

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Regular Meeting, was held on Tuesday, October 19, 2021, in Building M, Moraine Business & Conference Center Moraine Rooms 2&3, 9000 West College Parkway, Palos Hills, Illinois, 60465. Meeting was held in-person and online, pursuant to the State of Illinois Executive Orders and Gubernatorial Disaster Proclamations, 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 6:07 PM.

II. ROLL CALL

Present: Brian O'Neill, Chair; Bernadette Barrett; John Coleman; Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy; Delilah Wietasch, Student Trustee

Absent: Kimberly Hastings Cristelli

III. MINUTES

It was moved by Mr. Murphy and seconded by Ms. Kirkwood to approve the unapproved minutes of the Regular Meeting held September 21, 2021.

ROLL CALL VOTE taken on approval of minutes for the Regular Meeting held September 21, 2021:

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

Absent: Cristelli

Student

Advisory: Yes

Motion carried.

IV. AUDIENCE PARTICIPATION

None.

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

5.1 ACCT Annual Convention Report

Ms. Barrett indicated she was appreciative of the opportunity and privilege to represent Moraine Valley at the ACCT convention along with Trustee Patricia Murphy. She reported that she attended many sessions and noted one concerning board effectiveness, taking away a recommendation about having an annual retreat to review policies and also the importance of communication, indicating that open communication both ways is critical. She also noted that most of the other boards represented have committees, something that the Moraine Valley board does not currently have and which she felt could be expanded on. She reported that she focused on topics related to enrollment and innovative ways to enrich enrollments, along with other topics such as grant writing, Title IX, the first amendment, and diversity and inclusion. She reported that she ordered two books from the conference and that she felt it was one of the best conferences she has attended. She indicated she would submit a full report that will include slides that she has requested.

Ms. Murphy reported that the conference was inspiring and attending sessions was like being in school and soaking up knowledge as you go. There were topics on legal updates on campus issues, covenant governance, communication, partnerships like one presented by the Community College of Philadelphia to increase enrollment and achieve better outcomes, post-Covid job recovery efforts with community colleges, and another on improving student and institutional well-being. She indicated that a keynote speaker, the president of Snap-On Tools, was excellent in talking about the growth of his company and partnerships that benefit community colleges. She indicated that participants were invited to visit an Illinois community college that has a business incubator accelerator program and she expressed interest in pursuing this. She noted that the closing session speaker, now a biology professor, was remarkable, talking about underprivileged students and teaching future educators how to meet students where they are, including those in jail, having been an inmate himself. She indicated that she would be happy to share any of the information she gathered from the conference..

5.2 Student Trustee Report

Ms. Wietasch reported that on September 10, students participated in an annual forest preserve clean-up program, during which they were able to cut down about 20 invasive species. Student Life collaborated with the Library to

celebrate and remember national days of service and 9/11. National voter registration was celebrated on September 28, during which students were given the opportunity to register to vote and to show why they believed voting is important. Hispanic Heritage Month, from September 15 to October 15 was celebrated with Multicultural Student Affairs sharing stories from Hispanic countries. Participants learned about Mexican bingo, which has been celebrated since 1717, and Student Life hosted a speaker on the topic of learning about origins of festive celebrations.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

Dr. Jenkins introduced Jim Reed, Executive Director of the Illinois Community College Trustees Association, who was in attendance to present the statewide Professional Board Staff award to Dawn Fredrikson.

Mr. Reed began his remarks by first thanking Trustees Barrett and Murphy for attending the ACCT conference, indicating that new officers for the national board are elected at the conference, and he announced that Illinois will have three representatives at the national level, including Maureen Dunne from College of DuPage as Midwest Region Chair, Torrie Newsome from College of Lake County on the Diversity Committee, and Greg Wolfe from Danville Area Community College on the Nominating Committee. Mr. Reed then recognized former Moraine Valley trustees who have been active members of ICCTA, including Patricia Fleming, John Donahue, and Jack Daley, and noted the support of president Jenkins, Board Chair Brian O'Neill and Trustee Patricia Murphy. He indicated that he was here tonight to recognize one of the college's outstanding staff members who work behind the scenes to support the efforts of each college, president, and governing board. He reported that Dawn Fredrikson became the college's board liaison in 2014, but has been transcribing board minutes since 1987, and also serves as executive assistant to the college president. He outlined the functions performed that support the Board of Trustees and the president's office and shared some of the information and comments from the nomination submitted for the award. Mr. Reed then presented the 2021 Professional Board Staff award to Dawn Fredrikson.

Dr. Jenkins thanked Jim Reed for being able to be here to present this award, indicating that Moraine Valley values the work that Dawn has done for so many years. Dr. Jenkins thanked trustees Bernadette Barrett and Patricia Murphy for attending the ACCT conference and indicated that she looks forward to seeing

the information each of them gathered and working with the board on the things that would work well for the college. She thanked Delilah for her report and for representing the students so effectively.

- FY2021 Audit Report – Theresa noted that the trustees received a copy of the comprehensive annual financial report (CAFR), report to the board, and draft single audit this evening. She noted that the consent agenda includes the acceptance of the previous FY20 audit as well as the current FY21 audit, explaining that because of the late guidance compliance for FY20, the audit was initially presented as a draft and then finalized later but the acceptance action was not completed at the same time. She reported that this financial audit report is final and has received an unmodified opinion, which is the best you can receive. She thanked Mike Cipolla, Controller, Stephanie Meuris, Assistant Controller, Veronica Wade, Assistant Director of Financial Aid, and Willis Jordan, Internal Auditor, along with many other staff members who work on each year’s audit. She reported that this audit, because of the federal funding, was one of the toughest audits she has experienced in 20-plus years. She noted that there was one significant deficiency that was noted related to the timing of reports submitted, but not to any financial dollars. She also noted that the audit refers to an increase in net assets and she explained that this does not mean a profit, but a realization of lost revenue that is needed to balance the budget for the next two years. She then introduced John George, Partner at RSM, and Kelly Kirkman, Senior Manager.

John George reviewed the topics he and Kelly will cover in their report and indicated that RSM had some new people involved with the process this year. He expressed appreciation to the college’s financial team and for the great level of communication throughout the process. There were weekly meetings to make sure everything was fully addressed. He explained why the single audit is a draft, indicating that they don’t expect any changes, but they want to be sure there aren’t any additional compliance requirements from the federal government. Kelly Kirkman reported that all the audit opinions are unmodified, clean opinions, consistent with prior years, and those opinions are the best you can get. She reviewed some of the financial highlights from the audit, indicating that they are consistent in terms of the college’s net position, which increased, due to HEERF funding for lost revenue. She reviewed total liabilities, which decreased, partly attributable to paying down debt and a refinancing of outstanding bonds, saving the college about \$1.5 million over the life of the bonds. She reviewed revenues and indicated that the

management discussion and analysis document provides a thorough overview of key line items and any significant fluctuations. She mentioned some of the governmental accounting standards and pronouncements that will be effective for the college next year, including one that will look at leases in terms of assets and liabilities on financial statements. She reported that there were no audit adjustments, which she indicated is rare, and very positive for the audit overall. She reviewed the draft single audit for federal compliance and the compliance finding regarding timeliness of some reports. She indicated that this was a very mild finding that they were seeing at a handful of other colleges as well. She reiterated that they didn't expect any changes, but they want to wait for the final federal addenda, which should be available any time, after which they will be able to finalize the single audit.

Dr. Jenkins indicated that the next report is about enrollment, and she shared that based on today's enrollment report, there are only 48 fewer students this fall than last fall, which is the result of a lot of people working very hard to help students enroll and stay in school.

- Enrollment Report - Dr. Sadya Khan reviewed enrollments for the fall 2021 semester, indicating that credit headcount is down 4.1% and credit hours are down 5.4%. She shared demographic information, enrollment status, and median age of MVCC students, which is 19. She noted that enrollment continues after census day because of late registrations as well as late-starting courses, showing that one month later, there are an additional 400 students enrolled. She noted that enrollment is again reported at the end of the semester as well. The five-year trend in overall headcount and credit hours is down, but she indicated that we are starting to see enrollments stabilize after last fall's steeper decline. She explained the modalities of instruction, showing the change in enrollment percentage of each over fall 2020, spring 2020 and fall 2021. Enrollment by status showed some declines in new, continuing, and returning students, and a small increase in the retention rate to 51.2% from last fall, but still lower than the college's typical 54% over previous years. Dr. Khan reviewed enrollment declines by race/ethnicity, showing larger declines among American Indian students, but noting that this is a small population; Multiracial students; and visa student enrollments compared to fall 2020. Additionally, increases in the percentage of part-time students is attributed to dual credit enrollments, since high school students typically do not take a full-time course load. Dr. Khan outlined current and projected district population by age, noting MVCC's typical student population age groups currently down, but ages

20-24 and 25-29 projected to increase by 2030. She also shared that this data reflects what they are hearing from local high schools, which are reporting declines in class sizes, resulting in fewer graduating seniors. She reported that she did not have any official national numbers at this time, but in terms of peer institutions, full-time-equivalency (FTE) is down more than headcount, attributable to students taking smaller course loads. Preliminary state information shows a 2% drop in headcount and a 5% drop in credit hours, overall, since last fall. Dr. Khan reported that there is encouraging information, including enrollment increases in dual credit and business and technical categories of courses, and larger numbers of Hispanic and Asian students, as well as the fact that enrollments, overall, are starting to stabilize.

VII. COMMUNICATIONS

- 7.1 Letter from Illinois Academic Advisors Association (ILACADA) re Award as Outstanding Advisor Administrator (Sumeet Singh)
- 7.2 Letter from Illinois Academic Advisors Association (ILACADA) re Award as Outstanding Advisor (Kimberly Golk)
- 7.3 Letter from Government Finance Officers Association (GFOA) re Certificate of Achievement for Excellence in Financial Reporting (FY2020 Comprehensive Annual Financial Report/CAFR)

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$125,854,796.41 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	\$6,393,942.18
9.3	Operation & Maintenance Fund	769,998.69
9.4	Operation & Maintenance Fund (Restricted)	127,154.90
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	651,564.26
9.7	Restricted Purpose Fund	6,454,147.12
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	9,886.59
9.10	Audit Fund	10,000.00
9.11	Liability, Protection & Settlement Fund	8,767.25

(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

Christina Cotta - Departmental Assistant, Transfer Center and Counseling & Career Development Center - effective 10/25/21

Jeffrey Page - Media Specialist, Multimedia Services - effective 11/8/21

Ken Potocki - Program Assistant, Student Success - effective 10/25/21

Nathan Tabay - User Support Services Specialist, Client Services – effective 10/25/21

Kathryn Wachtor - Assistant Dean, Enrollment Services, Student Development - effective 10/25/21

(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

Every Ivy - Job Resource Specialist, Job Resource Center – resignation effective 10/12/21

Michael Loveday - Senior Web Content Specialist, Marketing & Communications – resignation effective 10/1/21

Alejandro Ruiz - User Support Services Specialist, Client Services – rescind acceptance - effective 9/27/21

Joseph Urchak - Manager, Enterprise Systems, Network Operations – resignation effective 10/22/21

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Support Staff

Tim Conrath – Maintenance Mechanic IV, Campus Operations – retirement effective 1/6/22

(DOCUMENT H - SUPPLEMENT TO MINUTES)

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

Lauren Zajac – from Education Specialist, Adult Basic Education to Assistant Dean, Student Success – effective 10/25/21

(DOCUMENT I - 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 Riveredge Hospital (Nursing)

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

(DOCUMENT J - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with University of Chicago Medical Center
- Ingalls Hospital (Phlebotomy)

It is recommended that the Board of Trustees approve the affiliation agreement with University of Chicago Medical Center/Ingalls Hospital for Phlebotomy. (DOCUMENT K - SUPPLEMENT TO MINUTES)

12.3 Acceptance of FY2020 Audit

It is recommended that the Board of Trustees accept the Audit for the fiscal year ending June 30, 2020. A copy of the Audit was filed with the State of Illinois. (DOCUMENT L - SUPPLEMENT TO MINUTES)

12.4 Acceptance of FY2021 Audit

It is recommended that the Board of Trustees accept the Audit for the fiscal year ending June 30, 2021 as presented. A copy of the Audit will be filed with the State of Illinois. (DOCUMENT M - SUPPLEMENT TO MINUTES)

12.5 Learning Management Systems (LMS) Renewal Proposal

It is recommended that the Board of Trustees approve Instructure's proposal for the continued use of the Canvas learning management system and custom URL in the amount of \$951,251.50, spread across a term of five (5) years. The cost breakdown is as follow beginning January 1, 2022: Year 1-\$177,872.00; Year 2-\$184, 947.75; Year 3-\$190,403.75; Year 4-\$196,115.50; and Year 5-\$201,912.50.

(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, 10.1-5(a), and 10.1-6; and 12.1, 12.2, 12.3, 12.4, and 12.5:

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

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XV. CLOSED SESSION

It was moved by Ms. Murphy and seconded by Mr. Murphy to move to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel for the public body, and collective negotiating matters between the public body and its employees or their representatives, pursuant to Section 2(c)(1) and Section 2(c)(2) of the Illinois Open Meetings Act..

ROLL CALL VOTE taken to move to closed session:

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

Motion carried.

The Board moved to closed session at 7:31 PM, returning to open session at 8:43 PM.

Roll Call: Barrett, Coleman, Kirkwood, J. Murphy, P. Murphy, O'Neill,
Wietasch

XVI. ADJOURNMENT

The meeting adjourned at 8:50 PM.