

## **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 Public Hearing on the Tax Levy, was held on Thursday, December 17, 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 6:04 PM.

Chair Cristelli repeated, for those just joining the meeting, her request that anyone speaking state their name when speaking or making a motion. 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 again for the record 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.

#### **III. MINUTES**

It was moved by Ms. Murphy and seconded by Ms. Kirkwood to approve the unapproved Minutes of the Regular Meeting of November 17, 2020, and the unapproved minutes of the Closed Session Held November 17, 2020.

ROLL CALL VOTE taken on approval of minutes for the Regular Meeting of November 17, 2020, and the unapproved minutes of the Closed Session Held November 17, 2020:

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

Motion carried.

**IV. AUDIENCE PARTICIPATION**

None.

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

**5.1 Student Trustee Report**

Ms. Hassen congratulated everyone for making it to the end of the semester and thanked everyone for all the hard work to get there. She expressed her gratitude to all the people that she is able to work with, talk to every day, and to those who are here tonight. She reported that before Thanksgiving, Phi Theta Kappa (PTK) sent out gratitude letters. About 30 students participated and sent electronic letters to people who had a positive impact on their lives. PTK also held an Instagram trivia night that was attended by more than 75 students. Two students tied for first place at the event.

Chair Cristelli indicated that there are a number of recognitions that typically occur at this time of year and the Board would like to publicly acknowledge these achievements and hoped to be able to honor them appropriately at a later date. She noted three retirements: Mary Sifner, Professor of Nursing; Donna McCauley, Professor of Psychiatric Rehabilitation; both retiring this month, and in January, Wilma Morrill, Part-time Library Assistant II. Chair Cristelli acknowledged each person's commitment and excellent service to the college and to its community and on behalf of the Board wished each of them long and healthy retirements.

**VI. REPORTS OF ADMINISTRATION**

### 6.1 President's Report

- Marketing Plan/Underserved Populations – Clare Briner, Director of Marketing & Communications, reported that being able to use \$60,000 of the college's portion of GEER funding for marketing strategies to help recruit and retain low-income and first-generation underrepresented populations was a unique opportunity for the college. The marketing department worked with vendors to conceptualize the project and selected one vendor for this targeted digital advertising campaign, which will take place over six months and include different tactics, such as display advertising on websites and mobile apps, email ads, and social media ads. She shared sample ads utilizing the same branding used for the college's general advertising campaigns and explained that when someone clicks on the ads, they are brought to a landing page on the college website from which they can fill out an eligibility form to start the process and/or get in touch with a student success specialist to seek additional support they may need in continuing their education. She reported that with one month completed, the campaign has resulted in 1500 clicks to the website, which confirms that the targeted audience is interested in what the college has to offer. Still to come is email marketing to 25,000 email addresses and a new ad set to be included in the marketing mix. She reported that each month, they will be able to assess and adjust as needed to maximize those tactics where the response is best. Clare also reported that the college's general marketing campaign has included more than 1.7 million impressions, resulting in 3800 clicks to the website. Additionally, she explained how the marketing campaigns gather information that the admissions and recruitment teams can use to potentially recruit future students.

Dr. Normah Salleh-Barone added information about an initiative of the college partnering with the Chicago Housing Authority (CHA), through which postcards went to CHA residents about a virtual open house. There were 21 RSVPs and residents were also making contact with the college admissions office. Two more virtual open houses are planned for spring and one in the summer. She indicated that CHA will pay for residents' transportation, child care, fees, and supplies if they attend Moraine Valley.

- Return to Work Task Force Update – Margaret Lehner, Vice President of Institutional Advancement, shared updates on the college's Return to Work Task Force, indicating that Board received the updated Safe Return to Work document. She highlighted some of the changes to the document, based on CDC guidelines and clarifications of definitions, which included close

contact, quarantine, and isolation, as well as updates to the flowcharts, and illustrations of the proper use of face masks. She reported that additional contact tracers are being hired with the goal of having three on board for January, and an electronic form will replace the current paper form for gathering information for the contact tracing database. A safety video, showing the many safety measures being taken on campus, was shown. Dr. Lehner reported that in response to requests from students for more interaction with faculty, 721 hybrid classes will be held in the spring. Also, 232 virtual synchronous classes with designated meeting times and 1214 online or asynchronous classes are available for the spring semester. Guidelines and question-and-answer documents have been prepared for faculty and students, and all information can be found on the college portal and website. She reported that classrooms have been configured by Campus Operations to ensure social distancing, traffic direction arrows and floor spacings are marked in hallways, and classrooms are equipped with schedules for sanitizing the rooms between classes. The FitRec center will offer its e-learning program, providing a service for faculty and staff. She reported that the Children's Learning Center will not open for spring, but resources have been provided for finding child care.

Dr. Jenkins indicated that it is constantly evolving, but the college is moving forward as safely as it can. She will continue to keep the Board informed. She reported that enrollment is strong for the winter session courses. She thanked the faculty and staff for the great creativity that has been shown over the past 10 months, mentioning a number of virtual performances and events and workshops. She thanked the staff who keep the campus clean and safe, and on behalf of the faculty and staff, thanked the Board of Trustees for their support and for the lunch that staff on campus today were able to enjoy. She asked that everyone on the meeting call turn their video on at the end of the meeting to collectively thank the Board.

## **VII. COMMUNICATIONS**

7.1 Letter from Illinois Board of Higher Education (IBHE) re State Authorization & Reciprocity Agreement (SARA) Renewal Approval

## **VIII. FINANCIAL STATEMENT**

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$106,735,130.14 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)

**CONSENT AGENDA (IX – XII):**

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

**IX. WARRANTS**

The warrant summaries are presented to the Board.

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$5,243,628.66
9.3	Operation & Maintenance Fund	589,196.05
9.4	Operation & Maintenance Fund (Restricted)	1,077,465.13
9.5	Bond & Interest Fund	6,325,826.89
9.6	Auxiliary Enterprise Fund	661,206.75
9.7	Restricted Purpose Fund	1,874,980.66
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	159.17
9.10	Audit Fund	-0-
9.11	Liability, Protection & Settlement Fund	-0-

(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

Willis Jordan – Internal Auditor, President’s Office – effective 1/19/21

(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

Kiana Battle – Dean of Career Programs, Career Programs – resignation effective 1/8/21

Nicholas Denault – Groundskeeper, Campus Operations – resignation effective 12/11/20

Robert Grossman – Police Officer, Police Department – resignation effective 11/20/20

Megan Morales – Instructor, Nursing, Career Programs – resignation effective 5/21/21

(DOCUMENT G - SUPPLEMENT TO MINUTES)

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

Francisco Arteaga – from Sergeant, Police Department to Lieutenant – effective 1/11/21

Laura Moreno – from P.T. Departmental Assistant, Academic Services to Human Resources Assistant, Human Resources – effective 1/11/21

(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 with Elmhurst Memorial Hospital (Phlebotomy)

It is recommended that the Board of Trustees approve the affiliation agreement with Elmhurst Memorial Hospital for Phlebotomy.  
(DOCUMENT I - SUPPLEMENT TO MINUTES)

12.2 Review of Closed Session Written Minutes and Audio Files

It is recommended that the written minutes of the closed sessions held on July 11, 2020; July 29, 2020; September 15, 2020; and October 20, 2020 not be released. Additionally, it is recommended that the audio/digital recordings of February 19, 2019 and April 16, 2019 closed session meetings be destroyed.  
(DOCUMENT J - SUPPLEMENT TO MINUTES)

12.3 Culvert Repairs Bid

Whereas, Fox Excavating, Inc. of Batavia, Illinois, submitted the lowest responsible and responsive bid, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of \$22,440.00 to Fox Excavating Inc. for the Culvert Repairs Bid.  
(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.4 Illinois Green Economy Network (IGEN) Lighting Grant Purchase

Whereas Grainger, of Janesville, Wisconsin has been approved by E&I Cooperative and IPHEC and awarded this cooperative contract, it is recommended that the Board of Trustees approve this purchase and authorize the issuance of a purchase order in the amount of \$49,171.20 to Grainger for the purchase of one hundred ninety-two (192) lighting fixtures to be paid for by a grant offered by IGEN and IEPA.  
(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.5 Adoption of Resolution Setting Forth Tax Levies for 2020 and Approval of Tax Certificate of Tax Levy for 2020

It is recommended that the Board of Trustees adopt the Resolution Setting Forth Tax Levies for 2020 and approve the Certificate of Tax Levy for 2020.  
(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.6 Property Tax Limitation Resolution

It is recommended that the Board adopt the Property Tax Limitation Resolution as presented. (DOCUMENT N - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Consent Agenda Items 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 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, and 12.6:

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

Student

Advisory: Yes

Motion carried.

At Chair Cristelli’s request, Secretary Brian O’Neill publicly read the full title of Agenda Item 12.7 into the official meeting record.

It was moved by Mr. O’Neill and seconded by Mr. Coleman to approve Agenda Item 12.7.

12.7 Resolution Abating the Tax Heretofore Levied for the year 2020 to Pay Debt Service on the Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District 524, County of Cook and State of Illinois

It is recommended that the Board of Trustees approve the resolution abating the tax heretofore levied for the year 2020 to pay debt service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2012D, and General Obligation Bonds (Alternate Revenue Source), Series 2013, of Community College District No. 524, County of Cook and State of Illinois. (DOCUMENT O - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 12.7:

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

Student

Advisory: Yes

Motion carried.

**XIII. MISCELLANEOUS**

None.

**XIV. AUDIENCE PARTICIPATION**

None.

Chair Cristelli thanked Dr. Jenkins, the executive team, the faculty and staff for all the hard work during these extreme challenges which allowed the college to weather the storm as well as it has. On behalf of the Board of Trustees, she wished everyone very happy holidays.

**XV. ADJOURNMENT**

The meeting adjourned at 6:51 PM.