

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

Governing Board of Moraine Valley Community College, Community College District #524, Regular Meeting, 6:00 PM, Tuesday, September 21, 2021, Building M, Moraine Business & Conference Center Moraine Rooms 2&3, 9000 West College Parkway, Palos Hills, Illinois, 60465. Hybrid meeting to be held in person and 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/BOTSept21](http://www.morainevalley.edu/BOTSept21) or by phone 1-312-535-8110 with Meeting ID 2623 069 7425, p/w MoraineValley21 (66724638 from phones).

**A G E N D A**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES**
  - 1) Unapproved Minutes - Public Hearing on the Budget, August 17, 2021
  - 2) Unapproved Minutes - Regular Meeting, August 17, 2021
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
  - 1) ICCTA Meeting Report - P. Murphy
  - 2) Student Trustee Report – Wietasch
6. **REPORTS OF ADMINISTRATION**
  - 1) President's Report
    - Updates: Mandates, Clinics, Cleared4Class App, More In-Person Classes
7. **COMMUNICATIONS**
8. **FINANCIAL STATEMENT**
  - 1) Treasurer's Report
  - 2) Financial Records Summary
  - 3) Investments
9. **WARRANTS**

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

- 1) \* Account Expenditure Summaries (including Travel Expense Reimbursements)
- 2) \* Education Fund
- 3) \* Operation & Maintenance Fund
- 4) \* Operation & Maintenance Restricted Fund
- 5) \* Bond & Interest Fund
- 6) \* Auxiliary Fund
- 7) \* Restricted Purpose Fund
- 8) \* Working Cash Fund
- 9) \* Trust and Agency Fund
- 10) \* Audit Fund
- 11) \* Liability, Protection and Settlement Fund
10. **REPORT OF PERSONNEL**
  - 1) \* Full-Time
    - a. \* Renewal of Appointment - Grant Funded
  - 2) \* Part-Time/Supplemental/Other
  - 3) Salary Revisions

- 4) \* Leave of Absence (LOA)
- 5) \* Resignations/Terminations
  - a. \* Retirement - Administrative & Professional
  - b. \* Retirement - Support Staff
- 6) \* Reclassifications (Promotions, Transfers, Corrections, etc.)
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
  - 1) \* Affiliation Agreement with Palos Fire Protection District (Fire Science)
  - 2) \* Affiliation Agreement with Existential Counselors Society (Addictions Studies)
  - 3) \* Intergovernmental Agreement with Moraine Area Career System (MACS)
  - 4) \* 2021 Holiday Schedule
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **ADJOURNMENT**



**APPROVED**

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

The Governing Board of Moraine Valley Community College, District No. 524, Special Meeting/Board Retreat, was held on Saturday, June 12, 2021, in the Moraine Rooms 2&3, Building M, Moraine Business & Conference Center, 9000 West College Parkway, Palos Hills, Illinois 60465. Meeting was held in-person and online, pursuant to the State of Illinois Executive Orders with all meeting content and public comments, via phone or otherwise, being recorded. Public notice was given pursuant to the Open Meetings Act Section 42.02.

**I. CALL TO ORDER**

The meeting was called to order by Chair Brian O’Neill at 8:11 AM.

**II. ROLL CALL**

Present: Brian O’Neill, Chair; Bernadette Barrett; John Coleman (arrived 8:45AM); Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy

Absent: Kimberly Hastings Cristelli; Delilah Wietasch, Student Trustee

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

1) Bond Refunding— Tammie Beckwith Schallmo, Sr. VP/Managing Director, at PMA Securities. LLC, provided information about the college’s potential to refund or restructure its callable tax-exempt bonds on a taxable basis. She reviewed the bond issues currently held by the college, specifically the Series 2013 Alternate Revenue Source Bonds with an average interest rate of 3.36%, totaling approximately \$26.6 million. Tammie reviewed bond market conditions and historical interest rates as well as the potential for federal tax law changes pending in 2021 that could restore the tax exempt basis for refunding. She noted that there is a great interest rate environment currently present. She also indicated that, should the Board proceed, the final maturity on the bonds would not be changed. She reviewed three scenarios of estimated savings projections at specific points in time and incorporating the possible tax law changes, explaining how that could affect the overall savings, but also indicating that in 2022, closer to the call date for specific bonds there could still be a tax exempt refunding without the

tax law changes. She recommended that the Board adopt a parameters resolution in August for the potential sale of the refunding bonds, which will offer flexibility to act at a time most advantageous to the college. If not enacted by the expiration of that resolution, a new resolution can be adopted at that time to allow for either a tax or tax exempt funding so that if the tax laws change, the college will be able to take advantage to achieve the best savings possible for the college and for taxpayers. The Board was in agreement to proceed with a parameters resolution for consideration at the August Board meeting.

- 2) Budget – Theresa O’Carroll, Vice President, Financial and Business Services/College Treasurer, provided an overview of the Higher Education Emergency Relief funds (HEERF) awarded over three packages: HEERF/GEER, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and the American Rescue Plan, and how those funds have awarded \$6.4 million to students from the first two rounds. She thanked the many college departments and staff who worked together to provide this benefit to students. She discussed the ability for the college to financially recognize lost revenues of \$1 million for last year and \$11.5 million for this year. The resolutions that the Board will consider at the June meeting use conservative estimates and are normal year-end resolutions that have been brought to the Board in the past that will help fund future capital projects. She thanked the administration and departments for holding down expenses during the pandemic in order to provide revenue for these resolutions that will continue to maintain the campus and its learning environment. From there, she moved on to a presentation on the FY22 projected budget, reporting that if the Board gives the okay, she will be able to post the budget publicly for the required 30 days prior to the board’s consideration for approval at the August board meeting. She identified the funds included in the operating funds for the college, indicating that the fund and account structure follows the Illinois Community College Board (ICCB) fiscal management manual. She reported that the FY22 budget includes a slight increase in the education fund but remains flat in the operations and maintenance budget. Sharing a five-year trend of revenue sources for the operating fund, she reported a 14.2% decrease in tuition and fee revenue from FY21 to FY22, indicating that this will be offset by increases in state and federal revenue from the American Rescue Plan. She reviewed FY22 capital projects, indicating that these can be funded through the resolutions that she reviewed earlier. Ms. O’Carroll also presented a recommendation for a fund balance policy, indicating that this is something that rating agencies consider when organizations go out for new debt or refinancing debt, as the college is proposing with the resolution for

refunding bonds. She clarified that the policy simply establishes a policy of reserves and that any transfers due to excess funds would still be presented to the board via resolution. She responded to some questions regarding the budget. Chair O'Neill supported the proposals as presented, indicating that the fund balance policy is a good practice and thanked Ms. O'Carroll for such a thorough budget report. The last presentation was a Five-Year Financial Plan, which creates a framework to allow the college and the board to examine a long-range financial overview of the college's financial position and the resulting impact of financial decisions over a longer period of time than a traditional one-year budget. She reported that this will be a continuously evolving document, shifting as financial conditions change as the college recovers from the pandemic. She shared that the document includes assumptions related to long-term budget planning for the next several years, including a potential increase to tuition and the fact that the college will be moving into negotiations for four contracts, which will have a budgetary impact. She restated the items that will come to the board in August for approval and shared that, looking ahead to December, the Board may be asked to consider tuition rates for fiscal years 23, 24, and 25. She will continue to keep the board updated on a regular basis. The Board complimented the finance department and administration for all the work that was done to provide this information.

- 3) Program Review – Dr. Pamela Haney, Vice President of Academic Affairs, along with Dr. Cherie Meador, Dean of Academic Services, and Steve Pappageorge, Executive Director and Dean for Corporate, Community and Continuing Education, provided information about an academic analysis of programs, beginning with an overview of the various ways students come into the college and enroll for courses. This includes high school students through dual credit programs taken at their high schools or dual enrollment, traditional students enrolling for a degree or preparing to transfer, adult education students, English as a Second Language students, returning adult students, and non-credit students seeking career opportunities or career advancement. Dr. Meador reviewed the categories of programs available, including career and technical education, dual credit, dual enrollment, new credit programs, non-credit programs, healthcare and health sciences, reviewing the most popular programs in these categories and enrollments. She discussed the Early Childhood Educator program and the Senate bill waiting to be signed by the Governor, which will expand opportunities for bachelor's degrees in early education in order to address shortages of certified teachers in the state. She reviewed the college's "stackable credentials" which allow students to achieve an initial credential and then continue to build upon that base with additional coursework and credentials.

She outlined the program review process, through which 20-40 programs are reviewed every year with respect to funding resources, human resources, enrollment, demographics, curriculum, assessment, retention, completion, workforce data, job placement and graduate satisfaction. This review examines course objectives and outcomes and make decisions whether a program should continue with modifications, or be discontinued. It is a rigorous process on a five-year cycle that allows the college to make good, sound decisions before considering the withdrawal of a program. She discussed the college's Agree to Degree program, which is still active, and indicated that the college also auto awards credentials earned by students, and encourages those who are close to completing a credential to complete and offering support as needed. Steve Pappageorge reviewed the methodology of identifying potential new programs and determining how best to educate people for the jobs of today and tomorrow and helping them to develop skills sets for those occupations. He indicated the process begins with data, starting with federal and state data, narrowing it down to the level of detail in the college's district, focusing on the longevity of demand for particular job classifications that the college can implement and will benefit the community, either through entry-level or more in-depth training. He reviewed some potential program categories, including healthcare; transportation, distribution and logistics; manufacturing; business, professional and financial; information technology, and education. In order to implement a new program, program feasibility must be analyzed; appropriate curriculum developed; regulatory approvals sought, if required; among numerous other steps to get a program off the ground, including approval by the board and the state; adequate physical facilities; equipment needs; and clinical opportunities, if required.

- 4) Master Facilities Plan Update – Rick Hendricks, Vice President of Administrative Services, reviewed the campus map from the July 2019 Master Facilities Plan, outlining the construction and renovations that were part of the plan. He indicated that much of the earlier plan was dependent on moving health science programs into a new building and expanding services for students. He also reviewed some plan projects that have been completed, such as the message board upgrades at both main entrances (south and east) into the campus. He reviewed financial information for the Master Facilities Plan short- and long-term priorities. He reviewed the college's Resource Allocation and Management Plan (RAMP) submissions, which are capital projects that, if approved, the state funds at 75% on the college's behalf. This requires the college to put the remaining 25% in a trust account for the project. Mr. Hendricks outlined the capital projects that were recently completed and those still in progress, some of

which also have trust accounts previously approved by the Board. These include the baseball field, culinary restaurant, and air handler projects. Those in progress include the parking lots, expected to be completed before students return to campus in August; boiler replacements, anticipated for September/October, the police department locker room, construction for which will start about July 1, and rooftop unit replacement for H building, which has been ordered. Mr. Hendricks noted that the state awarded \$43 million to the college for the new health science facility two years ago, but the money, to date, has not been allocated. He reviewed the second part of the RAMP submission, which is the same project submitted last year for the career and technical education lab expansion in T building, indicating that the numbers have been updated to reflect cost increases. He reported that the expansion of this building could address some of the programmatic topics that Steve discussed for new programs. He reported that the board will continue to be kept updated on these projects.

**IV. AUDIENCE PARTICIPATION**

None.

**V. ADJOURNMENT**

The meeting adjourned at 11 AM.

**APPROVED**

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

The Governing Board of Moraine Valley Community College, District No. 524, Regular Meeting, was held on Tuesday, June 15, 2021, in Building M, Moraine Business & Conference Center Moraine Rooms 2&3, 9000 West College Parkway, Palos Hills, Illinois, 60465. Meeting was held online in a virtual format, pursuant to the State of Illinois Executive Order 2020-07 with all meeting content and public comments, via phone or otherwise, being recorded.

**I. CALL TO ORDER**

The meeting was called to order by Chair Brian O’Neill at 6:09 PM.

Chair O’Neill requested anyone speaking to state their name when speaking or making a motion for the record. He also asked those not speaking to keep their devices on mute.

**II. ROLL CALL**

Present: Brian O’Neill, Chair; Bernadette Barrett; John Coleman; Kimberly Hastings Cristelli; Beth McElroy Kirkwood; Joseph Murphy (arrived 6:12PM); Patricia Joan Murphy; Delilah Wietasch, Student Trustee

Absent: None

Chair O’Neill indicated 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. He also noted that this meeting is being conducted as a hybrid, with both in-person and virtual participation.

**III. MINUTES**

It was moved by Ms. Kirkwood and seconded by Ms. Murphy to approve the unapproved minutes of the Regular Meeting of May 18, 2021.

ROLL CALL VOTE taken on approval of minutes for the Regular Meeting of May 18, 2021:

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

Motion carried.

**IV. AUDIENCE PARTICIPATION**

None.

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

**5.1 ACCT/ICCTA Report**

Ms. Murphy reported that she attended the ICCTA annual convention, which included four hours of required trustee training on topics including collective bargaining, trustee responsibilities, Freedom of Information Act, Title IX, Illinois Open Meetings Act, among others. She indicated that two Moraine Valley award recipients were recognized at the award banquet: Dr. Jenkins received the Advocacy Award and Dawn Fredrikson received the Professional Board Staff Member Award. Ms. Murphy indicated that when Dr. Jenkins received her award, she called every community college president up with her, saying that all the presidents have worked hard together over this past year. Ms. Murphy indicated that it brought everyone together and changed the entire feeling of the banquet and she wanted to acknowledge that. She reported that on Saturday, ICCTA representatives heard reports from committees, reviewed the state’s FY22 budget, and reviewed reports on the Illinois general assembly and bills impacting community colleges. ICCTA elected and installed new officers and adopted a new mission statement. Ms. Murphy also reported that she was asked to serve on the executive board as Chair of Government Relations and Public Policy, which she accepted and indicated that she looks forward to working on behalf of community colleges.

## 5.2 Student Trustee Report

Ms. Wietasch reported that Phi Theta Kappa recently inducted 52 students eligible for membership in the chapter. Student Life sponsored stress relief programs for students during finals, and the *Glacier* student newspaper was awarded second place in the state by the Illinois Community College Journalism Association.

Chair O'Neill recognized two retirements for May, including Mari Smith, secretary II in the Career Programs subdivision, who has been a support staff member at the college since 1997, and Carol Franrick, part-time departmental assistant in Academic Services, who served in this support staff position since 2014. On behalf of the board and the administration, Chair O'Neill congratulated both retirees and wished each of them a long and happy retirement.

## **VI. REPORTS OF ADMINISTRATION**

### 6.1 President's Report

Dr. Jenkins thanked Ms. Murphy for representing Moraine Valley and the trustees at ICCTA and thanked Delilah Wietasch for her report, indicating that it was nice to hear of the *Glacier's* award. She thanked Dr. Salleh-Barone, Kent Marshall, and all the staff members who work with the *Glacier* staff.

- Graduation Recap – Clare Briner, Director of Marketing and Communications, indicated that she was representing Jessica Crotty, Assistant Director of Communications, who leads the college's graduation efforts, but who couldn't be here this evening. Ahead of commencement, there was a virtual Nursing pinning ceremony, which is a capstone for the nursing students. Also, last week, the high school equivalency graduation ceremony, with approximately two dozen graduates, was held on campus as an in-person event, and though originally scheduled outside, had to be moved indoors because of weather conditions. She reported that for commencement this year, the college awarded more than 3300 credentials, degrees and certificates to more than 2100 students, many of whom earned multiple certificates and even degrees. All of those students were invited to participate in the virtual commencement, and 367 chose to participate. Clare indicated that this year, they stepped up engagement with our graduates, including such things as a cap decorating contest; a chalkboard wall, where students could leave messages of inspiration; gift grad boxes that included

sunglasses, confetti and other fun things for the graduates, as well as a yard sign. These were handed out when students picked up their graduation apparel, and to make the occasion more festive, a red carpet was rolled out, faculty and staff were present to cheer for the graduates, the graduates arrived with family members, and there was a celebratory atmosphere to recognize their accomplishment. The college hired a company to do professional recordings of the students' names to ensure correct pronunciation, and this year's commencement had great viewership on the website and also via Facebook Live. Clare shared a list of all the people across the campus who work tirelessly on commencement, thanking them for their hard work, reiterating how critical and important Jessica Crotty's role is in this effort, and shared that the college looks forward to having an in-person ceremony next year, better than before.

Dr. Jenkins closed her report by thanking the trustees for participating in the June 12 Saturday retreat, indicating that she will be sending updates to the Board about the information that they heard at the retreat.

## **VII. COMMUNICATIONS**

7.1 Letter and Certificate from Commission on Accreditation for Respiratory Care (CoARC) Recognizing Moraine Valley with a Distinguished RRT Credentialing Success Award

## **VIII. FINANCIAL STATEMENT**

### **8.1 Treasurer's Report**

Treasurer's Report showing an ending balance of \$115,720,639.10 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 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	\$6,024,637.78
9.3	Operation & Maintenance Fund	828,922.93
9.4	Operation & Maintenance Fund (Restricted)	1,434,629.83
9.5	Bond & Interest Fund	1,816,689.76
9.6	Auxiliary Enterprise Fund	736,735.05
9.7	Restricted Purpose Fund	2,312,712.49
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	1,888.07
9.10	Audit Fund	-0-
9.11	Liability, Protection & Settlement Fund	-0-

(DOCUMENT D - SUPPLEMENT TO MINUTES)

**X. REPORT OF PERSONNEL**

Chair O’Neill publicly identified the nature of the agenda items contained in the Report of Personnel.

10.1-1 Full-Time

- Terrence Evoy - Police Officer, Police - effective 8/2/21
  - Janine Kraft - Accounts Payable Manager, Accounts Payable – effective 6/28/21
  - John Lucid - Police Officer, Police - effective 7/6/21
  - Dave Marcial - Dean of Enrollment Services, Student Development – effective 7/6/21
- (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

David Block – P.T. User Support Services Specialist, Client Services – resignation effective 6/18/21

Cassandra Cole – Instructor, Nursing, Career Programs – resignation effective 5/21/21

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Administrative Professional

Kathleen Stearns – Senior Program Manager, Corporate, Community & Continuing Education – retirement effective 6/30/22

(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement – Support Staff

Carol Franrick – P.T. Departmental Assistant, Academic Services – retirement effective 5/28/21

(DOCUMENT I - SUPPLEMENT TO MINUTES)

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

Andrea Bailey – from Assistant Professor, Business, Science, Business & Computer Technology to Associate Professor - effective Academic Year 2021-2022

Neil Barker – from Assistant Professor, Integrated Systems Technology, Science, Business & Computer Technology to Associate Professor – effective Academic Year 2021-2022

Frank Johnson – from Instructor, Mathematics, Science, Business & Computer Technology to Assistant Professor - effective Academic Year 2021-2022

Steven Merriman – from Assistant Professor, Physical Science, Science, Business & Computer Technology to Associate Professor – effective Academic Year 2021-2022

Mark O'Donnell – from Police Officer, Police Department to Lieutenant/Administrative & Professional - effective 7/6/21

Peter Porter – from Associate Professor, Anatomy & Physiology, Science, Business & Computer Technology to Professor - effective Academic Year 2021-2022

Robert Schwien – from Instructor, Engineering Technology, Science, Business & Computer Technology to Assistant Professor - effective Academic Year 2021-2022

Michael Vazquez – from P.T. User Support Services Specialist, Client Services to Support Analyst - effective 6/21/21

(DOCUMENT J - SUPPLEMENT TO MINUTES)

**XI. UNFINISHED BUSINESS**

None.

**XII. NEW BUSINESS**

Chair O'Neill identified the nature of the agenda items contained in New Business.

**12.1 Affiliation Agreement with Trace Ambulance (Emergency Medical Services)**

It is recommended that the Board of Trustees approve the affiliation agreement with Trace Ambulance for Emergency Medical Services.

(DOCUMENT K - SUPPLEMENT TO MINUTES)

**12.2 First Amendment to Affiliation Agreement with Advocate Health and Hospitals Corp. (Radiologic Technology, Mammography, CT)**

It is recommended that the Board of Trustees approve the first amendment to affiliation agreement with Advocate Health and Hospitals Corporation for Radiologic Technology, Mammography, and CT.

(DOCUMENT L - SUPPLEMENT TO MINUTES)

**12.3 Review of Closed Session Written Minutes and Audio Tapes**

It is recommended that the written minutes of the closed sessions held on July 11, 2020; July 29, 2020; September 15, 2020; October 20, 2020; November 17, 2020; February 16, 2021; and April 20, 2021 be released. Additionally, it is

recommended that the audio/digital recordings of August 20, 2019; September 17, 2019; and November 12, 2019 closed session meetings be destroyed. (DOCUMENT M - SUPPLEMENT TO MINUTES)

12.4 Trust for Capital Development Board (CDB) Project: Fire Door Replacement (Buildings A, B and L)

It is recommended that the Board of Trustees establish a trust in the amount of \$258,750.00 for a Capital Development Project to replace entrance doors, frames, hardware and security hardware in Buildings A, B and L. (DOCUMENT N - SUPPLEMENT TO MINUTES)

12.5 Resolutions to Update Signature Information: First Midwest Bank

It is recommended that the Board of Trustees approve the attached resolutions to update information on file at First Midwest Bank, an existing approved depository, to reflect updated changes in signature authority, effective June 16, 2021. (DOCUMENT O - SUPPLEMENT TO MINUTES)

12.6 Treasurer's Bond Renewal – FY22

It is recommended that the Board approve the renewal of the Treasurer's Bond for fiscal year 2022 for \$25,000,000 at a cost of \$19,832.00 from The Hartford Insurance Company. (DOCUMENT P - SUPPLEMENT TO MINUTES)

12.7 Resource Allocation Management Plan (RAMP) Project: Career & Technical Education Lab Expansion

It is recommended that the Board of Trustees approve the Resource Allocation Management Plan (RAMP), which consists of the following project: Career & Technical Education Lab Expansion. Further, it is recommended that the Board of Trustees authorize the administration to submit the RAMP documents to the Illinois Community College Board. (DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.8 Resolution Authorizing the Transfer of Certain Funds from the Education Fund to the Operations and Maintenance Restricted Fund and Auxiliary Fund for Lost Revenues

It is recommended that the Board of Trustees approve the attached resolution. (DOCUMENT R - SUPPLEMENT TO MINUTES)

12.9 Resolution Authorizing the Transfer of Certain Funds from the Education Fund to the Operations and Maintenance Restricted Fund for Purposes of Capital Funding

It is recommended that the Board of Trustees approve the attached resolution. (DOCUMENT S - SUPPLEMENT TO MINUTES)

12.10 Resolution Authorizing the Transfer of Certain Funds from the Operations and Maintenance Fund to the Restricted Purpose Technology Fund for Purposes of Information Technology Infrastructure Upgrades

It is recommended that the Board of Trustees approve the attached resolution. (DOCUMENT T - SUPPLEMENT TO MINUTES)

12.11 Nature Study Restoration and Maintenance Bid

Whereas, RES Great Lakes, LLC (dba Applied Ecological Services) of Broadhead, Wisconsin, is the lowest responsible bidder meeting all specifications, it is recommended that the Board of Trustees award this bid to RES Great Lakes, LLC, in the specified yearly amounts, as needed, over a 3-year period, 2021-2024, for the Nature Study Restoration and Maintenance Bid

July 1, 2021 - June 30, 2022	\$ 15,000.00
July 1, 2022 - June 30, 2023	\$ 15,000.00
<u>July 1, 2023 - June 30, 2024</u>	<u>\$ 15,000.00</u>
Grand Total Bid Price	\$ 45,000.00

(DOCUMENT U - SUPPLEMENT TO MINUTES)

12.12 Custodial Services Rebid

Whereas ATALIAN Global Services, of Jersey City, New Jersey, is the lowest responsible and responsive bidder to meet specifications, it is recommended that the Board of Trustees award this bid to ATALIAN Global Services in the specified yearly amounts over a 3-year period, 2021-2024:

July 1, 2021 – June 30, 2022	\$ 1,961,424.00
July 1, 2022 – June 30, 2023	\$ 2,015,363.16
<u>July 1, 2023 – June 30, 2024</u>	<u>\$ 2,075,420.98</u>
Total Contract:	\$ 6,052,208.14

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

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

Student

Advisory: Yes

Motion carried.

**XIII. MISCELLANEOUS**

Chair O’Neill indicated that there are some documents for this meeting that require signatures. It was moved by Mr. Murphy and seconded by Chair O’Neill to appoint Patricia Murphy as secretary pro tem for this meeting.

ROLL CALL TAKEN on motion to appoint Ms. Murphy secretary pro tem:

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

Student

Advisory: Yes

Motion carried.

**XIV. AUDIENCE PARTICIPATION**

None.

**XV. ADJOURNMENT**

The meeting adjourned at 6:37 PM.

**BOARD REPORTS AND/OR REQUESTS**

- |     |                                   |        |
|-----|-----------------------------------|--------|
| 5.1 | ICCTA Meeting Report – P. Murphy  | Verbal |
| 5.2 | Student Trustee Report – Wietasch | Verbal |

**REPORTS OF ADMINISTRATION**

6.1 President's Report Verbal

- Updates: Mandates, Clinics, Cleared4Class App, More In-Person Classes

**MORAIN VALLEY COMMUNITY COLLEGE  
 COMMUNITY COLLEGE DISTRICT NO. 524  
 TREASURER'S REPORT  
 MONTH ENDED AUGUST 31, 2021**

FUND	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
EDUCATION FUND	\$54,447,092.65	\$6,103,402.96	\$6,786,702.01	\$53,763,793.60
OPERATION & MAINT FUND	10,447,238.02	654,055.04	725,998.61	10,375,294.45
OPERATION & MAINT (RESTR.)	16,536,426.14	402,616.98	210,834.30	16,728,208.82
BOND & INTEREST FUND	4,803,657.74	30.26	0.00	4,803,688.00
AUXILIARY FUNDS	10,961,921.00	1,741,687.60	1,179,963.69	11,523,644.91
RESTRICTED PURPOSE FUNDS	6,060,284.64	1,125,175.92	665,051.78	6,520,408.78
WORKING CASH FUND	13,905,908.52	2,768.66	0.00	13,908,677.18
TRUST & AGENCY FUNDS	183,976.76	3,122.19	836.00	186,262.95
AUDIT FUND	157,469.94	1.48	10,000.00	147,471.42
LIAB, PROTECT & SETTLE FUND	1,058,100.32	15.86	830,997.00	227,119.18
TOTAL	<u>\$118,562,075.73</u>	<u>\$10,032,876.95</u>	<u>\$10,410,383.39</u>	<u>\$118,184,569.29</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS	\$23,150.00
HUNTINGTON BANK	CHECKING ACCT 1,086,798.95
FIRST MIDWEST BANK	CHECKING ACCT 2,541,194.73
FIRST MIDWEST BANK	TRUST ACCTS 962,641.77
WINTRUST MAXSAFE	MONEY MARKET 2,077,260.74
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET 10,221,327.55
IL METROPOLITAN INVESTMENT FUND	1-3 YEAR FUND 7,284,711.05
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS 11,904,722.42
IL PUBLIC TREASURERS FUND	VARIOUS 5,528,620.80
SHORT TERM INVESTMENTS	VARIOUS 60,463,090.25
LONG TERM INVESTMENTS	VARIOUS 16,091,051.03
TOTAL	<u>\$118,184,569.29</u>

**ACCOUNT EXPENDITURE SUMMARIES**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$6,786,702.01
9.3	OPERATION & MAINTENANCE FUND	725,998.61
9.4	OPERATION & MAINTENANCE (RESTR) FUND	210,834.30
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	1,179,963.69
9.7	RESTRICTED PURPOSE FUND	665,051.78
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	836.00
9.10	AUDIT FUND	10,000.00
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	830,997.00
	TOTAL	<u><u>\$10,410,383.39</u></u>

10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	Enclosed
10.1-1(a)	Renewal of Appointments – Grant Funded	Enclosed
10.1-2	Part Time/Supplemental/Other	Enclosed
10.1-3	Salary Revisions	None
10.1-4	Leave of Absence (LOA)	Enclosed
10.1-5	Resignations/Terminations	Enclosed
10.1-5(a)	Retirement – Administrative & Professional	Enclosed
10.1-5(b)	Retirement – Support Staff	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

SUBJECT REPORT – Full Time

Stephanie Craine	Student Success Specialist, Career Connections Corporate, Community & Continuing Education	Effective: 9/27/21
Alejandra Dongo	Coordinator of New Student Onboarding Student Engagement	Effective: 9/27/21
David Edwards	Applications Support Specialist Enterprise Application & Web Services	Effective: 9/27/21
Alejandro Ruiz	User Support Services Specialist Client Services	Effective: 9/27/21
Tamekia Smith	Assistant Dean, Career Programs Academic Affairs	Effective: 9/27/21

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RECOMMENDED ACTION

That the above be employed.

Renewal of Appointments – Grant Funded

It is recommended that the appointment of the following grant-funded individuals be renewed for the 2021-2022 fiscal year, contingent upon the continuation of grant funding.

Josiah Fuller  
Chauntai Mack

Director of Educational Talent Search  
Career Connections, Youth Program Manager

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RECOMMENDED ACTION

That the appointments be renewed for the above individuals.

SUBJECT REPORT – Leave of Absence (LOA)

Randolph Conner

Assistant Professor, Humanities  
Liberal Arts

L.O.A. (PARENTAL)  
11/8/21-12/17/21

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RECOMMENDED ACTION

That the above leaves be granted.

SUBJECT REPORT - Resignations/Terminations

Anuradha Senthil Kumar	System Administrator Network Operations	Effective: 8/20/21
Katherine Norton	Box Office Manager Fine & Performing Arts Center	Effective: 9/29/21
Alexandria Terrazas	Assistant Dean, Student Success Student Success	Effective: 8/27/21
Sean Terry	Manager of Multimedia Services Multimedia Services	Effective: 10/15/21

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RECOMMENDED ACTION  
That the above be approved as presented.

Retirement – Administrative & Professional

The following employees have submitted a notice of retirement per date listed:

Walter Fronczek	Dean of Liberal Arts Liberal Arts	6/30/22
Sharon A. Katterman	Director of Resource Development & Institutional Effectiveness Resource Development & Institutional Effectiveness	6/30/22
Denise Lumpkin	Director of Children’s Learning Center Children’s Learning Center	1/31/22
Patricia Sterba	Police Operations Coordinator Police Department	6/30/22

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RECOMMENDED ACTION

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

Retirement – Support Staff

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

William Meskill	Maintenance Mechanic IV Campus Operations	11/30/21
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RECOMMENDED ACTION

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

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

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Guadalupe Cuellar	Financial Aid Expeditor Enrollment Services Support Staff	Reclassified to: Higher Education Emergency Relief Fund Technical Coordinator Administrative & Professional Effective: 9/27/21
Thomas Greene	Media Specialist Multimedia Services Support Staff	Reclassified to: Digital Media Coordinator Administrative & Professional Effective: 9/27/21
Gianna Kafka	Departmental Assistant International Student Services Support Staff	Reclassified to: Administrative Assistant Administrative Services & Student Development Administrative Classified Effective: 9/27/21
Michael McGuire	Associate Professor, Communications Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2021-2022
Leslie Moyar	Instructor, Nursing Career Programs	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2021-2022
Joanne Popp	Digital Press Operator Marketing & Communications	Reclassified to: Secretary II Effective: 9/27/21

Monica Solecki	P.T. Departmental Assistant Science, Business & Computer Technology Support Staff	Reclassified to: F.T. Secretary II Effective: 9/27/21
William Theres	Lead Maintenance Mechanic Campus Operations	Reclassified to: Maintenance Mechanic IV Effective: 9/27/21
Kaila Williams	P.T. Financial Aid Assistant Enrollment Services Support Staff	Reclassified to: F.T. Financial Aid Assistant Effective: 9/22/21

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RECOMMENDED ACTION

That the above be approved as presented.

**NEW BUSINESS**

- \*12.1 Affiliation Agreement with Palos Fire Protection District (Fire Science)    Enclosed
- \*12.2 Affiliation Agreement with Existential Counselors Society (Addictions Studies)    Enclosed
- \*12.3 Intergovernmental Agreement with Moraine Area Career System (MACS)    Enclosed
- \*12.4 2021 Holiday Schedule    Enclosed

Base: 5/05/86

Revised: November 18, 2010

Revised: November 15, 2017

Revised: March 15, 2018

**MORAINES AREA CAREER SYSTEM (MACS) AGREEMENT**

**AN INTERGOVERNMENTAL AGREEMENT AMONG:**

**Argo Community High School District 217  
Community High School District 218  
Reavis Township High School District 220  
Oak Lawn Community High School District 229  
Consolidated High School District 230  
Evergreen Park Community High School District 231  
Moraine Valley Community College District 524**

**WHEREAS**, Argo Community High School District 217, Community High School District 218, Reavis Township High School District 220, Oak Lawn Community High School District 229, Consolidated High School District 230, Evergreen Park Community High School District 231, and Moraine Valley Community College District 524, wish to offer shared career and technical education programs where desirable and practicable; and

**WHEREAS**, the citizens of these districts would receive a wider variety of programs and more efficient services; and

**WHEREAS**, Article VII, Sec. 10 of the 1970 Illinois Constitution, and the Illinois Intergovernmental Cooperation Act, Illinois Compiled Statutes (Ch. 5, Sec. 220/1, et seq.) provide authority for intergovernmental cooperation;

**NOW, THEREFORE**, in consideration of the covenants and agreements herein contained, the parties agree as follows:

## **ARTICLE I - GENERAL**

Definitions as used in this agreement:

"MACS" shall mean the Moraine Area Career System.

"CEO Council" shall mean the Chief Executive Officer Council.

"ISBE" shall mean the Illinois State Board of Education.

"ICCB" shall mean the Illinois Community College Board.

"FISCAL YEAR" is from July 1 to June 30.

"EFFECTIVE DATE" is July 1, 1986.

"SYSTEM" shall mean the Moraine Area Career System.

"SHARED PROGRAM/COURSE" shall mean courses serving students from two or more member districts.

"LOCAL PROGRAM/COURSE" shall mean courses serving students from only one member district.

### **Section 1.1 Name**

The name of this organization shall be the Moraine Area Career System, hereinafter, sometimes referred to as "MACS" or "SYSTEM."

### **Section 1.2 Purpose**

The purpose of MACS shall be to allow for a programmatic alignment and continuity of career and technical offerings among secondary institutions and among secondary and postsecondary institutions for operation of career and technical education programs of all kinds; the transition of students without unnecessary delay or duplication of effort from member institutions in those career and technical areas provided by member institutions; cooperation in shared use of facilities, equipment and staff (where possible and desirable), cooperative efforts in continuous planning, evaluation, and improvement of programs.

### **Section 1.3 Membership**

#### **1.3.1 Shall consist of**

Argo Community High School District 217  
Community High School District 218  
Reavis Township High School District 220  
Oak Lawn Community High School District 229  
Consolidated High School District 230  
Evergreen Park Community High School District 231  
Moraine Valley Community College District 524

1.3.1.(a) A representative Superintendent from MACS area feeder districts will be invited to participate in the CEO Council annually. This participation will not impact any financial responsibility or allocation of the regular MACS members.

1.3.1. (b) Other LEAs within the region will be offered the opportunity to participate in the MACS programs, and assurances of their determination will be kept on file.

#### **1.3.2 Membership Conditions**

1. Non-members seeking to join MACS must submit an application, in the form required by the CEO Council, before September 1, prior to becoming a member in the subsequent fiscal year. If approved, membership would become effective the following July 1. Non-member districts may be admitted only upon recommendation by a 2/3 vote of all the CEO Council Members and approved by 2/3 of the member Boards of Education.

Districts seeking membership must also meet the following conditions:

They shall agree to an initial assessment as outlined by the CEO Council; including, but not necessarily limited to, a fair and equitable portion of previous program developmental expenses;

They shall satisfy similar conditions which were met by present member districts as detailed by the CEO Council.

2. The membership agreement, signed by participating districts, shall continue in force for subsequent years, unless terminated in accordance with the following procedures.
  - a. Member districts may withdraw from participating in the System effective only as to the end of the last day of any fiscal year. To withdraw, a member district must give written notice to the CEO Council and the director of that district's intention to withdraw. This written notice must be given no later than eighteen (18) months preceding the effective date of the withdrawal.
  - b. If a member district gives written notice of withdrawal, that district is to continue participation and financial obligation until the effective date of the withdrawal.
  - c. If a district withdraws, all of the equipment purchased by the System remains with the System.
  - d. Where items purchased jointly; MACS may agree to purchase the other party's interest. In the event that MACS does not agree to purchase the item, the party in possession agrees to purchase the item based on the current fair market value, as determined by an appraisal. If the parties cannot agree upon the fair cash market value, it shall be established by an independent appraiser selected by the CEO Council.
3. The CEO Council of MACS may terminate the membership of any member for substantial deviation from the provisions of this Agreement. This termination must be approved by a 2/3 vote of all CEO Council members. In taking this action, the CEO Council may notify the district and ISBE for which it is proposing termination twelve (12) months prior to the year in which the termination is to become effective. Any such district may request a hearing before the CEO Council takes action. Subsequent to any such hearing, termination of membership shall become effective on June 30. The decision of the CEO Council shall be final.

4. Effective date of Agreement: This Agreement shall become effective on July 1, 1986.

**Section 1.4 Membership Rights**

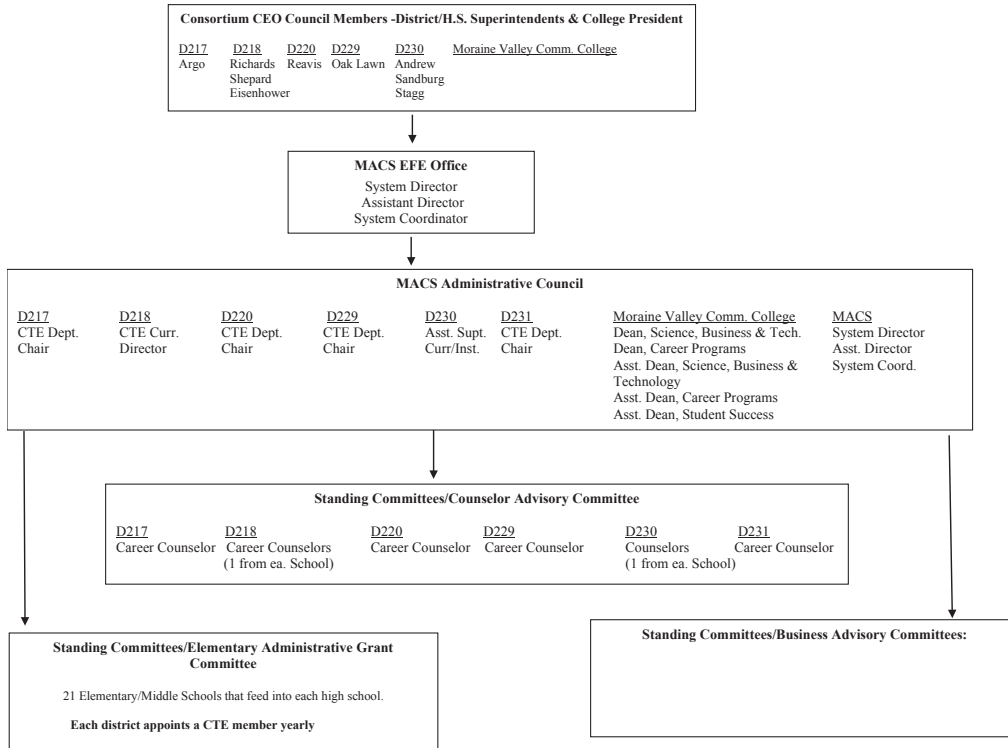
- 1.4.1 Nothing in this Agreement shall prevent the members from maintaining program separate and apart from MACS. It is recognized that members may offer programs not included as part of MACS and such program are not subject to the terms of this Agreement.

**Section 1.5 Equal Employment and Non-Discrimination**

- 1.5.1 MACS and all member districts shall comply with all applicable laws including those pertaining to non-discrimination in employment. MACS shall not discriminate against any employee or any student on the basis of color, race, national origin, sex, disability or age or other legally protected categories in its programs or activities.

## **ARTICLE II - ORGANIZATION AND OPERATION**

### **Moraine Area Career System – EFE 050 Consortium Organizational Chart**



### **Section 2.1 Boards of Education**

2.1.1 The Regional Delivery System for Career and Technical Education (MACS) is to be governed by the member districts including high school districts and the community college district. Decisions of the Boards shall be in compliance with all applicable law and all lawful, valid and applicable rules and regulations of the State of Illinois.

#### 2.1.2 Chief Executive Officer Council

The Council shall be composed of superintendents of the member high school districts and the community college president with each having one vote. Voting alternates may be designated in writing to attend in the absence of the chief executive officer. The CEO Council shall elect its own chairperson annually; the

term of office to commence July 1. A chairperson may serve two successive terms. A quorum shall be 2/3 of the members of the Council. Designees are considered members for purposes of a quorum. Unless otherwise stated herein, a majority vote of a quorum is required to approve any action.

The CEO Council shall:

1. Hold regular meetings. Special meetings may be called by a majority of the CEO Council or the chairperson. Written notice of all special meetings shall be delivered to the members of the CEO Council no less than three (3) days prior to the meeting. Any required public notice of meetings shall be given in accordance with the requirements of the Illinois Open Meetings Act.
2. Establish an annual operating budget for MACS and forward said budget to the Administrative District for implementation.
3. Adopt procedures and policies for the operation of the Moraine Area Career System.
4. Review and approve budgets and financial matters of MACS.
5. Recommend and approve modifications affecting the MACS Agreement that require ratification by the member Boards of Education.
6. Direct an evaluation process to assess the effectiveness of the Regional Planning and Delivery.
7. Approve the employment and termination of all MACS personnel and forward decisions to the Administrative District.
8. Effect an annual evaluation of the MACS director.
9. Review and approve all CTE (Career & Technical Education) programs being recommended for inclusion under MACS.
10. Perform any other functions designated elsewhere in this Agreement.

### 2.1.3 MACS Director

1. The director will be appointed by the CEO Council.
2. The Director will be responsible for the operation of the Moraine Area Career System and will carry out the policies of the CEO Council and shall report directly to the CEO Council.
3. The Director will file a budget as approved by the CEO Council and will make such other reports and perform such other duties as may be required by the CEO Council.
4. The Director shall fulfill all duties outlined in Director's job description.

#### 2.1.3.1 MACS Office

1. Fulfillment of grant responsibilities: Will be fulfilled through subrecipient monitoring by annual desk audit and in person visits per state requirements.
2. Implementation and Oversight of CTE Programming:  
Each year MACS system personnel meet with Administrative Council members from each district regarding compliance with alignment to approvable ISBE course matrices. Any changes or updates are entered by the MACS office into the ISCS system in IWAS. Requests for new programs are reviewed in light of the most recent comprehensive needs analysis.
3. Assessment and Evaluation of the System:  
The MACS management system includes tracking and reporting program outcomes; maintenance of documents of outcomes achieved; staff performance management policies and procedures; standards of conduct (re: selection, award, or administration of grants); real or perceived conflict of interest (re: selection, award, or administration of grants); compliance/grievance resolution policies and procedures; management of grant term regarding scope of work; written funding agency approval when

key personal change; written funding agency approval when program scope changes.

4. Comprehensive Accounting for Fiscal Responsibilities:

The MACS system will have annual independent audits of all grant activities and maintain records required under the Illinois Records Act.

The MACS System will file all appropriate reports and claims required by the State.

The Worth Township Treasurer's office is acting as the MACS Fiscal Agent and will establish MACS accounts, pay any and all MACS budgeted system costs in accordance with the procedures to be established and approved by the CEO Council; maintain an appropriate document all income and expenditures of MACS; and implement the employment decisions of the CEO Council for personnel.

5. Comprehensive Needs Analysis:

Based on ISBE requirements local needs assessment and comprehensive local needs assessment will be updated including local labor market data and stakeholder input.

6. Performance Indicators:

As soon as MACS receives performance data from ISBE it is shared with the CEO Council, Administrative Council and Counselor Advisory. Meetings are to be held for specific discussion of remediation initiatives, actions, and implementation, with focus on reducing disparities and gaps in performance data. All initiatives will conform to Perkins allowable expenditures.

#### 2.1.4 MACS Administrative Council

The MACS Council shall be composed of administrators assigned the responsibility of career and technical education at each of the six member high school districts and Moraine Valley Community College as designated by the Superintendents/College President. One additional non-voting administrator from each school entity listed above may participate and may act as a voting alternate in the absence of the voting member. A quorum shall be considered to be 2/3 of the voting members of the Council.

The MACS Administrative Council shall:

1. Hold regular meetings. Special meetings may be called by a majority of the MACS Administrative Council. Written notice of all special meetings shall be given to all members of the MACS Administrative Council by the MACS Director or his designee no less than three (3) days prior to the meeting. Any required public notice of any meeting shall be given in accordance with the requirements of the Illinois Open Meetings Act.
2. For passage, all motions shall require a majority vote of the members or their alternates present at a regular meeting. At any special meeting, a motion may pass by a vote of no less than 2/3 of the voting members in attendance.

Duties of the MACS Administrative Council shall be to:

1. Discuss, evaluate, and make recommendations for all activities of the Moraine Area Career System.
2. Make recommendations to the CEO Council as required for the operation of the Moraine Area Career System.
3. Share best practices with member districts.

4. Approve the form, content and sequence of programs and services offered within the framework of this Agreement and forward these recommendations to the CEO Council.
5. Perform any other functions as designated by the CEO Council.

#### 2.1.4 (a) Counselor Advisory Committee

The Counselor Advisory Committee shall meet quarterly, for the purpose of planning career exploration and career development activities, as well as dual credit and dual enrollment logistics.

1. At least one member from each high school and the community college will participate.
2. The Assistant Director from MACS serves as the Chair, and issues the meeting agendas.
3. Events are organized, including career fairs, job shadowing, and trades expos.

#### 2.1.5 Occupational Program Advisory Committees

1. An Occupational Program Advisory Committee may be established for each MACS program. Moraine Valley Community College Career Programs Advisory Committees will serve this purpose. Representatives from MACS member high schools will be invited to participate in appropriate Career Program Committees.
2. A General Business and Industry Advisory Committee may be established to provide advice on regional issues.

#### 2.1.6 Administrative District

The Administrative District shall receive and implement the decisions of the CEO Council. The Administrative District's responsibilities for portions of MACS programs and services may be delegated to any member district with the consent of the CEO Council and the district delegated. There shall be one Administrative District that shall act as fiscal and legal agent for MACS.

The Administrative District shall be responsible for:

1. Establishing MACS accounts; paying any and all MACS budgeted system costs in accordance with the procedures to be established and approved by the CEO Council.
2. Maintaining an appropriate system to document all income and expenditures of MACS.
3. Filing all appropriate reports and claims required by the State.
4. Implementing the employment decisions of the CEO Council for personnel.
5. The Administrative District shall be responsible for only those expenses and costs arising from its participation in MACS as a member. The Administrative District shall not be liable for any expenses and costs it would not have incurred had it been anything but a member.

#### 2.1.7 Changing Administrative District

Designation of the Administrative District may be reviewed not less than every three years. The Administrative District may be changed or altered by a 2/3 vote of all CEO Council Members and accepted by the Board of Education of the proposed Administrative District. The effective date of any change of designation of the Administrative District shall be the beginning of the fiscal year. A vote to change the designation of the Administrative District must occur prior to March 31 in order to be effective for the upcoming fiscal year. A vote to change the Administrative District of this Agreement shall not be considered as an amendment to this Agreement or these by-laws and shall be subject only to the provisions of this section. After a vote to change designation, the CEO Council, with agreement of the Administrative District (existing and proposed), may agree to accelerate or postpone the effective date of the change.

#### 2.1.8 Risk of Loss and Hold Harmless

It is agreed that MACs and each member district under this Agreement shall indemnify and hold harmless any member district from any claims, counterclaims or liabilities which are made during the time when such member district is acting as the Administrative District as provided in this Agreement, when such claims are brought against said Administrative District in its capacity as the Administrative District for this Agreement. This clause shall apply only to claims arising from or attributable to the actions of the Administrative District in that capacity, and shall not apply to claims for which a member district is to bear the risk of loss under the paragraph below.

Risk of Loss. Each member district shall bear the sole liability for any risk of loss from personal injury, property damage or otherwise arising from classes or activities conducted under the terms of this Agreement on premises owned, leased or operated by the member district, and the member district shall not look to MACS, the Administrative District or any other member district for indemnification or reimbursement for payments made as a result of such losses.

### **ARTICLE III - HOUSING**

#### **Section 3.1 MACS Program/Course**

- 3.1.1 The CEO Council shall determine sites for the System programs keeping maximum accessibility and efficiency as major determinants in the selection process.
- 3.1.2 Recommendations concerning the location of shared MACS programs/courses to be offered shall be made to the CEO Council by the Director and/or Administrative Council. Such recommendations shall be based on criteria previously agreed on by the CEO Council according to requirements laid out in Perkins legislation and Illinois Title 23.

**Section 3.2 Official Office**

The official office of the System shall be recognized as that of the Administrative District as specified in Article II, Section 2.1.6. The official office may change per provisions of that section to alter the Administrative District for the System.

**ARTICLE IV - FINANCE**

**Section 4.1 Budget**

**4.1.1 Organization**

The Worth Township Treasurer (WTTT) shall assume responsibility for implementation of approved financial arrangements and procedures for receiving and disbursing all income credited to the System. MACS may, as required, cover approved administrative costs prior to scheduled receipt of income, and receive advanced funds from one or more member districts. Any such advance shall be returned to the appropriate district(s) promptly upon the receipt of MACS income. An Ad Hoc Finance Committee, with representation from each member district, may be established as needed by the CEO Council to address financial matters.

**4.1.2 Administrative Costs**

Administrative costs shall include the salary and benefits of the Director and the incurred costs for additional MACS central staff, supplies, printing and other costs associated with the operation of the System administrative function which have been approved and budgeted by the CEO Council. Furthermore, an equitable Administrative District fee (Local Administrative Match) shall be established and budgeted by the CEO Council.

4.1.3 Administrative costs shall be paid by the Administrative District from Moraine Area Career System (MACS) grant funds and local funds (Local Administrative Match) generated by a prorated assessment to all member districts.

Accumulation of the total amount budgeted for administrative costs shall be as follows:

1. During 1<sup>st</sup> quarter (July 1-Sept. 30) of fiscal year, member districts shall be billed for a prorated share of the administrative budget for the current fiscal year. The total of these payments shall not exceed twenty-five (25%) percent of the total administrative budget of the Moraine Area Career System. Payment shall be made during 1<sup>st</sup> quarter (July 1-Sept. 30) of the fiscal year to the Moraine Area Career System. The prorating factor for administrative costs shall be CTE student enrollment in the MACS high school districts, from the prior school term as reported in IWAS. For the community college, the prorating of administrative costs shall be based on the prior year's enrollment of the MACS area high school CTE dual credit students as reported by the college (unduplicated head count).
2. Any remaining administrative costs shall be covered out of ISBE program reimbursement funds received by the System. The proration formula shall be the same as previously outlined in 5.1.3.
3. Any funds received through special grants and designated for System administrative costs shall be used by the Administrative District for such costs. It is recognized that members may receive special grants separate from MACS.
4. If MACS funds are insufficient to meet CEO Council approved administrative expenses or other CEO Council approved expenses, member districts shall be specially assessed to pay the deficiency using the method for prorating previously outlined in 5.1.3.

#### 4.1.4. Equipment and Facilities Costs

Member districts may request State reimbursement through the System for the purchase of capital outlay equipment used for System programs, or portions of

System programs that they may offer. Any non-reimbursed portion of the costs of equipment shall be paid by the district sponsoring the program.

Any member district that is purchasing System equipment or materials where current funding has not been first received, shall pay for the cost thereof from its own funds, subject to pro-rata reimbursement as provided herein.

Other special arrangements may be made through special agreement for providing equipment and/or facilities for System programs and services.

All such requests must have final approval from the CEO Council.

#### 4.1.5 Distribution of Income

Reimbursement received by the System shall be distributed to member districts as follows:

- All reimbursements earmarked for equipment shall be distributed to the district through which such equipment was purchased as authorized by the CEO Council.
- All reimbursements designated specifically for System administrative cost shall be used by the Administrative District to cover such costs.
- All program reimbursements not used for System administrative costs shall be paid to member districts based upon the State's formula for such program reimbursement. A reimbursement distribution exception can be made by the CEO Council for special-program initiatives.

#### 4.1.6 Charges to Non-Members

Charges to non-member school districts, individuals, and other governmental bodies for educational and training services provided by the System shall be established by the CEO Council. In no case shall such charges be less than those

made by member districts. Documentation will be kept on file that other LEAs within the region were afforded opportunity to participate in the cooperative agreement.

#### **ARTICLE VI - TRANSPORTATION**

**Section 5.1** Transportation of students is not the responsibility of MACS or the Administrative District. Where desirable, member districts may enter into separate agreements to facilitate the economical and efficient transportation of students.

#### **ARTICLE VII - AGREEMENT TERMINATION**

##### **Section 6.1 Termination**

6.1.1 This Agreement may be terminated in the event that one hundred (100%) percent of the members so agree. In such instances, the vote to terminate must occur twelve (12) months prior to the July 1 termination date and notice shall be given to the Illinois State Board of Education. System assets shall be distributed in accordance with the interest vested in each asset.

#### **ARTICLE VII - THE AGREEMENT**

**Section 7.1** This Agreement contains all the terms, conditions, and promises of the parties hereto and no modifications or waiver of any provision shall be valid or binding unless in writing and signed by the parties hereto. The CEO Council is authorized to promulgate all necessary rules, regulations, and policies for the management and operation of MACS not inconsistent with the terms of the Agreement. These rules and regulations shall be delivered to each member district.

7.1.1 All notices required or desired under or in connection with this Agreement shall be sufficient if given by mail addressed to the parties receiving such notice and directed to such parties at the addresses designated by the parties as follows:

Attention: Superintendent  
Argo Community High School District 217  
7329 West 63rd Street  
Summit, Illinois 60501

Attention: Superintendent  
Community High School District 218  
10701 South Kilpatrick Avenue  
Oak Lawn, Illinois 60453

Attention: Superintendent  
Reavis Township High School District 220  
6034 W. 77<sup>th</sup> Street  
Burbank, Illinois 60459

Attention: Superintendent  
Oak Lawn Community High School District 229  
9400 Southwest Highway  
Oak Lawn, Illinois 60453

Attention: Superintendent  
Consolidated High School District 230  
15100 South 94th Avenue  
Orland Park, Illinois 60462

Attention: Superintendent  
Evergreen Park Community High School District 231  
9901 South Kedzie Avenue  
Evergreen Park, Illinois 60805

Attention: President  
Moraine Valley Community College District 524  
9000 West College Parkway  
Palos Hills, Illinois 60465

**Section 7.2** Proposed amendments to the Agreement shall be submitted to each member of the CEO Council in writing prior to their consideration for adoption.

7.2.1 Any proposed amendment to this document approved by a 2/3 vote of all the members of the CEO Council shall be submitted along with a resolution to each member Board of Education for ratification.

7.2.2 Member Boards of Education shall act on a proposed amendment within sixty (60) days. Ratification of the amendment shall be deemed to take place when 2/3 of the districts have voted passage. Failure of a district to act within sixty (60) days shall be deemed to be a vote against the amendment. Any amendment shall be effective on the date stated in the amendment or, if no date is therein stated, on the date it is approved by ratification of the districts.

**ARTICLE VIII - RATIFICATION OF INTERGOVERNMENTAL AGREEMENT**

**Section 8.1 Ratification**

8.1.1 Initial ratification shall take place by vote of the individual participating Boards of Education.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed on the day and year below written.

ON BEHALF OF THE BOARD OF  
EDUCATION OF SCHOOL DISTRICT 217

ON BEHALF OF THE BOARD OF  
EDUCATION OF SCHOOL DISTRICT 218

\_\_\_\_\_

\_\_\_\_\_

ON BEHALF OF THE BOARD OF  
EDUCATION OF SCHOOL DISTRICT 220

ON BEHALF OF THE BOARD OF  
EDUCATION OF SCHOOL DISTRICT 229

\_\_\_\_\_

\_\_\_\_\_

ON BEHALF OF THE BOARD OF  
EDUCATION OF SCHOOL DISTRICT 230

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ON BEHALF OF THE BOARD OF  
TRUSTEES OF COLLEGE DISTRICT NO. 524

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ON BEHALF OF THE BOARD OF  
EDUCATION OF SCHOOL DISTRICT 231

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**HOLIDAY SCHEDULE**

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

Thursday, December 23	-	Holiday Observed
Friday, December 24	-	Holiday Observed
Monday, December 27	-	College Closed
Tuesday, December 28	-	College Closed
Wednesday, December 29	-	College Closed
Thursday, December 30	-	Holiday Observed
Friday, December 31	-	Holiday Observed
Monday, January 3, 2022	-	College Closed
Tuesday, January 4	-	College Closed
Wednesday, January 5	-	College Closed
Thursday, January 6	-	<b>College Reopens</b>

**Recommended Action:**

It is recommended that the Board of Trustees adopt the holiday schedule and authorize that the college be closed from Thursday, December 23, 2021, through Wednesday, January 5, 2022. The college will reopen on Thursday, January 6, 2022.