

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

Governing Board of Moraine Valley Community College, Community College District #524, Regular Meeting, 6:00 PM, Tuesday, March 16, 2021, 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 www.morainevalley.edu/BOTMarch16 or by phone, 1-312-535-8110 with Meeting ID 138 433 3082, p/w dnNrQPVb956 (36677782 from phones).

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES**
 - 1) Unapproved Minutes - Special Meeting, February 16, 2021
 - 2) Unapproved Minutes - Regular Meeting, February 16, 2021
 - 3) Unapproved Minutes - Closed Session Held February 16, 2021
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
 - 1) ICCTA Meeting Report - P. Murphy
 - 2) Student Trustee Report – Hassen
6. **REPORTS OF ADMINISTRATION**
 - 1) President's Report
 - CARES/CRRSAA Update Report
7. **COMMUNICATIONS**
 - 1) Letter and Certificate from United States Department of Commerce for 2020 Census Community Partnership and Engagement Program
 - 2) Letter from Phi Theta Kappa re Moraine Valley Community College Named a 2021 REACH Chapter
8. **FINANCIAL STATEMENT**
 - 1) Treasurer's Report
 - 2) Financial Records Summary
 - 3) Investments
9. **WARRANTS**

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

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

- 1) Full-Time
- 2) * Part-Time/Supplemental/Other
- 3) Salary Revisions
- 4) Leave of Absence (LOA)
- 5) * Resignations/Terminations
 - a. * Retirement - Administrative Classified
- 6) Reclassifications (Promotions, Transfers, Corrections, etc.)
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
 - 1) * Clinical Affiliation Agreement with Physicians Immediate Care, LLC (Medical Assistant)
 - 2) * Resolution for National Community College Month April 2021
 - 3) * Palos Hills Request for Use of College Property and Intergovernmental Agreement
 - 4) * Construction/Infrastructure Improvement Fee Increase
 - 5) * Life Safety Projects: Bldg. H Natatorium RTU Replacement; Code Blue Station Upgrades
 - 6) * 2021-2022 Class Schedule Mailer, Noncredit Mailer and Preview Post Card Combined Printing Bid
 - 7) * Fall 2021, Spring 2022 and Summer 2022 Blue Island Education Center Neighborhood Mailer and Southwest Education Center Mailer Bid
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **ADJOURNMENT**

MINUTES

Approved Minutes of the December 17, 2020 Public Hearing on the
Tax Levy

Enclosed

Approved Minutes of the December 17, 2020 Regular Meeting

Enclosed

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Public Hearing on the Tax Levy, 6:00 p.m., Thursday, December 17, 2020, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465. Meeting was held online in a virtual format, pursuant to the State of Illinois Executive Orders, with all meeting content and public comments, via phone or otherwise, being recorded. Public notice was given pursuant to the Open Meetings Act Section 42.02 (attached).

I. CALL TO ORDER

The meeting was called to order by Chairman Kimberly Hastings Cristelli at 6:02 PM.

Chair Cristelli requested that anyone speaking state their name when speaking or making a motion for the record. She also asked those who are not speaking to keep their 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.

III. PUBLIC HEARING ON THE TAX LEVY

There was no audience participation.

IV. ADJOURNMENT

The meeting adjourned at 6:04 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 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.

BOARD REPORTS AND/OR REQUESTS

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

REPORTS OF ADMINISTRATION

6.1 President's Report

Verbal

- CARES/CRRSAA Update Report

COMMUNICATIONS

- 7.1 Letter and Certificate from United States Department of Commerce
for 2020 Census Community Partnership and Engagement Program Enclosed
- 7.2 Letter from Phi Theta Kappa re Moraine Valley Community College
Named a 2021 REACH Chapter Enclosed



**UNITED STATES DEPARTMENT OF
COMMERCE**
Economics and Statistics Administration
U.S. Census Bureau
Chicago Regional Census Center
Chicago, IL 60604-2948

Dear Trusted 2020 Census Partner:

Thank you for your valuable partnership during this Decennial Census. With your support, the Region exceeded the National Self-Response Rate of 67% and had the highest self-response rate among all Regions, of 69.8%.

In collaboration with more than 50,550 partners, that collectively held nearly 64,750 events and made more than 70,450 commitments, you exhibited enormous dedication, creativity, and support in developing outreach and marketing activities that engaged, educated, and encouraged households to complete the 2020 Census, particularly in historically underserved communities.

Working alongside more than 2,015 Complete Count Committees, you and our many valuable partners hosted thousands of recruiting events to hire census workers that spoke the languages, understood the cultures, and lived within the communities they were tasked to count. Your efforts also ensured a successful Mobile Questionnaire Assistance (MQA) program across our Region, with more than 12,819 MQA events that assisted low-responding communities in completing their census questionnaires online and by phone.

Together, we ensured the Census had the most up-to-date address file, delivered paper questionnaires to rural areas, recruited workers during one of the lowest periods of unemployment, took on a global pandemic through unique virtual engagement, and engaged communities through Get Out the Count (GOTC) efforts that brought Census staff to historically undercounted neighborhoods.

Your valuable contributions will ensure critical planning over the next decade.

Thank you for Making It Count!

Sincerely,

A handwritten signature in cursive script that reads "Marilyn A. Sanders".

Marilyn A. Sanders, Chicago Regional Director
U.S. Census Bureau

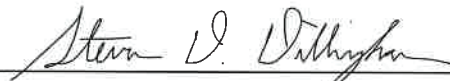
United States®
Census
2020

*Thank
you*

THE U.S. CENSUS BUREAU HEREBY RECOGNIZES

Moraine Valley Community College

as an invaluable member of the 2020 Census Community Partnership and Engagement Program. We appreciate the efforts you made in making the Partnership Program a success and helping achieve a successful 2020 Census.


Dr. Steven D. Dillingham, Director
U.S. Census Bureau





PHI THETA KAPPA

HONOR SOCIETY



Dear Dr. Sylvia M. Jenkins,

Phi Theta Kappa's [REACH Rewards](#) program recognizes and rewards Phi Theta Kappa chapters that excel in membership development. We created this program because we believe strongly in the mission of Phi Theta Kappa and want as many students as possible to receive the benefits of membership — including scholarships and increased opportunities for engagement with peers and faculty on campus, which lead to higher rates of completion.

I am happy to announce that your Phi Theta Kappa chapter at Moraine Valley Community College has been named a 2021 REACH Chapter and will receive special recognition in the form of 17 Phi Theta Kappa graduation stoles that will be sent directly to your chapter's advisor. These stoles can be distributed to chapter officers or members to be worn during graduation and to keep in celebration of their college completion milestone. [Read the full announcement.](#)

Congratulations and thank you for your support in furthering Phi Theta Kappa's mission of providing recognition and opportunity to students on your campus. The dedication of both you and your chapter advisors to enhancing the college experience and the lives of students amid the numerous challenges 2020 presented is truly appreciated and more important than ever before.

Sincerely,

Lynn Tincher-Ladner, Ph.D
President and CEO

Mission

The mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders.

Contact Us

1625 Eastover Drive
Jackson, MS 39211
[800.946.9995](tel:800.946.9995)



Phi Theta Kappa Celebrates 1,081 Chapters for Outstanding Growth

Posted on February 17, 2021 | In [News](#)

Phi Theta Kappa Honor Society (PTK) is recognizing 1,081 chapters for their efforts to bring the life-changing benefits and opportunities of PTK membership to even more students on their campuses in 2020.

The Upsilon Sigma Chapter at Itawamba Community College's Fulton Campus in Mississippi saw the highest percentage of eligible students become Phi Theta Kappa members last year: 90.3 percent. The recognition is part of PTK's [REACH Rewards](#) program, which celebrates and rewards Phi Theta Kappa chapters excelling in membership development. More than 112,500 students across the world became PTK members in 2020.

"Being a REACH chapter is more important this year than ever before as Phi Theta Kappa worked to support community college students in completely unfamiliar circumstances," PTK President and CEO Dr. Lynn Tincher-Ladner said. "Racial and political unrest and a global pandemic made 2020 the most challenging year in recent history — one that our students, chapters, and partner colleges worked exceptionally hard to overcome. Although this is a chapter award, it demonstrates that students are more focused on their futures than ever before, and their colleges are providing the opportunities to get them there — even amid a global pandemic."

A full 91 percent of Phi Theta Kappa members will complete an associate degree or transfer to a four-year college, compared to just 38 percent of students nationally. Members have access to \$48 million in scholarships — \$1 million in competitive scholarships through the Phi Theta Kappa Foundation and more than \$46 million in transfer scholarships to over 850 four-year colleges. They can search for these scholarships and others, as well as transfer-friendly institutions and career pathways, on [PTK Connect™](#).

Through exclusive [PTK EDGE™](#) curricula, members learn how to navigate the often-tricky transfer process, build essential soft skills, and develop expertise to help them find employment. Members also have free access to PTK's custom [leadership program](#), which uses open sources to guide the development of personal leadership philosophies.

"When students get engaged in campus programming, explore leadership opportunities, and utilize personal development resources developed by PTK, real transformation happens," said Christin Grissom, PTK's Vice President of Scholarship and Membership. "We couldn't be prouder of our REACH Chapters for their efforts to encourage PTK membership acceptance despite challenges presented by the pandemic and unlock limitless opportunities that PTK membership provides for deserving students."

The 2021 REACH Chapters will be rewarded with free graduation stoles for their members. Nearly 5,600 stoles will be awarded. [See the full list of REACH Chapters.](#)

The Top 15 REACH Chapters with the highest acceptance rates of 2020 were

- Upsilon Sigma, Itawamba Community College – Fulton Campus, Mississippi
- Iota Zeta, Northeast Mississippi Community College – Booneville Campus, Mississippi
- Kappa Alpha, Holmes Community College – Goodman Campus, Mississippi
- Beta Xi Psi, Copiah-Lincoln Community College – Simpson County Center, Mississippi
- Alpha Omicron Lambda, Eastern Wyoming College – Torrington Campus, Wyoming
- Epsilon, Cottey College – Nevada Campus, Missouri
- Alpha Gamma Chi, Northwest Mississippi Community College – Desoto Center, Mississippi
- Beta Tau Sigma, Itawamba Community College – Tupelo Campus, Mississippi
- Alpha Lambda Sigma, Holmes Community College – Ridgeland Campus, Mississippi
- Pi Gamma, Florida College – Temple Terrace Campus, Florida
- Alpha Mu Beta, Holmes Community College – Grenada Campus, Mississippi
- Eta Beta, Southwest Texas Junior College – Uvalde Campus, Texas
- Alpha Lambda Zeta, Asnuntuck Community College – Enfield Campus, Connecticut
- Alpha Omicron Omega, Hinds Community College – Rankin Campus, Mississippi
- Pi Psi, Coastal Alabama Community College – Bay Minette Campus, Alabama

**MORAIN VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
TREASURER'S REPORT
MONTH ENDED FEBRUARY 28, 2021**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$46,321,138.52	\$9,287,458.59	\$5,889,166.14	\$49,719,430.97
OPERATION & MAINT FUND	10,677,811.63	750,745.77	739,142.89	10,689,414.51
OPERATION & MAINT (RESTR.)	14,782,166.23	92,832.50	164,897.35	14,710,101.38
BOND & INTEREST FUND	1,527,829.47	612,731.62	0.00	2,140,561.09
AUXILIARY FUNDS	8,001,116.04	608,412.70	901,086.97	7,708,441.77
RESTRICTED PURPOSE FUNDS	5,509,393.32	7,588,058.21	7,417,366.47	5,680,085.06
WORKING CASH FUND	13,879,187.48	340.98	0.00	13,879,528.46
TRUST & AGENCY FUNDS	167,781.01	1,503.84	919.79	168,365.06
AUDIT FUND	136,979.40	7,408.04	20,000.00	124,387.44
LIAB, PROTECT & SETTLE FUND	611,123.66	73,608.39	0.00	684,732.05
TOTAL	<u>\$101,614,526.76</u>	<u>\$19,023,100.64</u>	<u>\$15,132,579.61</u>	<u>\$105,505,047.79</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$22,550.00
HUNTINGTON BANK	CHECKING ACCT	1,071,265.07
FIRST MIDWEST BANK	CHECKING ACCT	9,000,761.83
FIRST MIDWEST BANK	TRUST ACCT	703,277.75
WINTRUST MAXSAFE	MONEY MARKET	2,076,818.65
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	8,211,754.75
IL METROPOLITAN INVESTMENT FUND	1-3 YEAR FUND	5,323,537.82
IL PUBLIC TREASURERS FUND	VARIOUS	97,468.39
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS	12,872,005.58
SHORT TERM INVESTMENTS	VARIOUS	52,704,928.75
LONG TERM INVESTMENTS	VARIOUS	13,420,679.20
TOTAL		<u>\$105,505,047.79</u>

ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$5,889,166.14
9.3	OPERATION & MAINTENANCE FUND	739,142.89
9.4	OPERATION & MAINTENANCE (RESTR) FUND	164,897.35
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	901,086.97
9.7	RESTRICTED PURPOSE FUND	7,417,366.47
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	919.79
9.10	AUDIT FUND	20,000.00
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	-
	TOTAL	<u><u>\$15,132,579.61</u></u>

10.0 REPORTS OF PERSONNEL

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

SUBJECT REPORT - Resignations/Terminations

Darryl Williams	Dean of Enrollment Services Student Development	Effective: 3/8/21
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Stephanie Ramirez	PT Registration Representative Registration and Records	Effective: 3/19/21
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RECOMMENDED ACTION
That the above be approved as presented.

Retirement – Administrative Classified

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

Patricia Frain	Human Resources Assistant Human Resources	8/31/21
----------------	--	---------

RECOMMENDED ACTION

It is recommended that the request for retirement be approved as presented.

NEW BUSINESS

- | | |
|---|----------|
| *12.1 Clinical Affiliation Agreement with Physicians Immediate Care (Medical Assistant) | Enclosed |
| *12.2 Resolution for National Community College Month April 2021 | Enclosed |
| *12.3 Palos Hills Request for Use of College Property and Intergovernmental Agreement | Enclosed |
| *12.4 Construction/Infrastructure Improvement Fee Increase | Enclosed |
| *12.5 Life Safety Projects: Bldg. H Natatorium RTU Replacement; Code Blue Station Upgrades | Enclosed |
| *12.6 2021-2022 Class Schedule Mailer, Noncredit Mailer and Preview Post Card Combined Printing Bid | Enclosed |
| *12.7 Fall 2021, Spring 2022 and Summer 2022 Blue Island Education Center Neighborhood Mailer and Southwest Education Center Mailer Bid | Enclosed |

RESOLUTION FOR
NATIONAL COMMUNITY COLLEGE MONTH
APRIL 2021

(See attached resolution)

Recommended Action:

It is recommended that the Board of Trustees approve the attached resolution celebrating National Community College Month in April 2021.

RESOLUTION

WHEREAS, Moraine Valley Community College serves the residents of District #524 with a broad array of educational services, including transfer education, two-year degree programs, workforce preparation, enrichment programs and services, and continuing education; and

WHEREAS, Moraine Valley Community College promises to provide a student-centered environment and to focus all college staff and resources in support of student learning, student development, and student success; and

WHEREAS, Moraine Valley Community College enjoys a special partnership with business, industry and government that benefits the local economy by providing educational opportunities for new and current employees; and

WHEREAS, Moraine Valley Community College is a partner in education with local elementary and high schools, fostering high quality instruction at all levels of education; and

WHEREAS, Moraine Valley Community College is a resource for community services, including cultural programs, educational and career counseling, and special events for the entire family; and

WHEREAS, 3,127 associate degrees and certificates were awarded from Moraine Valley last year and 21,075 students took advantage of credit classes at Moraine Valley last year;

THEREFORE, BE IT RESOLVED THAT the Moraine Valley Community College Board of Trustees hereby joins in celebrating National Community College Month in April 2021 in honor of the nearly 1,200 community colleges in the country and their role in offering educational opportunities.

DATED: March 16, 2021

Kimberly A. Hastings Cristelli, Chair
Board of Trustees

ATTEST:

Brian O'Neill
Secretary of the Board

PALOS HILLS REQUEST FOR USE OF COLLEGE PROPERTY
AND INTERGOVERNMENTAL AGREEMENT

The Palos Hills Friendship Festival has been held at the college many years. The City has requested use of the area known as the “triangle” (located at 107th Street and 86th Avenue), the area adjacent to 86th Avenue, for their festival (July 8-11, 2021) and fireworks display (July 11). The City will honor the Intergovernmental Agreement, will provide proof of insurance naming the college as an additional insured, and will maintain full security at the event. See attached letter and intergovernmental agreement.

Recommended Action:

It is recommended that the Board of Trustees authorize the City of Palos Hills to use college property as specified above for their annual Palos Hills Friendship Festival 2021 to be held July 8-11, 2021.



COMMUNITY RESOURCE & RECREATION DEPARTMENT

8455 W. 103rd Street, Palos Hills, IL 60465 (708) 430-4500 Fax (708) 430-8376 www.paloshillsweb.org

January 25, 2021

Dr. Sylvia Jenkins, President
Moraine Valley Community College
9000 W. College Parkway
Palos Hills, IL 60465

Dear President Jenkins,

On behalf of Mayor Bennett and the Palos Hills City Council we once again request permission to hold the Palos Hills Friendship Festival July 8–11 on the grounds of the Moraine Valley Community College at the “triangle” property. Our spectacular fireworks display will be held on Sunday, July 11, at the same location with your permission. The Fest will only occur if the Governor and IDPH allow festivals under the COVID-19 mitigations/tiers/phases.

The Friendship Festival provides the community a way to connect family and friends over the summer for great food, entertainment and fun. We value the support we receive from Moraine Valley.

As in the past, we will honor an Intergovernmental Agreement of Palos Friendship Festival 2021 and will provide you within 90 days of the start of the fest the requested proof of insurance certificate naming the College as an additional insured. We will also maintain full security at this event.

If you have any questions or concerns regarding this letter please contact me at the Resource & Recreation Department at 708-430-4500 or the Mayor’s office at 708-598-3400. We would like to start planning the very best in entertainment for Friendship Festival 2021, so we anxiously await your reply.

Once again, thank you for past support.

All my best,

Kristin Violante
Commissioner of Community Resources and Recreation

CC: Rick Hendricks

INTERGOVERNMENTAL AGREEMENT (FRIENDSHIP FEST 2021)

This Agreement is dated _____ by and between the City of Palos Hills, Cook County, Illinois ("City") and Moraine Valley Community College ("College")

RECITALS

- A. The City and College are both local public bodies.
- B. The College's campus is located within the City.
- C. The City desires to utilize the College grounds for the City's annual "Palos Hills Friendship Festival" on July 8-11, 2021 ("the Fest").
- D. The College is agreeable to allowing the City to utilize the College grounds for the Fest subject to the terms, conditions and limitations set forth herein below.

Now therefore, it is hereby agreed by and between the City and the College as follows:

Section 1: Authorization

The College hereby authorizes the City to utilize the College grounds for the Fest on July 8-11, 2021. The of the College grounds shall be without charge.

Section 2:

- A. The location of the various tents and entertainment areas shall be subject to the approval of the College and shall be located so as not to interfere with College operations.
- B. The City shall at all times maintain adequate employees on site to maintain order, pick up litter and debris during the course of the Fest.
- C. The City will remove all property and debris from the grounds at the conclusion of the Fest and will restore any damage to parking lots and other areas.
- D. The location of the fireworks display shall be subject to the approval of the North Palos Fire Protection District with coordination between the Moraine Valley Chief of Police (or designee) and the Palos Hills Chief of Police (or designee).
- E. The City will utilize only trained bartenders in the beer tent and will work under the direction of the City's Chief of Police to insure that alcohol is being responsibly consumed and to prevent any underage drinking of alcohol.
- F. The City will defend and hold harmless the College, its officers, agents and employees from any and all claims for personal injury or property damage arising out of activities at the Fest, except in cases of the willful and wanton misconduct of the College. At least thirty (30) days prior to the Fest, the City shall furnish the College with proof of insurance in amounts and with insurers reasonably acceptable to the City and College. The policies of insurance shall name Moraine Valley Community College, its directors and officers, employees and agents as additional insured.

A certificate of insurance with a copy of the actual additional insured endorsement shall be provided prior to commencement of this agreement. The City shall require its fireworks operators, vendors, and carnival operators to provide the City with proof of insurance in amounts reasonably acceptable to the City and College. The policies of insurance shall name Moraine Valley Community College, its directors and officers, employees and agents as additional insured. A certificate of insurance with a copy of the actual additional insured endorsement shall be provided prior to commencement of this agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives effective as of the day, month, and year first above written.

City of Palos Hills, Illinois

Moraine Valley Community College

By: _____

By: _____

Date: _____

Date: _____

CONSTRUCTION/INFRASTRUCTRE IMPROVEMENT FEE

In the fall of 2012, the college established an \$8 per credit hour construction and infrastructure improvement fee. This fee is used to construct new facilities, renovate existing facilities, improve parking lots, replace roofs, general upkeep of the campus, and for debt service payments on the Health, Fitness and Recreation Center. A number of community colleges throughout the State have a similar fee to generate funds for capital projects. We are proposing a \$2 per credit hour increase to the construction and infrastructure improvement fee to continue to improve and maintain campus facilities and make debt service payments. All proceeds from the fee are deposited into a restricted purpose account. The Health, Fitness and Recreation Center bonds are Alternative Revenue Bonds paid for from a college revenue source and not part of the tax levy. College enrollments are directly tied to the amount available to make these debt service payments. A decline in enrollment over the last several years, has resulted in a decline in the revenue available to make the payments. Listed below are fees charged by other community colleges. We have not increased this fee since its inception in the fall of 2012.

<u>Institution</u>	<u>Fee</u>	<u>Per Credit Hour</u>
Moraine Valley Community College	Infrastructure	\$8.00*
Joliet	Capital Assessment	\$21.00
John Wood Community College	Institutional	\$21.00
College of Lake County	Comprehensive	\$22.00
Harper College	Universal	\$20.00
Morton College	Repair/Renovation	\$22.00
Illinois Eastern	Maintenance	\$15.00
Prairie State College	Infrastructure	\$9.00
Parkland College	Universal	\$22.50

*Current fee

Recommended Action:

It is recommended that the Board of Trustees approve a Construction/Infrastructure Improvement Fee increase of \$2 per credit hour, effective with the fall 2021 semester.

Life Safety Projects:
Building H Natatorium RTU Replacement
Code Blue Station Upgrades

This request presents our Life Safety Application for FY2022.

Building H natatorium RTU Replacement

The existing rooftop unit serving the Natatorium in Building H has experienced numerous mechanical failures which have become expensive to maintain and cause downtime of the pool. This project will replace that unit with a new product.

Code Blue Station Upgrades

Code Blue stations across the campus are aged and in need of upgrades and modernization. New stations will be provided and camera, public address and structural improvements will be assessed.

Recommended Action:

It is recommended that the Board of Trustees approve the life safety projects as outlined on the attached applications.

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # Moraine Valley Community College
Contact Person Rick Hendricks Phone # 708-974-5203
Project Title Building H Natatorium RTU Replacement
Project Budget \$ 400,000 () check here if the proposed project is to be financed with a combination of local, state,
federal, foundation gifts, etc and disclose on funding attachment 2 Date February 5, 2021

Application Type (check the appropriate application type and follow instructions):

- Site acquisition-- see ICCB administrative rule 1501.604 d) or g) for additional material requirements and check here _____. (If this is a site acquisition and only land is being acquired ---no building--- then check here _____) --complete/submit Sections I and II with additional material requirements (if acquisition includes remodeling or new construction then you should also check the other appropriate application type and include description in the narrative portion of the application)
- Locally Funded New Construction--complete/submit Sections I and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety (PHS)--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the three forms in the Architect Forms section of this manual. (Note: two of these should be completed by the architect.)

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- C. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1--top half of form for any project except PHS and bottom half of form for PHS projects only*)
- E. Funding source (*use the appropriate format on Attachment #2*)

- F. Locally funded project budget and certification form (Attachment #3) OR Attachment PHS.

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*) (*If land acquisition only then not necessary to complete this form*)

- C. Has the site been determined professionally to be suitable for construction purposes?
Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the new square footage or the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The existing rooftop unit serving the Natatorium at Building H has experienced numerous mechanical failures which have become expensive to maintain and cause downtime within the pool. This project will replace that unit with a new product.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

The existing rooftop unit serving the Natatorium at Building H has experienced numerous mechanical failures which have become expensive to maintain and cause downtime within the pool. This project will replace that unit with a new product.

Attachment #1 Project Budget

Check One: (LOCALLY FUNDED -other than Protection, Health, and Safety- see below)

- New Construction
- Remodeling

Project Name MVCC Building H Natatorium RTU Replacement **Budget Amounts**

	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson
 _____, Secretary

Protection, Health, and Safety Project Name _____

	Budget Amounts
Project Costs	\$329,090
Contingency	\$32,910
A/E Professional Fees	\$38,000
Total	\$400,000

Attachment #2 Funding Source

District/College Name _____

Project Name _____

Check the source(s) of funds:

Available fund balance _____ Fund name(s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance(s): _____
(including protection, health,
and safety bonds)

Protection, Health, and _____ Tax rate/fiscal year: _____
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangements in months: _____
Financial Institution
(ILCS 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

Attachment #3
Locally Funded Project
(other than a Protection, Health, and Safety Project—see separate form)

Budget and Certification

Name and address of architect/engineer providing the estimate:

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.604.

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Brandon Fortier, PE, LEED AP
IMEG Corp.
1100 East Warrenville Road, Suite 400W
Naperville, Illinois 60563

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds are true and accurate. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.608 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Architect/Engineer's Signature

Date February 5, 2021

062.061207

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

PROTECTION, HEALTH, AND SAFETY PROJECT

Structural Integrity

Name and address of architect/engineer providing the estimate:

I certify that the proposed project is necessary because the current condition of the facility poses a threat to the structural integrity of the facility.

Architect/Engineer's Signature

Date _____

Illinois Registration or License Number

Seal

PROTECTION, HEALTH, AND SAFETY PROJECT

Certification for Energy Conservation

Name and address of architect/engineer providing the estimate:

Brandon Fortier, PE, LEED AP
IMEG Corp.
1100 East Warrenville Road, Suite 400W
Naperville, Illinois 60563

I certify that the methods and calculations used to determine the estimated energy usage, cost savings, and payback period, as submitted in the attached, meet or exceed those prescribed by industry standards. I further certify that the historic energy costs used in these calculations reflect accurately those of the college.

Architect/Engineer's Signature

Date February 5, 2021

062.061207

Illinois Registration or License Number

Seal



CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Moraine Valley Community College
 Contact Person Rick Hendricks Phone # 708-974-5203
 Project Title Code Blue Station Upgrades
 Project Budget \$ 355,000 () check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2
 Date March 8, 2021

Application Type (check the appropriate application type and follow instructions):

- Site acquisition-- see ICCB administrative rule 1501.604 d) or g) for additional material requirements and check here _____. (If this is a site acquisition and only land is being acquired ---no building--- then check here _____) --complete/submit Sections I and II with additional material requirements (if acquisition includes remodeling or new construction then you should also check the other appropriate application type and include description in the narrative portion of the application)
- Locally Funded New Construction--complete/submit Sections I and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety (PHS)--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the three forms in the Architect Forms section of this manual. (Note: two of these should be completed by the architect.)

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- C. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1--top half of form for any project except PHS and bottom half of form for PHS projects only*)
- E. Funding source (*use the appropriate format on Attachment #2*)

- F. Locally funded project budget and certification form (Attachment #3) OR Attachment PHS.

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*) (*If land acquisition only then not necessary to complete this form*)

- C. Has the site been determined professionally to be suitable for construction purposes?
Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the new square footage or the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

Code Blue stations across the campus are aged and in need of upgrades and modernization. New stations will be provided and camera, PA and structural improvements will be assessed.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Code Blue stations across the campus are aged and in need of upgrades and modernization. New stations will be provided and camera, PA and structural improvements will be assessed.

Attachment #1 Project Budget

Check One: (LOCALLY FUNDED -other than Protection, Health, and Safety- see below)

- New Construction
- Remodeling

Project Name Code Blue Station Upgrades **Budget Amounts**

	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson
 _____, Secretary

Protection, Health, and Safety Project Name _____

	Budget Amounts
Project Costs	\$300,000
Contingency	\$30,000
A/E Professional Fees	\$25,000
Total	\$355,000

51

Attachment #2 Funding Source

District/College Name _____

Project Name _____

Check the source(s) of funds:

Available fund balance _____ Fund name(s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance(s): _____
(including protection, health,
and safety bonds)

Protection, Health, and _____ Tax rate/fiscal year: _____
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangements in months: _____
Financial Institution
(ILCS 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

Attachment #3
Locally Funded Project
 (other than a Protection, Health, and Safety Project—see separate form)

Budget and Certification

Name and address of architect/engineer providing the estimate:

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.604.

Architect/Engineer’s Signature	Date
--------------------------------	------

Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Protection, Health, and Safety Signature/Certification Page

	<u>Check if Applicable</u>
Budget Certification (see attachment, always required)	_____ x _____
Structural Integrity Certification (see attachment, if applicable)	_____
Energy Conservation Certification (see attachment, if applicable)	_____ x _____
Feasibility Study Identifying Need of the Project (district generated document)	_____
Other District Documentation to Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Brandon Fortier, PE, LEED AP
 IMEG Corp.
 1100 East Warrenville Road, Suite 400W
 Naperville, Illinois 60563

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds are true and accurate. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.608 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

 Architect/Engineer's Signature

Date March 8, 2021

062.061207
 Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

PROTECTION, HEALTH, AND SAFETY PROJECT

Structural Integrity

Name and address of architect/engineer providing the estimate:

I certify that the proposed project is necessary because the current condition of the facility poses a threat to the structural integrity of the facility.

Architect/Engineer's Signature

Date _____

Illinois Registration or License Number

Seal

PROTECTION, HEALTH, AND SAFETY PROJECT

Certification for Energy Conservation

Name and address of architect/engineer providing the estimate:

Brandon Fortier, PE, LEED AP
IMEG Corp.
1100 East Warrenville Road, Suite 400W
Naperville, Illinois 60563

I certify that the methods and calculations used to determine the estimated energy usage, cost savings, and payback period, as submitted in the attached, meet or exceed those prescribed by industry standards. I further certify that the historic energy costs used in these calculations reflect accurately those of the college.

Architect/Engineer's Signature

Date March 8, 2021

062.061207

Illinois Registration or License Number

Seal



Square Footage Summary Attachment

District/College Name Moraine Valley Community College

Project Name Code Blue Station Upgrades

Identify the increased square footage associated with a new construction project or provide a detailed summary of the space affected by this project. If additional explanation is necessary, please include in the scope of work narrative.

	<u>Net Assignable Square Feet</u>	
	<u>(Use this column for new construction only)</u>	<u>(Use these columns for remodeling projects only)</u>
	New Square Footage	Existing Square Footage
		Remodeled Square Footage
Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	_____	_____
Other	_____	_____
Total NASF	_____	1,000
Total Gross Square Feet (GSF)	_____	1,000
Efficiency (NASF / GSF)*	_____%	_____%
		100
		_____%

*Minimum acceptable efficiency is 70 percent.

DATE: March 5, 2021

TO: Theresa O’Carroll
Vice President of Financial and Business Services

FROM: Jane M. Bentley
Director of Purchasing

RE: **2021-2022 Class Schedule Mailer, Noncredit Mailer and Preview Post Card Combined Printing Bid**

The bid was duly advertised in a local newspaper as prescribed by law. The bid was also advertised on the college’s web site. Bids were opened on Tuesday, February 16, 2021 at 11:30 A.M. in, Room L 187. Two (2) bids and five (5) “no bid” were received. The results of the bid on the attached sheet. Because the specifications are unique to the requirements of the College, the pricing for this bid was not via State contract or consortium contracts.

The annual class schedule mailer and noncredit mailer are marketing tools distributed three (3) times per year in the fall, spring, and summer, to district residents and businesses to promote the college and its services and provide a schedule of classes. The class schedule features credit classes, and the noncredit schedule features noncredit classes. A preview postcard also is distributed two (2) times per year in the fall and spring for the purpose of announcing the release of the schedule online.

RECOMMENDED ACTION: Whereas Precise Printing Network, of Glendale Heights, Illinois is the lowest responsible and responsive bidder, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$186,195.00 to Precise Printing Network** for three printings of the class schedule, noncredit class schedule and postcards with the costs for the additional 4-page text signature for \$1,924.00 for the class schedule and \$ 5,700.00 for the 8-page text signature for the non-credit schedule, as needed.

DATE: March 5, 2021

TO: Theresa O'Carroll
Vice President of Financial and Business Services

FROM: Jane M. Bentley
Director of Purchasing

RE: **Fall 2021, Spring 2022 and Summer 2022 Blue Island Education Center Neighborhood Mailer and Southwest Education Center Mailer Bid**

The bid was duly advertised in a local newspaper as prescribed by law. The bid was also advertised on the college's web site. Bids were opened on Tuesday, February 16, 2021 at 11:00 A.M. in, Room L 187. Two (2) bids and one (1) "no bid" were received. The results of the bid on the attached sheet. Because the specifications are unique to the requirements of the College, the pricing for this bid was not via State contract or consortium contracts.

The Blue Island Education Center and Southwest Education Center Neighborhood Mailers are marketing tools distributed three (3) times per year in the fall, spring, and summer, to residents and businesses in Tinley Park and Blue Island respectively. The purpose is to promote the site and its services and provide a schedule of classes.

RECOMMENDED ACTION: Whereas Precise Printing Network, of Glendale Heights, Illinois is the lowest responsible and responsive bidder, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$ 35,130.00 to Precise Printing Network** for the Fall 2021, Spring 2022 and Summer 2022 Blue Island Education Center Neighborhood Mailer and Southwest Education Center Neighborhood Mailer Bid, including the 8-page self-cover.