

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, October 20, 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 6:05 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 devices 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, as were Trustees John Coleman and Joseph Murphy.

III. MINUTES

It was moved by Mr. Coleman and seconded by Ms. Kirkwood to approve the unapproved Minutes of the Regular Meeting of September 15, 2020, and the unapproved minutes of the Closed Session Held September 15, 2020.

ROLL CALL VOTE taken on approval of minutes for the Regular Meeting of September 15, 2020 and the closed session of September 15, 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 Student Trustee Report

Ms. Hassen reported that she recently attended meetings and took away a lot of new information and tools that are useful as a student but also as a student leader. The first event was a two-day leadership conference held by the Illinois Community College Student Activities Association. About 14 Moraine Valley students also attended, and participants heard a speaker who focused on being a true leader and talked about vulnerability and honesty during times of uncertainty, which helped participants think critically about themselves and the world. The second day included breakout sessions on topics including anti-racism, mindfulness and self care for student leaders; civic engagement; and the 2020 elections. The second event was the Student Advisory Committee of the Illinois Community College Board, and she had the chance to talk to other student leaders about the CARES/GEER Act and what their colleges have done during the transition to online learning. They also had a presentation on the importance of leadership during racial inequality, shedding light on the current movement happening today. She indicated that these events provided a lot of important information and she would be happy to share information or answer any questions about these events.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

- Draft Audit Report – Theresa O’Carroll, vice president, introduced John George and Kelly Kirkman of the college’s auditing firm, RSM. John George reviewed the topics he and Kelly will cover in this report and expressed appreciation to the college’s management team for the safe and expeditious manner in which the audit was conducted. There were weekly status meetings to make sure everything was fully addressed. He explained why the audit report is a draft, indicating that the supplement directing them about compliance testing for CARES Act funds has not been issued from the Office of Management and Budget and has been delayed until late November. He indicated that they do not anticipate any issues, but as a result of the delay, are unable to issue the report as final. He reviewed the phases of the audit, culminating in this report to the Board. Kelly Kirkman reported that all the audit opinions are unmodified, clean opinions, consistent with prior years, and those opinions are the best you can get. She reviewed some of the financial highlights from the audit, indicating that they are consistent with 2019 in terms of the college’s net position, which actually increased. She congratulated the college management for ending the year positively. She mentioned some of the governmental accounting standards and pronouncements that are now delayed a year, including one that will look at leases in terms of assets and liabilities on the financial statements. She indicated that the college had a very clean audit with no audit adjustments, which she indicated was fairly rare in their client base, and a huge positive for the audit overall. She reviewed one compliance issue that came up during testing of student financial aid Title IV funds to test the calculation of return of funds, in which two of 60 were not calculated correctly. Theresa reported that the issue was narrowed down to a software upgrade that affected about \$3200 out of a total of \$9.4 million federal funds. She added that it has been addressed fully. Kelly reported that once there is a finding, management is required to put in place a corrective action plan, which is that they will continue to test or manually calculate, and then, next year, the auditors will specifically test that corrective action plan. Ms. Kirkman congratulated management for digging right into this finding and addressing some internal controls related to system upgrades and financial aid screens and making sure they are fully tested and working properly.

Dr. Jenkins thanked John George and Kelly Kirkman for the report and clarified that because of the delay in the supplement from the Office of Management and Budget, the final report is also delayed. John George indicated that they will let the college know as soon as they hear and thanked the college again for the cooperation and good work that resulted in a clean audit. Dr. Jenkins congratulated Theresa and her staff, and

Theresa noted that Mike Cipolla was particularly instrumental in the audit process. Dr. Jenkins reported that Mike held the lead role for the audit after the departure of the college's internal auditor in March.

Dr. Jenkins indicated that the Board received the enrollment report on Friday in order to have the most recent information from the state of Illinois. She indicated that while not the best news, the college continued to work very hard to register and retain as many students as possible. She mentioned some of the reasons students were not registering or returning, including high school graduates deciding to wait or take a gap year, and reasons for other students, including job losses, increased family responsibilities, or other pandemic-related reasons.

- Enrollment Report – Dr. Sadya Khan reviewed the enrollment for the fall semester, indicating that credit headcount is down 15% and credit hours are down 17%. She reviewed demographics of the student body, enrollment status, most popular majors, and the five-year downward trend for both headcount and credit hours overall. She explained the modalities of instruction, including online, both synchronous and asynchronous, and hybrid, which is a mix of in-person and remote learning, primarily used in career programs. Enrollment by status indicated drops in new, continuing, and returning students, and a small decline in the retention rate to 50% compared to the typical 54% over the previous four years. Dr. Khan reviewed the enrollment declines by race/ethnicity, indicating the largest drop is in international students, which she indicated is the case at many institutions across the state and the nation. She shared several recent headlines that speak to the impact of COVID-19 on enrollments, and indicating that earlier predictions of enrollment boosts for community colleges did not materialize as expected. This was true across the nation. Data for four-year and two-year, public and private higher education institutions also shows declines, with community colleges being hit the hardest. She described research showing the disproportionate impact of COVID-19 on African-American and Hispanic populations for a variety of reasons, indicating that the college's own student surveys reveal very similar things among students. She shared some comments from the student surveys, indicating that there are challenges with the pandemic in general as well as specific challenges in taking online courses, including a dislike of online courses, technology issues, lack of personal support, among others. Dr. Khan reported that all Illinois community colleges are down by double digits from last fall and over the past five years; Moraine Valley is not unusual in that regard. On the positive side, she reported that they are

continuing to survey students to collect feedback and provide resources, all of the new Cannabis program sections are filled, and the college will offer the popular winter session again this year between the fall and spring semester. Survey results allow the college to connect directly with students to provide technology, advising, and any other type of assistance students are reporting that they need.

Dr. Jenkins reported that the college continues to work hard to support students and help them register. She thanked Trustee Hassen for everything the student leaders do on behalf of students. She reported that the college received a five-year recognition certification from the Illinois Community College Board and she thanked the faculty and staff for all their work that contributes to ICCB recognition. The college will hold a second town hall meeting on October 27 with a medical doctor from the Illinois Department of Public Health on hand to answer questions. She thanked Chair Cristelli for agreeing to participate on the panel for the town hall. She reported that planning for the spring semester has been underway with 540 hybrid sections to be offered in the spring, and while most classes will still be online, they are hoping to give students some increased opportunities for face-to-face interaction with instructors in a safe environment.

VII. COMMUNICATIONS

None

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$116,458,858.14 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

8.3 Investments

(DOCUMENT C - SUPPLEMENT TO MINUTES)

Theresa O'Carroll also reported that the college has received approximately \$3.8 million in state funding, in keeping with the approved state budget.

CONSENT AGENDA (IX – XII):

It was moved by Mr. Coleman and seconded by Mr. Murphy to approve the following consent agenda items:

IX. WARRANTS

The warrant summaries are presented to the Board.

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$6,647,010.39
9.3	Operation & Maintenance Fund	665,308.49
9.4	Operation & Maintenance Fund (Restricted)	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	-0-
9.9	Trust and Agency Fund	1,399.46
9.10	Audit Fund	-0-
9.11	Liability, Protection & Settlement Fund	20,050.00

(DOCUMENT D - 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

Stanley Krygier – Police Officer, Police Department – effective 10/26/20
(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

None.

10.1-5 Resignations/Terminations

Anthony Bauer – Groundskeeper, Campus Operations – resignation effective 9/29/20

Joanna Rangel – P.T. Community Service Officer, Police Department – resignation effective 10/25/20

Ava Thommen – Admissions Support Assistant, Admissions & Recruitment – resignation effective 10/2/20

(DOCUMENT G - SUPPLEMENT TO MINUTES)

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

Joanne Delany – from Associate Professor, Nursing, Career Programs to Professor - effective Academic Year 2020-2021

Robert Faoro – from Assistant Professor, Automotive Technology, Career Programs to Associate Professor - effective Academic Year 2020-2021

Ma. Luisa Mitra – from Human Resources Assistant, Human Resources to Human Resources Specialist - effective: 10/26/20

Craig Slocum – from Associate Professor, Developmental Mathematics, Learning Enrichment & College Readiness to Professor - effective Academic Year 2020-2021

(DOCUMENT H - 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 Affiliation Agreement and Addendum with Adventist Health Partners, Inc. (Respiratory Therapy, Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement and addendum with Adventist Health Partners, Inc. for Respiratory Therapy and Medical Assistant.

(DOCUMENT I - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with City of Oak Forest Fire Department (Fire Science)

It is recommended that the Board of Trustees approve the affiliation agreement with the City of Oak Forest Fire Department for Fire Science.

(DOCUMENT J - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with Family First Medical Group (Medical Assistant)

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

(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.4 Affiliation Agreement with Women's Healthcare of Illinois (Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Women's Healthcare of Illinois for Medical Assistant.

(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.5 160 Driving Academy - Driver Training School Agreement

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.

(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.6 Approval of New Certificate Program - Emergency Medical Technician

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

(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.7 Board Policy Updates - New Policy #300.1 (Policy Prohibiting Sex-Based Misconduct); Remove Policy #7242.1 (Sexual Harassment Prohibition)

It is recommended that the Board of Trustees approve the suggested actions dealing with Board Policies #300.1 and #7242.1.
(DOCUMENT O - SUPPLEMENT TO MINUTES)

12.8 Holiday Schedule

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.
(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.9 Resource Allocation Management Plan (RAMP) Project – FY2022

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.
(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.10 Amendment to Trust Agreement for Capital Development Board Project: D1 and D2 Parking Lots

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.
(DOCUMENT R - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Consent Agenda Items 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, and 9.11; 10.1-1, 10.1-2, 10.1-3, 10.1-4, 10.1-5, and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, and 12.10:

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

Student

Advisory: Yes

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XV. CLOSED SESSION

It was moved by Ms. Murphy and seconded by Ms. Kirkwood to move 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.

ROLL CALL VOTE TAKEN on motion to move to closed session:

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

Student

Advisory: Yes

Motion carried.

The Board moved to closed session at 7:19 PM and returned to open session at 8:47 PM.

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

XVI. ADJOURNMENT

The meeting adjourned at 8:48 PM.