Board Project: D1 and D2 Parking Lots Enclosed

**DRIVER TRAINING SCHOOL AGREEMENT**  
**160 DRIVING ACADEMY (Rock Gate Capital, LLC)**

(See attached)

**Recommended Action:**

It is recommended that the Board of Trustees approve the Driver Training School Agreement to provide comprehensive training services for commercial driving license (CDL) education through a one-hundred-sixty (160) hour training course with 160 Driving Academy.

# 160 Driving Academy & Moraine Valley Community College Driver Training School Agreement

This is a Driver Training School Agreement ("Agreement") made this 1<sup>st</sup> day of November, 2020, by and between Moraine Valley Community College (hereinafter referred to as the "College"), and Rock Gate Capital, LLC dba 160 Driving Academy (hereinafter referred to as the "Firm").

## RECITALS

WHEREAS, the Firm is engaged in the business of recruiting, training and placing qualified commercial truck drivers into the trucking industry; and

WHEREAS, the College maintains a permanent facility for the purpose of providing post-high school education,

NOW, THEREFORE, inconsideration of the mutual covenants and consideration set forth herein, the parties hereto agree as follows:

## SECTION ONE Community College Partnership Concept

The Firm and Moraine Valley Community College have agreed to a Community College Partnership Concept as outlined within this agreement. The College agrees to provide an office and classroom as outlined within this agreement. The Firm agrees to provide comprehensive training services as outlined within this Agreement. The overall concept is to produce a system that allows the Firm to recruit, train, and place a larger quantity of qualified, safety-oriented graduates into productive driving careers within the trucking industry.

## SECTION TWO Firm's Obligations

- 2.1 **Marketing.** The Firm agrees to use its best efforts to recruit qualified driver training candidates using various advertising, information seminars, and direct contact to grow the program. The Firm agrees to obtain the approval of the College prior to the commencement of any advertising for marketing purposes.
- 2.2 **Financing.** The Firm agrees to actively participate and assist in candidates' tuition financing, including but not limited to Personal financing, employer sponsorships, credit card, Workforce Innovation and Opportunity Act (WIOA) and third-party financing for qualified individuals.
- 2.3 **Course Offering.** The Firm agrees to provide a four or eight week (for night classes when required), one hundred sixty (160) hour training course, as determined by the College, developed to prepare students for the Illinois Secretary of State Class A CDL pre-trip, skills and road tests, and ultimately for an entry level position in the trucking industry.

2.4 **Course Prerequisites.** The Firm will ensure all prospective students in the driver training program will have completed all required drug screenings and Department of Transportation physicals prior to the class start date.

2.5 **Firm's Employees.** The Firm's employees who perform services for the College under this Agreement shall also be bound by the provisions of this Agreement. The Firm's employees are solely employees of the Firm and have no accrued or expected employment or benefit rights through the College. At the request of the College, the Firm shall provide adequate evidence that such persons are employees of the Firm and have proper licenses, experience and other necessary qualifications to perform the services required under this Agreement.

2.7 **Insurance.** The Firm will maintain a \$3,000,000 excess liability per occurrence, general liability single limit \$1,000,000 policy, full workers' compensation statutory coverage, and provide a certificate of insurance naming Moraine Valley Community College, its directors and officers, employees and agents as an additional insured on a primary and non-contributory basis on its policies. A certificate of insurance with a copy of the additional insured endorsement shall be provided to the College upon execution of this Agreement and annually prior to insurance renewal. The Firm waives any rights to recovery from the College for any injuries that the Firm and/or its employees may sustain while performing services under this Agreement and that are a result of the negligence of the Firm or its employees.

2.8 **Indemnification.** The Firm agrees to indemnify and hold harmless the College from any and all liability of any kind or nature whatsoever for any claims, lawsuits or other adverse actions or activities by employees, students or third parties of any nature whatsoever that relate in any way to the Firm's provision of this program, course offering and anything associated therewith.

2.9 **Administrative Requirement.** The Firm and its instructors will comply with all College program admission requirements, grading, grade recording policies and financial aid preapproval procedures in a timely manner. The on-site branch manager will serve as liaison between the Firm and the College. The Firm will maintain operations in accordance with the College's calendar of operations including, but not limited to, adherence to college hours of operation, holidays, breaks, etc. Firm will adhere to College's campus safety protocols resulting from the COVID-19 Pandemic.

2.10 **Payment.** The Firm will pay the College \$485.00 per student upon the student's graduation. Tuition fees include Department of Transportation physicals and drug screens. In year one and in year two of this partnership, 160 will guarantee Moraine Valley a minimum \$48,500 in revenue. If 160 does not enroll at-least 100 students in either year, In the 13<sup>th</sup> and 25<sup>th</sup> month after the start of the first cohort at College, 160 will true-up the difference between \$48,500 and the total number of enrolled students in the prior 12 months x \$485.00.

Examples:

- If 160 enrolls 80 students from the first cohort to the end of the following 12 months, then 160 would pay the college \$9,700 in lump sum in month 13,  $(\$48,500 - (80 \times \$485) = \$9,700)$ .
- If 160 enrolls 50 students from the first cohort to the end of the following 12 months, then 160 would pay the college \$24,250 in lump sum in month 13,  $\$48,500 - (50 \times \$485) = \$24,250$ .

- If 160 enrolls 101 students or more, 160 will not owe the college any true-up in month 13.

2.11 **Logo.** Firm will allow the College to place a logo and/or promotional message, at the College's expense, on the trucks and/or trailers used to deliver this program.

2.12 **Enrollment Data.** To the degree permissible by Illinois Law, Firm will provide College with a list of enrolled students and related demographic information (including, but not limited to, first name, last name, address, city, state, zip code, date of birth, email address, home phone number, cellular phone number, social security number, start date and completion date) along with any updates on a regular basis so the College can enroll students and maintain records in College's systems.

### **SECTION THREE** **College Obligations**

3.1 **Facilities.** The College agrees to provide training facilities as follows:

3.1.1 **Classroom.** A minimum of 300 square feet of classroom space; heating and ventilating adequate to maintain a comfortable room temperature for students and instructors; adequate lighting system so as to provide sufficient lighting for the students and instructors; sufficient seating facilities and writing surfaces for students; blackboards or other forms of illustrative devices which are visible from all seating areas; and adequate fire extinguishers in operable condition (as required pursuant to Section 6-406(c) of the Illinois Drivers Licensing Law of the Illinois Vehicle Code).

3.1.2 **General Office.** A minimum of 150 square feet of office space with a telephone line with call waiting and/or call rollover to electronic voice mailbox; access to a fax line and access to fax machine; access to copy machine; access to adequate office supplies (pens, pencils, paper, etc.); office furniture (desk, lockable filing cabinet, etc.); and personal computer with internet access.

3.1.4 **Signage.** Adequate access to available space for the Firm's signage. Signage must be reasonably visible to the general public from outside the classroom facility. Signage must satisfy State of Illinois requirements as well as being acceptable to the Firm and to the College in size and appearance.

3.2 **Tuition.** All student tuition payments will be collected by the Firm unless agreed upon otherwise in advance.

3.3 **Facility Maintenance Expenses.** College agrees to cover all expenses incurred for its own facility maintenance, taxes, building insurance and related utilities. Damages or expenses incurred due to the negligence of the Firm, staff or students will be the responsibility of the Firm.

## **SECTION FOUR**

### **Joint Obligations**

4.1 **Confidentiality.** College recognizes that the prices, costs, future plans, business affairs, promotion techniques, technical information, customer and student lists, teaching methods, and other similar proprietary business information related to the services provided by the Firm (hereinafter collectively referred to as the "Information") are valuable, special and unique assets of the Firm. Accordingly, the College agrees that it will not at any time or in any manner, either directly or indirectly, use any Information for the College's own benefit, or divulge, disclose or communicate in any manner any Information to any third party without the prior written consent of the Firm. The College will protect the Information and treat it as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement and, in addition to any other remedy, will entitle the Firm to obtain temporary and permanent injunctive relief against any actual or threatened breach of this paragraph without being required to post bond or, if bond cannot be waived, without providing any security thereon. The Firm agrees to treat proprietary information of the College in an identical manner and the College shall also be entitled to the benefits of injunctive relief for any actual or threatened violation by the Firm. The confidentiality provisions of this Agreement shall remain in full force and effect for a period of (5) years after the termination of this Agreement.

4.2 **Return of Records.** Upon termination of this Agreement, each party will deliver to the other party all records, notes, data, memoranda, models, equipment, and Information of any nature that are in such party's possession or control which are the property or Information of the other party.

4.3 **Independent Contractor.** The Firm is, and the parties intend it to be, an independent contractor regarding the Services provided and no partnership of the parties is intended to be created by this agreement.

## **SECTION FIVE**

### **Termination**

This Agreement shall begin on the 1<sup>st</sup> of November 2020 and continue two years or until terminated by either party, in writing, in accordance with this Section. This Agreement may be terminated by either party for the insolvency of the other, upon mutual consent or upon default of any term of this Agreement not corrected within thirty (30) days of written notice of said default or by either party. In the event this Agreement is terminated by either party, both parties agree to complete the training for all students enrolled at the time the agreement was cancelled and abide by the payment terms outlined in section 2.10 of this Agreement.

## **SECTION SIX**

### **Miscellaneous**

6.1 **Entire Agreement.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement between the parties whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties. This Agreement may be amended only in writing.

6.2 **Governing Law, Venue and Enforcement.** This Agreement shall be construed in accordance with the laws of the State of Illinois. If either party initiates litigation involving this Agreement, jurisdiction is in the State of Illinois and venue is in Cook County. Both parties waive objections to jurisdiction and venue (due to inconvenient forum or otherwise) for such lawsuits. If any provision of this Agreement shall be held to be invalid and unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

6.2 **Waiver Limitations.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of the Agreement.

**SECTION SEVEN**  
**Notices**

7.1 **Notices.** Notices shall be in writing and delivered to the other party by way of a commercial courier service such as Fed Ex or UPS.

7.2 **Delivery.** Notices shall be delivered as follows:

IF TO THE COLLEGE:

Moraine Valley Community College  
9000 College Parkway  
Palos Hills, IL 60465  
Attention: VP of Administrative Services

Moraine Valley Community College  
9000 College Parkway  
Palos Hills, IL 60465  
Attention: Executive Director – Corporate, Community and Continuing Education

IF TO FIRM:

Rock Gate Capital, LLC  
500 Davis Street, Suite 502  
Evanston, Illinois 60201  
Attention: Steve Gold

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date indicated below.

FIRM:  
Rock Gate Capital, LLC

COLLEGE:  
Moraine Valley Community College

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Name:

Name: Sylvia M. Jenkins

Its:

Its: President

Date:

Date:

**APPROVAL OF NEW CERTIFICATE PROGRAM:**  
**EMERGENCY MEDICAL TECHNICIAN**

(See attached rationale)

**Recommended Action:**

It is recommended that the Board of Trustees approve a new certificate program for Emergency Medical Technician, effective fall 2021.

# Moraine Valley Community College

**To:** Dr. Sylvia Jenkins

**From:** Pamela Haney

**Date:** October 6, 2020

**Subject:** New Emergency Medical Technician Certificate Program

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Enclosed are the documents to propose the following new certificate program:

- Emergency Medical Technician

The curriculum materials have been reviewed and approved at each step of the college's curriculum review process. Therefore, based upon this review of this new certificate and the support for this program, I recommend that this Emergency Medical Technician certificate program be presented to the Board of Trustees at its October meeting.

Thank you for your consideration of this recommendation.

DATE: October 2, 2020  
TO: Moraine Valley Board of Trustees  
FROM: Dr. Pamela Haney, Vice President of Academic Affairs  
RE: **Emergency Medical Technician (EMT) Certificate Program Approval**

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The Moraine Valley Curriculum Development Group and the Curriculum Review Team have both approved the curriculum for the **Emergency Medical Technician (EMT) Certificate** program effective fall 2021.

The **Emergency Medical Technician (EMT) Certificate** is an 8-credit hour program designed to provide students with employment opportunities as an Emergency Medical Technician (EMT). The program prepares students to assess patients, treat medical illnesses and traumatic injuries, and provide transport for definitive care. These skills can be used in public safety careers and other health care fields. Upon completing the certificate program students may also choose to complete the requirements for the Fire Service Operations AAS degree, which further prepares them for careers in the fire service.

The **Emergency Medical Technician** provides instruction for students to the level of Emergency Medical Technician. The program emphasizes skills necessary to provide entry-level emergency medical care. Students will complete 60 hours of clinical experience, which is included in the program requirements. Upon successful completion of the program, students are eligible to challenge the National Registry of Emergency Medical Technicians written examination.

The U.S. Bureau of Labor Statistics estimates an increase job growth of 7% through 2028 (the average rate of job growth is only 5%). New EMTs will be needed to meet the demand. The median salary is \$35,400 and \$17.02 hourly (<https://www.bls.gov/ooh/Healthcare/emts-and-paramedics.htm>).

Approval to hold the EMS-101 (Emergency Medical Technician) course is required by the overseeing Resource Hospital. Advocate Christ Hospital, in Oak Lawn, oversees the MVCC EMT program. The EMS manager at Christ Hospital has to approve the courses being offered. Once the Resource Hospital approves the courses, the Illinois Department of Public Health regional Coordinator must approve the courses and assign a training site code. Training site codes are issued approximately 30-60 days prior to offering the courses.

There are no additional costs or space needs associated with the EMT program. This program provides a pathway to become an Emergency Medical Technician with a dependable salary and an introduction to the fire service and emergency medical services fields.

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

Thank you for your consideration of this recommendation.

## Reasonable and Moderate Extension Program Approval Template

1. **Employment Objectives/Program Purpose:** The purpose of the EMT certificate is to prepare students to work in the fire service industry. The certificate, through course work, will prepare students to work as Emergency Medical Technicians (EMTs). The program prepares students to assess patients, treat medical illnesses and traumatic injuries, and provide transport for definitive care. These skills can be used in public safety careers and other health care fields. Upon completing the certificate program students may also choose to complete the requirements for the Fire Service Operations AAS degree, which further prepares them for careers in the fire service.
2. **Catalog Description:** This program provides instruction for students to the level of Emergency Medical Technician. The program emphasizes skills necessary to provide entry-level emergency medical care. Students will complete 60 hours of clinical experience, which is included in the program requirements. Upon successful completion of the program, students are eligible to challenge the National Registry of Emergency Medical Technicians written examination.
3. **Curriculum:** See program composition and suggested schedule in attached supplemental documents.
4. **Educational Alignment:** The EMT certificate belongs in the Public Safety Cluster. The parent program, Fire Service Operations, is a component of the Emergency and Fire Management Services Pathway.
  - a. **Academic/curricular alignment:** The content of the certificate is relevant to the core coursework for the Fire Service Operations Degree. Students interested in becoming a firefighter must first be an EMT. The EMT curriculum is also necessary in order to become a paramedic (EMS AAS).
  - b. **Relationship to existing curricula at the college:** The Emergency Medical Technician Certificate directly leads to the Fire Service Operations AAS degree (1331) and it can lead to the Emergency Medical Services AAS (1332), as well.
  - c. **Articulation:** This certificate stacks into the Fire Service Operations AAS degree. Students who complete the Emergency Medical Technician (EMT) certificate are eligible to take the National Registry of Emergency Medical Technicians exam and then decide to continue their studies in either the EMS AAS (paramedic) or Fire Service Operations AAS degree tracks.
5. **Approval/Accreditation:** Approval to hold the EMS-101 course is required by the overseeing Resource Hospital. Advocate Christ Hospital, in Oak Lawn, oversees the MVCC EMT program. The EMS manager at Christ Hospital has to approve the courses being offered. Once the Resource Hospital approves the courses, the Illinois Department of Public Health regional Coordinator must approve the courses and assign a training site code. Training site codes are issued approximately 30-60 days prior to offering the courses.
6. **Labor Market Need:** According to the Department of Labor website, <https://www.bls.gov/ooh/Healthcare/emts-and-paramedics.htm>, which was last updated April 10, 2020 the need for EMTs and paramedics is growing at a faster rate than normal careers. The Department of Labor (DOL) table is listed at the end of this document.
  - a. **Target population:** The target audience for this certificate is individuals seeking entry-level employment. However, the training provided easily transitions, for students who plan to further advance their opportunities and increase their skill set, into the Fire Service Operations AAS degree (1331) and the Emergency Medical Services AAS (1332).

## Reasonable and Moderate Extension Program Approval Template

- b. **Related occupations** Firefighter, EMT, Paramedic, and Emergency Room Technician.
- c. **Supply-demand information** Current labor market data (from DOL) is listed in the table below. The estimated enrollment is 325 students in a 3-year period. Completion rates for that same three-year period is expected to be around 50-70%.
- d. **Advisory board and/or department meeting need/reaction to plan:** The EMS Advisory Board is comprised of nurses from the governing resource hospital, EMS instructors from other institutions, and EMS providers from across the region. When the advisory board members were verbally surveyed about the possibility of creating a certificate, they expressed support for this new opportunity.
- e. **Related offerings:** Many agencies in the area offer EMT training programs. These include Elite Ambulance Company, Superior Ambulance Company, and Buds Ambulance Company. Those who attend EMT training programs, generally want to pursue careers within the Public Safety Cluster and specifically within the Emergency and Fire Management Services Pathway. The student population of these programs differ from MVCC. The students who attend EMT programs at the private ambulance companies often times do not want to become firefighters. The students who attend training programs at MVCC wish to transition into Moraine Valley’s Fire Academy and become full-time firefighters.
- f. **Need summary:** Moraine Valley has been offering the EMS-101 course (Emergency Medical Technician) for many decades. The need for the certificate program has grown throughout the years. The College wants to offer an additional College credential for these same students.

Quick Facts: EMTs and Paramedics	
<a href="#"><u>2019 Median Pay</u></a>	\$35,400 per year \$17.02 per hour
<a href="#"><u>Typical Entry-Level Education</u></a>	Postsecondary nondegree award
<a href="#"><u>Work Experience in a Related Occupation</u></a>	None
<a href="#"><u>On-the-job Training</u></a>	None
<a href="#"><u>Number of Jobs, 2018</u></a>	262,100
<a href="#"><u>Job Outlook, 2018-28</u></a>	7% (Faster than average)
<a href="#"><u>Employment Change, 2018-28</u></a>	18,700

**Emergency Medical Technician  
Certificate**

*Proposed effective date: August 15, 2021*

**8 Credit Hours  
Curriculum Code 1333**

*This program provides instruction for students to the level of Emergency Medical Technician. The program emphasizes skills necessary to provide entry-level emergency medical care. Students will complete 60 hours of clinical experience, which is included in the program requirements. Upon successful completion of the program, students are eligible to challenge the National Registry of Emergency Medical Technicians written examination.*

**Required career courses** –8 credit hours as follows:

EMS-101	Emergency Medical Technician	$\frac{8}{8}$
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**Suggested Schedule**

<u>Semester 1</u>		
EMS-101	Emergency Medical Technician	$\frac{8}{8}$

**BOARD POLICY UPDATES**

**NEW BOARD POLICY**

**THE ROLE OF THE COLLEGE**

**#300.1 – POLICY PROHIBITING SEX-BASED MISCONDUCT**

**REMOVAL OF BOARD POLICY**

**HUMAN RESOURCES**

**#7242.1 – SEXUAL HARASSMENT PROHIBITION**

It is recommended that the following action(s) be taken:

Review and approve NEW Policy #300.1, The Role of the College – Policy Prohibiting Sex-Based Misconduct

Review and approve REMOVAL of Policy #7242.1, Human Resources – Sexual Harassment Prohibition

All noted policies are attached.

**Recommended Action:**

It is recommended that the Board of Trustees approve the suggested actions dealing with Board Policies #300.1 and #7242.1.

The Role of the College

Policy Prohibiting Sex-based Misconduct

I. Policy Statement

Moraine Valley Community College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its policy of Equal Educational Opportunity.

It is the policy of Moraine Valley Community College to comply with Title IX of the *Education Amendments of 1972* (“Title IX”), the *Violence Against Women Reauthorization Act* (“VAWA”), Title VII of the *Civil Rights Act of 1964* (“Title VII”), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

II. Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Dean of Student Success and the Chief Human Resources Officer as the Title IX Coordinator(s), who are responsible for coordinating the College’s efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College’s Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

### III. Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

### IV. Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Office of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students, and
- Training and education provided to the Title IX Coordinator(s), campus law enforcement, responsible employees, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

Replaces Policy #7242.1 Policy Adopted:	MORAIN VALLEY COMMUNITY COLLEGE Palos Hills, Illinois
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Human Resources

Sexual Harassment Prohibition

**Sexual and Other Forms of Harassment**

The College is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the College will not tolerate harassment of College employees by anyone, including any supervisor, co-worker, student, vendor, patron, contractor, or other regular visitor of the College.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as sex, color, race, ancestry, national origin, age, disability, sexual orientation or other legally applicable protected group status. The College will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's actual or perceived protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of actual or perceived protected status. "Sexual harassment" consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;

4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

All College employees are responsible to help assure that the College avoids harassment. An employee who believes that he or she has been subjected to sexual or other types of harassment or who has witnessed harassment should immediately submit a complaint to the Vice President of Administrative Services or the Director of Human Resources who shall be responsible for conducting or coordinating an investigation of the allegations. If this person is the alleged harasser, then the complaint shall be submitted to the College President, who shall be responsible for the investigation and procedures contained herein. In the event the College President is the alleged harasser, then the complaint shall be submitted to the Chairperson of the Board of Trustees, who shall be responsible for the investigation and procedures contained herein. Please also refer to the appropriate handbook/contract for an explanation of the complaint procedure that may be used as an alternate channel.

Pursuant to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, members of the Board of Trustees and other elected officials should promptly report claims of sexual harassment by a Board member. Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sexual harassment is made against a member of the Board of Trustees by another Board member or other elected official, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

The College shall promptly investigate all complaints. Reporting harassment or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including dismissal. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the College's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against an employee will subject the employee to disciplinary action up to and including dismissal.

In addition to making a complaint under this policy, any employee who believes they have been subjected to sexual harassment may file a charge of discrimination with the Illinois Department of Human Rights (“IDHR”) and/or the Equal Employment Opportunity Commission (“EEOC”). The IDHR and/or EEOC have the authority to investigate allegations of sexual harassment and issue complaints or right-to-sue authorizations related to sexual harassment. The IDHR and EEOC contact information is:

State of Illinois  
Department of Human Rights  
100 W. Randolph Street, Suite 10-100  
Chicago, IL 60601  
312-814-6200

Equal Employment Opportunity Commission 500 W. Madison Street, Suite 2000 Chicago, IL 60661 800-669-4000
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Policy  
Adopted: 12/17/19  
Amends and combines  
#7242.1 & #7242.2

MORaine VALLEY COMMUNITY  
COLLEGE  
Palos Hills, Illinois

**HOLIDAY SCHEDULE**

According to the Agreement with the Support Staff Association, Christmas Day plus one additional day and New Year's Day plus one additional day are holidays. The following schedule is recommended:

Wednesday, December 23	-	College Closed
Thursday, December 24	-	Holiday Observed
Friday, December 25	-	Holiday Observed
Monday, December 28	-	College Closed
Tuesday, December 29	-	College Closed
Wednesday, December 30	-	College Closed
Thursday, December 31	-	Holiday Observed
Friday, January 1	-	Holiday Observed
Monday, January 4	-	College Closed
Tuesday, January 5	-	College Closed
Wednesday, January 6	-	<b>College Reopens</b>

**Recommended Action:**

It is recommended that the Board of Trustees adopt the holiday schedule and authorize that the college be closed from Wednesday, December 23, 2020, through Tuesday, January 5, 2021. The college will reopen on Wednesday, January 6, 2021.

**RESOURCE ALLOCATION MANAGEMENT PLAN**  
**(RAMP) - FY2022**

(See attached)

**Recommended Action:**

It is recommended that the Board of Trustees approve the Resource Allocation Management Plan (RAMP), which consists of one project: Career & Technical Education Lab Expansion. Further, it is recommended that the Board of Trustees authorize the administration to submit the RAMP document to the Illinois Community College Board.



**Capital Project Application**

Complete one application for each project.

**District/College:** District 524 / Moraine Valley Community College

**District #:** 524-01  
*5 Digit Code (e.g., 50101)*

**ICCB Project # Identifier:** 524-01NC2021-1  
*District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)*

**Project Type:** New Construction  
*(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)*

**Project Title:** Career & Technical Education Lab Expansion

**District Project Rank # (1 of 3):** 1  
*(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)*

**Estimated Local Funds:** \$2,187,800  
*(25% minimum)*

**Estimated State Funds:** \$6,563,200

**Estimated Total Funds:** \$8,751,000

**Budget Detail**

**BLDGS, ADDITIONS, AND/OR STRUCTURES:** \$7,688,200

**LAND:** \_\_\_\_\_

**EQUIPMENT:** \$808,500

**UTILITIES:** \_\_\_\_\_

**REMODELING & REHABILITATION:** \_\_\_\_\_

**SITE IMPROVEMENTS:** \$254,300

**PLANNING:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**TOTAL Funds Requested:** \$8,751,000

**Project Scope:**

In order to support the needs of the Career and Technical Education programs at Moraine Valley Community College's main campus, expansion is required for the following programs:

- > Heating, Ventilation, Air Conditioning & Refrigeration
- > Welding
- > Automotive Technology

The current programs exist within Building T located at the southwest portion of the academic core of the campus. The existing building is constructed of a steel frame clad with precast concrete panels, and in order to create connectivity between the existing facility and the three new additions, various sections of the existing precast concrete panels will require removal. Existing utilities serving the building will require extension through the existing facilities and the new additions will be constructed of precast concrete to match the existing building materials.

Based on the current building geometry and the requirements for expansion for each program, the size of the three separate building additions are as follows:

- > Heating, Ventilation, Air Conditioning & Refrigeration Labs: 5,600 sf
  - o Refrigeration Lab
  - o Sustainability Lab
- > Welding Lab: 2,000 sf
- > Automotive Technology Lab: 3,400 sf

In order to match the existing building massing and to provide adequate height for the functions within the proposed labs, the new additions will be two story volumes, and the concrete slabs will likely be structural slabs to accommodate for the poor soil conditions within this area.

Both the Automotive Technology Lab addition and the Welding Lab addition will require access drives to be extended from the existing drive system to the new additions to accommodate deliveries and vehicle access. Stormwater management strategies will also be implemented to account for the additional impervious area being added to the campus footprint.

In order to accommodate the new additions, the adjacent sitework will include the following:

- > Access drives / vehicle storage
- > Grading and landscaping
- > Stormwater management

This project will be designed in accordance with LEED standards and will incorporate energy-efficient mechanical systems. Additionally, renewable energy systems will be considered and may be incorporated into the project to support the programmatic components within the building.

**Project Justification:**

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programmatic Justification Narrative

DISTRICT/COLLEGE: 524 Moraine Valley Community College

PROJECT NAME: Career & Technical Education Lab Expansion

Moraine Valley Community College is the second largest college in the state of Illinois. Over the past 10 years the college has realized a 30% increase in growth. To support the needs of the Career and Technical Education programs at Moraine Valley Community College's main campus, expansion is required for the following programs:

- Heating, Ventilation, Air Conditioning & Refrigeration
- Welding
- Automotive Technology

Partnerships with our Automotive Program continue to grow. These programs are designed to provide students with increased opportunities for employment upon completion. Additionally, our Welding certificate has seen an enrollment growth of 17% over one year and 27% over the past five years. Moraine Valley is steadily becoming an integral part of labor market and we need space to continue advancement in these areas.

This project will consist of a renovation of the existing building. The current programs exist within Building T located at the southwest portion of the academic core of the campus. The expansion requirements for the programs include approximately 11,000 square feet.

Instructional spaces will also accommodate hands-on labs, and audio-visual/technical equipment will be designed to allow for various types of teaching and learning configurations to be developed.

A major accommodation will include access drives for the Automotive Technology Lab and the Welding Lab to accommodate deliveries and vehicle access. Storm water management strategies will also be implemented to account for the additional impervious area being added to the campus footprint.

This project will be designed in accordance with LEED standards and will incorporate energy-efficient mechanical systems. Additionally, renewable energy systems will be considered and may be incorporated into the project to support the programmatic components within the building.

**Additional Documentation Required Prior to Funding (this will be required before funding is released):**

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

**Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?**

Yes  No

**Does this project have the approval of your local governing board?**

Yes  No **Date of Board Meeting** October 20, 2020

**District Contact Name:** Mr. Richard Hendricks

**District Contact Email Address:** hendricksr4@morainevalley.edu

**District Contact Phone Number:** 708.974.5203

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_



### Annual Facility Data Submission

**District/College:** District 524/Moraine Valley Community College

**District #:** 524-01  
*5 Digit Code (e.g., 50101)*

**Net Assignable Square Feet (NASF) of Owned Space**

1. Classroom	132,334.00
2. Lab	185,747.00
3. Office	148,497.00
4. Study	38,245.00
5. Support	49,907.00
6. Special Use	81,182.00
7. Other	105,474.00
<b>Total</b>	<b>741,386.00</b>

**Previous Year Net Assignable Square Footage of district Owned Space**

1. Classroom	132,666.00
2. Lab	185,474.00
3. Office	147,871.00
4. Study	38,565.00
5. Support	48,827.00
6. Special Use	81,182.00
7. Other	105,868.00
<b>Total</b>	<b>740,453.00</b>

**Total Gross Square Footage of all owned district Facilities:** 1,137,133.00

**Total owned Acreage of district:** 307.00

**Estimated Deferred Maintenance (current year estimated cost)** \$900,000.00

**Deferred Maintenance estimated Backlog in dollars:** \$900,000.00

*(Deferred Maintenance is only an estimate and will not be used to support individual district level allocations.)*

Please list all completed State funded projects (any cost) and all completed local projects with a cost of \$250,000 or more in the last year.

ICCB Identifier # (FY 2021 or later)	CDB (if available)	Project Name	State Funds	Local Funds	Total Funds
		Parking lots A1 & A2		\$925,180.00	\$925,180.00
		Stucco and concrete repair		\$550,000.00	\$550,000.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Please list all in-progress State funded projects (any cost) AND all local in-progress with a cost of \$250,000 or more.

ICCB Identifier #* (FY 2021 or later)	CDB (if available)	Project Name	State Funds	Local Funds	Total Funds
	810-068-014	Replace boilers	\$425,185.00	\$337,664.00	\$762,849.00
	810-068-015	Replace parking lots	\$699,750.00	\$275,000.00	\$974,750.00
		Renovate baseball field		\$2,619,771.00	\$2,619,771.00
		Culinary restaurant		\$346,332.00	\$346,332.00
		Replace air handlers		\$734,784.00	\$734,784.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

District Contact: \_\_\_\_\_

Date: \_\_\_\_\_

\***ICCB Project # Identifier** (e.g., 501-01NC2021-1)

**Reference Codes in order:**

District # = 501-01

Type = (NC, R, SP, U, SI or DF)

FY = 2021

District Ranking # = 1

**Project Type Definitions**

**NC**=New Construction, **R**=Remodel, **SP**=Site Purchase, **U**=Utilities, **SI**=Site Improvement and **DF**=Deferred Maintenance

**AMENDMENT TO TRUST AGREEMENT**  
**FOR CAPITAL DEVELOPMENT BOARD PROJECT:**  
**D1 AND D2 PARKING LOTS**

Recommended Action:

It is recommended that the Board of Trustees amend the trust agreement to add \$120,000 to original amount of \$275,000 for Capital Development Project No. 810-068-015, D1 and D2 Parking Lots.

**AMENDMENT TO TRUST AGREEMENT**

This Amendment to that certain Trust Agreement, hereinafter called Trust Agreement dated August 26, 2019, entered into by and between Moraine Valley Community College whose address is 9000 W. College Drive, Palos Hills, IL 60465, hereinafter called the USING EDUCATIONAL AGENCY, and First Midwest Bank hereinafter called BANK.

**WITNESSETH**

WHEREAS the USING EDUCATIONAL AGENCY has entered into a Trust Agreement for the purpose of depositing Two Hundred Seventy-Five Thousand Dollars (\$275,000) with BANK as its required contribution to the project known as Capital Development Board (State of Illinois) Project No. 810-068-015 hereinafter called Project, and

WHEREAS the required contribution to the PROJECT by the USING EDUCATIONAL AGENCY has been increased.

NOW THEREFORE, the TRUST AGREEMENT is hereby amended by adding paragraphs as follows:

“11. That the USING EDUCATIONAL AGENCY does simultaneously with the execution hereof deposit with BANK additional funds totaling One Hundred Twenty Thousand Dollars (\$120,000) raising the total contribution to Three Hundred Ninety-Five Thousand Dollars (\$395,000).

“12. That the funds so deposited with the BANK shall be part of the contribution and shall be held by the BANK in trust according to the terms of TRUST AGREEMENT and any amendments thereto.”

IN WITNESS WHEREOF the parties have hereunder set their hand and seals this day

\_\_\_\_\_.

**USING EDUCATIONAL AGENCY**

Moraine Valley Community College  
Printed Name

(708) 974-5250  
phone number

(Seal)

\_\_\_\_\_  
Dr. Sylvia M. Jenkins

President  
Title

ATTEST: \_\_\_\_\_  
Theresa O’Carroll

Vice President - Finance  
Title

**BANK**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
phone number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Acknowledgement of Receipts of Funds in  
the Amount of \$\_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Paula Sorensen

Administrator of Fiscal Management  
CAPITAL DEVELOPMENT BOARD