

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, Thursday, June 16, 2022, Building M, Moraine Business & Conference Center Moraine Rooms, 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/BOTJune16 or by phone 1-312-535-8110 with Meeting ID 2624 311 7767, p/w MmermJWX473 (66376599 from phones).

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES**
 - 1) Unapproved Minutes, Regular Meeting of April 19, 2022
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
 - 1) ICCTA Meeting Report - P. Murphy
 - 2) Student Trustee Report – N. Hasan
6. **REPORTS OF ADMINISTRATION**
 - 1) Presentation to Joanne Composono (retirement)
 - 2) Presentation to Dawn Fredrikson (retirement)
 - 3) Presentation to Wally Fronczek (retirement)
 - 4) Presentation to Linda Hall (retirement)
 - 5) Presentation to Sharon Katterman (retirement)
 - 6) Presentation to Toni Kenealy (retirement)
 - 7) President's Report
 - Higher Learning Commission Assurance Review
 - Budget Presentation
7. **COMMUNICATIONS**
 - 1) Letter from Higher Learning Commission Regarding Moraine Valley Community College Successfully Completing Year 4 Assurance Review
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 - Support Staff
 - 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
 - 1) * Review of Closed Session Written Minutes and Audio Tapes
 - 2) * Dates for Regular Meetings
 - 3) * Treasurer's Bond Renewal - FY23
 - 4) * Resource Allocation Management Plan (RAMP) Project: Career & Technical Education Lab Expansion
 - 5) * Resolution Authorizing the Transfer of Certain Funds from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Purpose Fund for Purposes of Infrastructure Upgrades
 - 6) * Resolution Authorizing the Transfer of Certain Funds from the Education Fund to the Operations and Maintenance Restricted Fund for Purposes of Funding Future Capital Projects
 - 7) * Moraine Valley Community College Spring 2023 Mailer Printing Bid
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **ADJOURNMENT**

MINUTES

Approved Minutes of the April 19, 2022, 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, Regular Meeting, was held on Tuesday, April 19, 2022, 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 Vice Chair Kimberly Hastings Cristelli at 6:00 PM.

II. ROLL CALL

Present: Bernadette Barrett (arrived 6:02PM); John Coleman; Kimberly Hastings Cristelli; Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy; Delilah Wietasch, Student Trustee

Absent: Brian O’Neill, Chair

Mrs. Cristelli requested anyone calling in to state their name when speaking or making a motion for the record. She also asked those not speaking to keep their devices on mute.

Mrs. Cristelli indicated for the record that per Illinois Governor Pritzker’s disaster proclamation through April 30, 2022, allows the temporary suspension of the Open Meetings Act (OMA) requirements for a quorum of members to be physically present, allowing call-in trustee participation to constitute a quorum. She 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. Murphy and seconded by Mr. Coleman to approve the unapproved minutes of the Regular Meeting held March 15, 2022, and the Closed Session held March 15, 2022.

ROLL CALL VOTE taken on approval of minutes for the Regular Meeting held March 15, 2022 and the Closed Session held March 15, 2022:

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

Motion carried.

IV. AUDIENCE PARTICIPATION

Troy Swanson, Librarian and president of the Faculty Association, addressed the Board, first expressing condolences on behalf of the faculty to Trustee John Coleman and his family, and sharing his concern about the public narrative regarding education and the pandemic—that online learning was a failure; students were stranded and educators weren’t up to the challenge. He indicated that he wanted to spread the word about the amazing work that has taken place over the past two years and asked for the Board’s help in doing that on behalf of the faculty, staff members, administration, and fellow union leaders, who have all risen to the challenge of the pandemic. He indicated that while there were difficulties, there was also extraordinary commitment to the safety of students and employees and dedication to student success. He thanked the Board for its support and recognized Dr. Jenkins’ role in leading the college, the Return-to-Work committee, custodial and facilities staff, Information Technology, the Library, the Bookstore, Marketing and Communications, Student Development, noting many of the people involved and activities that took place to support, encourage, and assist students throughout this time. He reported that transitioning the college’s course schedule to online and through continuously changing situations and training faculty to teach online was a major effort that was fully supported by the academic vice president, Dr. Haney, and the Executive Leadership Team. He indicated that he wished he could highlight everyone, but he wanted to say thank you on behalf of the faculty. He shared some notes about faculty members going above and beyond to support students and keep them moving forward. He indicated that faculty are glad to be back on campus and that the college’s story of the pandemic is really about hard work and making lasting innovations that have made the college’s systems and classes stronger. He asked the Board to help share this message to the community.

V. BOARD REPORTS AND/OR REQUESTS**5.1 Recognition of Service – Delilah Wietasch, Student Trustee**

Mrs. Cristelli recognized Delilah Wietasch for her service during another unusual year of the pandemic, indicating that she served as Student Trustee with poise and confidence and on behalf of the Board and the administration, she expressed sincere appreciation to Delilah for her commitment and service to the college and students. She wished her the best of luck and much success in the future.

Ms. Wietasch expressed her appreciation to the Board and administration for the opportunity to serve as Student Trustee, indicating that she came in not knowing anyone and was treated as an equal and with respect. She indicated that she learned a lot and wanted to say thank you.

5.2 Oath of Office - Student Trustee – Nematallah Hasan

Trustee Kirkwood, Secretary, administered the oath of office for new Student Trustee, Nematallah Hasan, after which Ms. Hasan was officially seated.

Ms. Hasan indicated that she felt privileged to serve as Student Trustee. She stated that her passions are helping people and being a voice for others, sharing that her priority will be to make information more accessible to students because there are many opportunities and privileges available, but many students don't take advantage of them because they are not aware of them. She hopes to help get that kind of information out to students. She shared that as a senior in high school, she learned that she could take college credits and decided to come to Moraine Valley for the unique opportunities it presented to her. She stated that she looks forward to working with everyone she will meet during this year and will do her best to fulfill her responsibilities as Student Trustee. She recognized her parents in the audience, who she said encouraged her to apply for the position of Student Trustee, and her siblings.

Mrs. Cristelli recognized the March retirement of Jeanne Upreti, Assistant Manager of User Support Services in the division of Information Technology, who retired at the end of March after serving at the college since 2011. On behalf of the Board and the administration, she congratulated Jeanne and wished her a long and happy retirement.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

Dr. Jenkins extended congratulations and appreciation to Delilah Wietasch for her leadership over this past year. She also congratulated Nematallah Hasan for her election as Student Trustee to the Board of Trustees and thanked Nematallah's family for their support of her. She thanked Troy Swanson for being a voice for the hundreds who work at the college to express support for the Board members during the many challenges of the pandemic. She echoed Troy's commendations to the many areas of the college that work hard on behalf of the college and its students.

- Marketing & Communications: NCMPR Awards and 2022 Graduation – Clare Briner, Manager of Marketing & Communications, reported that the Marketing & Communications department received 34 awards from three different groups this year. One organization in which the college is highly visible is the National Council for Marketing & Public Relations (NCMPR), noting the District 3 Pacesetter of the Year Award given to Dr. Jenkins for her leadership, along with five regional awards and three national awards. Educational Advertising Awards, which recognizes excellence in the field of educational marketing and advertising, presented the college with 16 awards and a Best of Show. Dr. Briner noted that Moraine Valley Community College was the only community college among the Best of Show awards. Another organization, Educational Digital Marketing, which recognizes best educational websites, digital content, electronic communications, mobile and social media, presented the college with nine awards. Dr. Briner shared a sampling of the various pieces that received awards, including the Valley View newsletter, the Mission Impossible Gala invitation, the 40th anniversary Golf Outing invitation, the microsite College Journey, an athletics photo manipulated to greater effect and symbolic of the re-emergence of sports after the pandemic, and a short video featuring a Nursing student who faced some challenges and credited Moraine Valley for helping her stay on track. Photos of the Board and Marketing & Communications staff who were present were taken.

Jessica Crotty, Assistant Director of Communications, reported on graduation plans, indicating that there will be two ceremonies on Friday, May 20—one at 11 a.m. and one at 3 p.m. Safety precautions include shortened ceremonies with limited attendance of 250 graduates and two guests per ceremony to allow distancing, the use of the Cleared4 app, and no procession. Custodial staff will come in between the ceremonies to clean

and sanitize the spaces and seating. There are two speakers—one for each ceremony. She reported that with a month to go, there are 102 graduates signed up for the 11 a.m. ceremony and 156 for the 3 p.m. ceremony. She shared that some students from 2020 and 2021 who had expressed disappointment at not being able to walk the stage were contacted about participating in this year's events. Faculty and staff will be able to attend one or both ceremonies.

- Physical Plant Updates – Rick Hendricks, Vice President for Administrative Services, reported on upcoming construction and maintenance projects and anticipated start dates and noting the funding sources for each project:
 - Building F boiler upgrades – May 2022 (Capital Development Board)
 - Building D entry improvements – June 2022 (operating budget)
 - Building T Phase 5 HVAC work – October 2022 (Life Safety levy)
 - Buildings A, B, L Fire Doors – May 2023 (Capital Development Board)

Dr. Jenkins reported that the college resumed Covid testing on campus with SHIELD Illinois in compliance with the Governor's mandate, which is still in effect. She thanked those attending the Foundation's Gala on Friday evening, indicating that there are raffle tickets and silent auction items available. She invited the Board members to the Saturday, April 30, Athletic Hall of Fame ceremony in conjunction with the 45th anniversary of the college's athletics department. She reported that the first in-person staff recognition event in two years will take place Tuesday, May 10, from 3 to 5 p.m. in the Moraine Rooms. She reported that a 2015 photo of the college's library, formerly featured by *Choice*, one of the premier library magazines, was selected as the best community college library this year and is again on the cover of the April 2022 *Choice* magazine. She indicated that the hard work that everybody does here every day is recognized by a lot of different organizations.

VII. COMMUNICATIONS

None

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$146,890,514.33 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	\$5,342,266.21
9.3	Operation & Maintenance Fund	714,024.46
9.4	Operation & Maintenance Fund (Restricted)	5,047.50
9.5	Bond & Interest Fund	27,398,534.20
9.6	Auxiliary Enterprise Fund	670,264.16
9.7	Restricted Purpose Fund	10,835,171.58
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	3,086.81
9.10	Audit Fund	1,285.00
9.11	Liability, Protection & Settlement Fund	-0-

(DOCUMENT D - SUPPLEMENT TO MINUTES)

X. REPORT OF PERSONNEL

Mrs. Cristelli publicly identified the nature of the agenda items contained in the Report of Personnel.

10.1-1 Full-Time

Karrie Bieker – Research Analyst, Institutional Research & Planning –
effective 4/25/22

Mollie Burkiewicz – Visual Media Specialist, Marketing & Communications –
effective 4/25/22

Timothy Kosiek – Director of Campus Operations, Campus Operations – effective 5/9/22

Adam Maca – Information Security Specialist, Infrastructure & Network Services – effective 4/25/22

Robert Massey – Managing Director of Fine & Performing Arts Center, Fine & Performing Arts Center – effective 5/9/22

Anni Rasmussen – Instructor, Addiction Studies, Career Programs – effective 8/15/22

Kathleen Wellman – Instructor, Massage Therapy, Career Programs – effective 8/15/22

(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-1(a) Non-Renewal of Appointment – Grant Funded

It is recommended that the appointment of the following grant-funded individuals not be renewed:

John Andres	Coordinator of Records & Assessment
Rafif Abuzaghleh	Education Specialist
Stephanie Craine	Career Connections, Student Success Specialist
Margaret Dawczak	Manager of Transition & ESL
Mohamed Diab	Student Success Specialist
Darcelle Dieudonne	Awareness & Prevention Education Coordinator
Michael Gonzalez	Program Coordinator – CSSIA
Marie Harrell	Internship Manager
Tracy Jones	Coordinator of Bridge to Success Program
Stanley Kostka	CAE Regional Resource Center Manager
Chauntai Mack	Career Connections, Youth Program Manager
Diana Medina	Activity Director, Career Pathways
Kiara Merritt	Early College Specialist
Carmela Ochoa	Coordinator of HSE
Nathan Payovich	Director of Disability Services
Agata Rawdanik	Data Center Manager
Anna Ricchiuto	Grant Project Coordinator
Christian Smolenets	Transition Specialist
Erica Warren	Coordinator of Access & Accommodations
Misty Williams	Director of Upward Bound Project
Darice Wright	Career Connections, Adult Program Manager

(DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-1(b) Non-Renewal of Appointment – Administrative & Professional Staff

It is recommended that the appointment of the following individual not be renewed for FY23 effective June 30, 2022:

Jessica Ganta Digital Marketing Specialist
(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions – Vice Presidents

That the recommendation as presented be approved for the Vice President of Academic Affairs, Vice President of Administrative Services, Vice President of Information Technology, Vice President of Financial and Business Services/College Treasurer, and the Vice President of Student Development.
(DOCUMENT I - SUPPLEMENT TO MINUTES)

10.1-3(a) Salary Revisions – Administrative & Professional Staff,
Administrative Classified Staff

That the recommendation as presented be approved for the Administrative & Professional Staff and the Administrative Classified Staff that are not in positions included in a collective bargaining unit existing on July 1, 2022 or July 1, 2023.
(DOCUMENT J - SUPPLEMENT TO MINUTES)

10.1-3(b) Salary Revisions – Part-Time On-Call, Casual, Auxiliary,
Temporary Non-Bargaining Unit

That the recommendation as presented be approved for the Part-Time On-Call, Casual, Auxiliary, Temporary Non-Bargaining Unit employees.
(DOCUMENT K - SUPPLEMENT TO MINUTES)

10.1-4 Leave of Absence

Nancy Hennigan – Secretary II, Student Services – Disability Leave 3/23/22-
10/6/22
(DOCUMENT L - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Sara Gallagher – Assistant Dean of Center for Teaching & Learning, Center for Teaching & Learning – resignation effective 4/22/22

Angelo Greene – Departmental Assistant, Academic Advising – resignation effective 4/22/22

Aaron Roe – Assistant Director of Institutional Research & Planning, Institutional Research & Planning – resignation effective 5/27/22

Ricky Sand – Advising Resource Coordinator, Academic Advising – resignation effective 4/14/22

(DOCUMENT M - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Administrative & Professional

Patti Stimatz – Manager of User Support Services, Client Services – retirement effective 6/30/22

Jeanne Upreti – Assistant Manager of User Support Services, Client Services – retirement effective 3/31/22

(DOCUMENT N - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement – Support Staff

Michael Krischel – Maintenance Mechanic III, Campus Operations – retirement effective 8/31/22

(DOCUMENT O - SUPPLEMENT TO MINUTES)

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

Jazmin Ayala – from P.T. Payroll Assistant, Payroll to F.T. Payroll Assistant – effective 4/25/22

Nicholas Carpenter – from Groundskeeper, Campus Operations to Lead Groundskeeper (Temporary) – effective 4/24/22-12/31/22

(DOCUMENT P - SUPPLEMENT TO MINUTES)

10.1-6(a) Department Chair Appointment

It is recommended that the individuals names below be appointed Department Chairs for the 2022-2023 academic year:

Career Programs:

Dr. Julie Zimmer – Department Chair, Nursing

Science, Business & Computer Technologies:

Sara Bales – Department Chair, Biological Sciences
(DOCUMENT Q - SUPPLEMENT TO MINUTES)

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

Vice Chair Cristelli identified the nature of the agenda items contained in New Business.

12.1 Affiliation Agreement with Oak Lawn Fire Department (Fire Science)

It is recommended that the Board of Trustees approve the affiliation agreement with Oak Lawn Fire Department for Fire Science.
(DOCUMENT R - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with University of Chicago Medical Center
(Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with University of Chicago Medical Center for Medical Assistant.
(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.3 Resolution of Observance of Arbor Day – April 29, 2022

It is recommended that the Board of Trustees approve the attached resolution observing Arbor Day 2022.
(DOCUMENT T - SUPPLEMENT TO MINUTES)

12.4 June 2022 Board Meeting Date

It is recommended that the Board of Trustees change the date of the June 2022 Board meeting from Tuesday, June 21, to Thursday, June 16, 2022.
(DOCUMENT U - SUPPLEMENT TO MINUTES)

12.5 Fall 2022 Credit Class Schedule Printing Bid

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 \$36,525.00 to Precise Printing Network for the printing of the credit class schedule plus \$10,390.00 for the additional 8-page text signature, if needed, for printing of the fall 2022 Credit Class Schedule.
(DOCUMENT V - SUPPLEMENT TO MINUTES)

12.6 Fall 2022 Noncredit Mailer Printing Bid

Whereas K.K. Stevens, of Astoria, 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 \$27,220.48 to K.K. Stevens for the printing of the noncredit mailer plus \$1,926.99 for the additional 8-page text signature, if needed, for printing of the fall 2022 noncredit mailer.
(DOCUMENT W - 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 (including travel reimbursements); 10.1-1, 10.1-1(a), 10.1-1(b), 10.1-2, 10.1-3, 10.1-3(a), 10.1-3(b), 10.1-4, 10.1-5, 10.1-5(a), 10.1-5(b), 10.1-6 and 10.1-6(a); and 12.1, 12.2, 12.3, 12.4, 12.5, and 12.6:

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

Motion carried.

XIII. MISCELLANEOUS

Mrs. Cristelli indicated that on behalf of the Board, she extended deepest condolences to Trustee John Coleman for the recent passing of his wife, Pat. She stated that Mrs. Coleman was a beautiful soul and contributed much to Moraine Valley and that she will be missed.

XIV. AUDIENCE PARTICIPATION

None.

XV. CLOSED SESSION

Mrs. Cristelli noted that there was no additional business for this evening's meeting.

XVI. ADJOURNMENT

The meeting adjourned at 7:10 PM.

BOARD REPORTS AND/OR REQUESTS

- | | | |
|-----|-----------------------------------|--------|
| 5.1 | ICCTA Meeting Report - P. Murphy | Verbal |
| 5.2 | Student Trustee Report - N. Hasan | Verbal |

REPORTS OF ADMINISTRATION

- | | | |
|-----|---|--------|
| 6.1 | Presentation to Joanne Composono (retirement) | Verbal |
| 6.2 | Presentation to Dawn Fredrikson (retirement) | Verbal |
| 6.3 | Presentation to Wally Fronczek (retirement) | Verbal |
| 6.4 | Presentation to Linda Hall (retirement) | Verbal |
| 6.5 | Presentation to Sharon Katterman (retirement) | Verbal |
| 6.6 | Presentation to Toni Kenealy (retirement) | Verbal |
| 6.7 | President's Report | Verbal |
| | <ul style="list-style-type: none">• Higher Learning Commission Assurance Review• Budget Presentation | |

COMMUNICATIONS

7.1 Letter from Higher Learning Commission

Enclosed



June 3, 2022

Dr. Sylvia Jenkins
President
Moraine Valley Community College
9000 W. College Pkwy.
Palos Hills, Illinois 60465-2478

Dear President Sylvia Jenkins:

This letter serves to inform you that Moraine Valley Community College has successfully completed its Year 4 Assurance Review with no recommended monitoring.

Moraine Valley Community College will not receive an official action letter from HLC's Institutional Actions Council. This letter serves as your confirmation that this review is complete.

In two weeks, this review will be added to the Institutional Status and Requirements (ISR) Report, a resource for CEOs and Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. CEOs and Accreditation Liaison Officers may request the ISR Report on HLC's website at <https://www.hlcommission.org/isr-request>.

The next step in the institution's ongoing accreditation relationship is to begin work on a Quality Initiative project and to prepare for the institution's comprehensive evaluation in Year 10, which will include an action regarding the institution's Reaffirmation of Accreditation.

If you have any questions, please contact the institution's HLC staff liaison John Marr. Your cooperation in this matter is appreciated.

Sincerely,

Higher Learning Commission

cc. Bill Lamb, Chair, Peer Review Team
John Marr, Liaison

**MORAIN VALLEY COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT NO. 524
 TREASURER'S REPORT
 MONTH ENDED MAY 31, 2022**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$74,979,070.47	\$3,294,283.12	\$5,527,270.54	\$72,746,083.05
OPERATION & MAINT FUND	\$14,671,442.17	196,439.32	845,393.47	14,022,488.02
OPERATION & MAINT (RESTR.)	\$17,491,852.26	148,447.98	1,343,897.00	16,296,403.24
BOND & INTEREST FUND	\$5,237,913.99	1,332,576.14	1,664,220.91	4,906,269.22
AUXILIARY FUNDS	\$11,766,062.04	839,322.36	487,202.97	12,118,181.43
RESTRICTED PURPOSE FUNDS	\$7,773,415.95	589,929.58	807,634.17	7,555,711.36
WORKING CASH FUND	\$13,936,958.91	1,728.79	0.00	13,938,687.70
TRUST & AGENCY FUNDS	\$157,551.35	1,757.66	4,756.49	154,552.52
AUDIT FUND	\$155,171.42	183.15	7,000.00	148,354.57
LIAB, PROTECT & SETTLE FUND	\$1,026,372.71	1,850.38	0.00	1,028,223.09
TOTAL	\$147,195,811.27	\$6,406,518.48	\$10,687,375.55	\$142,914,954.20

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS	\$22,550.00	
HUNTINGTON BANK	CHECKING ACCT	1,059,664.66
FIRST MIDWEST BANK	CHECKING ACCT	2,551,490.53
FIRST MIDWEST BANK	TRUST ACCT	865,625.11
WINTRUST MAXSAFE	MONEY MARKET	3,079,709.14
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	7,234,281.21
IL METROPOLITAN INVESTMENT FUND	CORE FUND	2,164,580.80
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS	7,930,484.58
IL PUBLIC TREASURERS FUND	VARIOUS	7,180,399.05
SHORT TERM INVESTMENTS	VARIOUS	82,888,649.59
LONG TERM INVESTMENTS	VARIOUS	27,937,519.53
TOTAL		\$142,914,954.20

ACCOUNT EXPENDITURE SUMMARIES

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$5,527,270.54
9.3	OPERATION & MAINTENANCE FUND	845,393.47
9.4	OPERATION & MAINTENANCE (RESTR) FUND	1,343,897.00
9.5	BOND & INTEREST FUND	1,664,220.91
9.6	AUXILIARY ENTERPRISE FUND	487,202.97
9.7	RESTRICTED PURPOSE FUND	807,634.17
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	4,756.49
9.10	AUDIT FUND	7,000.00
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	-
	TOTAL	<u><u>\$10,687,375.55</u></u>

10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	Enclosed
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 – Support Staff	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

SUBJECT REPORT – Full Time

Areej Abusharkh	Departmental Assistant Academic Advising & Center for Disability Services	Effective: 6/21/22
Syreeta Brown	Senior Program Manager Corporate, Community & Continuing Education	Effective: 6/6/22
Jessalyn Cipriani	Secretary II Career Programs	Effective: 6/21/22
Jenna Naser	Police Operations Assistant Police	Effective: 6/21/22
Alexander Resendez	Counselor Counseling	Effective: 8/15/22

RECOMMENDED ACTION

That the above be employed at the indicated salary conditional upon receipt of a drug screening and a background check from the State of Illinois.

S U B J E C T R E P O R T - Resignations/Terminations

Antoinette Brady	Nursing Lab & Simulation Specialist Nursing	Effective: 5/27/22
Essence Greenhill	Student Development Specialist Enrollment Services	Effective: 6/10/22

RECOMMENDED ACTION
That the above be approved as presented.

Retirement – Support Staff

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

Joanne Composono	P.T. College Store Cashier Bookstore/College Store	7/28/22
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RECOMMENDED ACTION

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

S U B J E C T R E P O R T – Reclassifications (Promotions, Transfers, Etc.)

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Clare Briner	Director of Marketing & Communications Marketing & Communications	Reclassified to: Chief Marketing & Communications Officer Marketing & Communications Effective: 6/17/22
Richard Caldwell	Secretary II/Curriculum Assistant Academic Services Support Staff	Reclassified to: Senior Administrative Assistant to the President & Board Liaison President’s Office Administrative & Professional Effective: 7/5/22
Helen Dunne	Departmental Assistant Advising Support Staff	Reclassified to: Program Assistant Effective: 6/21/22
Sandra Gaona	Project Facilitator Registration & Records Support Staff	Labor Grade Change Effective: 6/21/22
Teri Hedding	Instructor, ASL Interpretation Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2022-2023
Sadya Khan	Director of Institutional Research & Planning Institutional Research & Planning	Reclassified to: Director of Institutional Research, Planning, & Effectiveness Institutional Research, Planning, & Effectiveness Effective: 6/17/22

Ashley Lindemann	Project Facilitator Registration & Records Support Staff	Labor Grade Change Effective: 6/21/22
Angelina Myers	Instructor, Mathematics Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2022-2023
Victoria Neubeck- O'Connor	Associate Professor, Humanities Liberal Arts	Pursuant to the terms of the Negotiated Agreement, promoted to Professor Effective: Academic Year 2022-2023
Diane Niedz	Project Facilitator Registration & Records Support Staff	Labor Grade Change Effective: 6/21/22
Theresa Pallanti	Assistant Director of Resource Development Resource Development & Institutional Effectiveness	Reclassified to: Director of Resource Development Effective: 6/27/22
Yesenia Ponce	Departmental Assistant Learning Enrichment Support Staff	Reclassified to: Secretary II Student Services Effective: 6/21/22
Cathi Predl	Assistant Professor, Office Technology Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2022-2023
Mary Reiter Boland	Instructor, Physics Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2022-2023

Mike Rendon	Duplicating Services Operator Marketing & Communications Support Staff	Reclassified to: Duplicating Services Lead Operator Effective: 6/21/22
Rose Rich	Assistant Professor, Office Technology Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2022-2023
Sherita Tyler	Director of Applications and Web Services Application & Web Services	Reclassified to: Director of Enterprise Applications & Web Services Enterprise Applications & Web Services Effective: 6/17/22
Justin Valentino	Assistant Professor, Local Area Networks Science, Business & Computer Technology	Pursuant to the terms of the Negotiated Agreement, promoted to Associate Professor Effective: Academic Year 2022-2023
Eugene Zedak	Project Facilitator Registration & Records Support Staff	Labor Grade Change Effective: 6/21/22

RECOMMENDED ACTION

That the above be approved as presented.

NEW BUSINESS

- | | | |
|-------|---|----------|
| *12.1 | Review of Closed Session Written Minutes and Audio Tapes | Enclosed |
| *12.2 | Dates for Regular Meetings | Enclosed |
| *12.3 | Treasurer's Bond Renewal - FY23 | Enclosed |
| *12.4 | Resource Allocation Management Plan (RAMP) Project:
Career & Technical Education Lab Expansion | Enclosed |
| *12.5 | Resolution Authorizing the Transfer of Certain Funds from the
Operations and Maintenance Fund to the Operations and Maintenance
Restricted Purpose Fund for Purposes of Infrastructure Upgrades | Enclosed |
| *12.6 | Resolution Authorizing the Transfer of Certain Funds from the
Education Fund to the Operations and Maintenance Restricted Fund
for Purposes of Funding Future Capital Projects | Enclosed |
| *12.7 | Moraine Valley Community College Spring 2023 Mailer Printing Bid | Enclosed |

REVIEW OF CLOSED SESSION WRITTEN MINUTES AND AUDIO TAPES

In January 1989, Public Act 85-1355 became law and requires that public bodies meet and review, at least on a semi-annual basis, written minutes of all closed session meetings to determine whether the need for confidentiality still exists.

In January 2004, Public Act 93-0523 became law and requires that public bodies also keep a verbatim record of all closed session meetings in the form of an audio or video recording. The verbatim recording is to be kept confidential for a minimum of 18 months and may be destroyed after the public body approves the written minutes of that closed session and approves the destruction of the recording.

It has been at least 18 months since the adjournment of several recorded closed session meetings; the Board has previously determined that the written minutes of these meetings can be released.

Recommended Action:

It is recommended that the written minutes of the closed session held on November 16, 2021 and March 15, 2022 be released. Additionally, it is recommended that the audio/digital recordings of the May 29, 2018; July 11, 2020; July 29, 2020; September 15, 2020; October 20, 2020; and November 17, 2020 closed session meetings be destroyed.

Item 12.1:

Written Minutes:

- Recommend that the written minutes of the following closed session meetings be released:

November 16, 2021

March 15, 2022

Audio Tapes:

- Recommend that the audio/digital recordings of the following closed session meetings be destroyed (at least 18 months has passed since the closed session meeting was adjourned; the content has previously been approved; and the Board has voted to release the written minutes of these meetings):

May 29, 2018

July 11, 2020

July 29, 2020

September 15, 2020

October 20, 2020

November 17, 2020

NOTICE IS HEREBY GIVEN

That regular meetings of the Board of Trustees of Community College District #524, Cook County, Illinois, are scheduled as follows:

July, 2022 – no meeting
Tuesday, August 23, 2022
Tuesday, September 20, 2022
Tuesday, October 18, 2022
Tuesday, November 15, 2022
Tuesday, December 20, 2022
January, 2023 - no meeting
Tuesday, February 21, 2023
Tuesday, March 21, 2023
Tuesday, April 18, 2023
Tuesday, May 16, 2023
Tuesday, June 20, 2023

All of the above meetings will begin at 6 p.m. (unless otherwise indicated) and will be held in the Board Room D219, 9000 West College Parkway, Palos Hills, IL 60465.

Dated: June 16, 2022

Secretary

**MORAIN VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
COOK COUNTY, ILLINOIS**

TREASURER'S BOND RENEWAL

A Treasurer's Bond is required pursuant to 110 ILCS 805/3-19 for the term July 1, 2022-June 30, 2023. The statutory School Treasurer's bond lists the Board of Trustees of Moraine Valley Community College as obligees and covers the faithful performances and fidelity of the school treasurer in the amount of \$30,000,000. Thirty million dollars is the amount recommended to the College by our insurance broker, Marsh USA, Inc. The total premium for the Treasurer's Bond for fiscal year 2023 will be \$24,074.00.

Recommended Action:

It is recommended that the Board approve the renewal of the Treasurer's Bond for fiscal year 2023 for \$30,000,000 at a cost of \$24,074.00 from The Hartford Insurance Company.

2023 RAMP PROJECTS

(See attached)

Recommended Action:

It is recommended that the Board of Trustees approve the Resource Allocation Management Plan (RAMP), which consists of the Career Technical Education Labs Project. Further, it is recommended that the Board of Trustees authorize the administration to submit the RAMP documents to the Illinois Community College Board.



Capital Project Application

Complete one application for each project.

District/College: District 524 / Moraine Valley Community College

District #: 524-01
5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 524-01NC2023-1
District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: New Construction
(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Career & Technical Education Lab Expansion

District Project Rank # (1 of 3): 1
(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$2,798,800
(25% minimum)

Estimated State Funds: \$8,396,200

Estimated Total Funds: \$11,195,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES: \$9,835,300

LAND: _____

EQUIPMENT: \$1,034,300

UTILITIES: _____

REMODELING & REHABILITATION: _____

SITE IMPROVEMENTS: \$325,400

PLANNING: _____

Other: _____

TOTAL Funds Requested: \$11,195,000

Project Scope:

In order to support the needs of the Career and Technical Education programs at Moraine Valley Community College's main campus, expansion is required for the following programs:

- > Heating, Ventilation, Air Conditioning & Refrigeration
- > Welding
- > Automotive Technology

The current programs exist within Building T located at the southwest portion of the academic core of the campus. The existing building is constructed of a steel frame clad with precast concrete panels, and in order to create connectivity between the existing facility and the three new additions, various sections of the existing precast concrete panels will require removal. Existing utilities serving the building will require extension through the existing facilities and the new additions will be constructed of precast concrete to match the existing building materials.

Based on the current building geometry and the requirements for expansion for each program, the size of the three separate building additions are as follows:

- > Heating, Ventilation, Air Conditioning & Refrigeration Labs: 5,600 sf
 - o Refrigeration Lab
 - o Sustainability Lab
- > Welding Lab: 2,000 sf
- > Automotive Technology Lab: 3,400 sf

In order to match the existing building massing and to provide adequate height for the functions within the proposed labs, the new additions will be two story volumes, and the concrete slabs will likely be structural slabs to accommodate for the poor soil conditions within this area.

Both the Automotive Technology Lab addition and the Welding Lab addition will require access drives to be extended from the existing drive system to the new additions to accommodate deliveries and vehicle access. Stormwater management strategies will also be implemented to account for the additional impervious area being added to the campus footprint.

In order to accommodate the new additions, the adjacent sitework will include the following:

- > Access drives / vehicle storage
- > Grading and landscaping
- > Stormwater management

This project will be designed in accordance with LEED standards and will incorporate energy-efficient mechanical systems. Additionally, renewable energy systems will be considered and may be incorporated into the project to support the programmatic components within the building.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programmatic Justification Narrative

DISTRICT/COLLEGE: 524 Moraine Valley Community College

PROJECT NAME: Career & Technical Education Lab Expansion

Moraine Valley Community College is the second largest college in the state of Illinois. Over the past 10 years the college has realized a 30% increase in growth. To support the needs of the Career and Technical Education programs at Moraine Valley Community College's main campus, expansion is required for the following programs:

- Heating, Ventilation, Air Conditioning & Refrigeration
- Welding
- Automotive Technology

Partnerships with our Automotive Program continue to grow. These programs are designed to provide students with increased opportunities for employment upon completion. Additionally, our Welding certificate has seen an enrollment growth of 17% over one year and 27% over the past five years. Moraine Valley is steadily becoming an integral part of labor market and we need space to continue advancement in these areas.

This project will consist of a renovation of the existing building. The current programs exist within Building T located at the southwest portion of the academic core of the campus. The expansion requirements for the programs include approximately 11,000 square feet.

Instructional spaces will also accommodate hands-on labs, and audio-visual/technical equipment will be designed to allow for various types of teaching and learning configurations to be developed.

A major accommodation will include access drives for the Automotive Technology Lab and the Welding Lab to accommodate deliveries and vehicle access. Storm water management strategies will also be implemented to account for the additional impervious area being added to the campus footprint.

This project will be designed in accordance with LEED standards and will incorporate energy-efficient mechanical systems. Additionally, renewable energy systems will be considered and may be incorporated into the project to support the programmatic components within the building.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** June 16, 2022

District Contact Name: Mr. Richard Hendricks

District Contact Email Address: hendricksr4@morainevalley.edu

District Contact Phone Number: 708.974.5203

Signature _____ *Date* _____



Annual Facility Data Submission

District/College: District 524/Moraine Valley Community College

District #: 524-01
5 Digit Code (e.g., 50101)

Net Assignable Square Feet (NASF) of Owned Space

1. Classroom	132,334.00
2. Lab	185,747.00
3. Office	148,497.00
4. Study	38,245.00
5. Support	49,907.00
6. Special Use	81,182.00
7. Other	105,474.00
Total	741,386.00

Previous Year Net Assignable Square Footage of district Owned Space

1. Classroom	132,334.00
2. Lab	185,747.00
3. Office	148,497.00
4. Study	38,245.00
5. Support	49,907.00
6. Special Use	81,182.00
7. Other	105,474.00
Total	741,386.00

Total Gross Square Footage of all owned district Facilities: 1,137,133.00

Total owned Acreage of district: 307.00

Estimated Deferred Maintenance (current year estimated cost) \$1,111,031.00

Deferred Maintenance estimated Backlog in dollars: \$1,111,031.00

(Deferred Maintenance is only an estimate and will not be used to support individual district level allocations.)

Please list all completed State funded projects (any cost) and all completed local projects with a cost of \$250,000 or more in the last year.

ICCB Identifier # (FY 2021 or later)	CDB (if available)	Project Name	State Funds	Local Funds	Total Funds
	810-068-015	Parking lots D1 & D2	\$495,600.00	\$165,200.00	\$660,800.00
		Replace T Bldg boilers		\$487,852.00	\$487,852.00
		Add police locker room		\$251,100.00	\$251,100.00
		Replace Bldg H roof top unit		\$355,000.00	\$355,000.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Please list all in-progress State funded projects (any cost) AND all local in-progress with a cost of \$250,000 or more.

ICCB Identifier #* (FY 2021 or later)	CDB (if available)	Project Name	State Funds	Local Funds	Total Funds
	810-068-014	Replace Bldg F boilers	\$450,000.00	\$150,000.00	\$600,000.00
		Replace Bldg T chillers		\$1,210,000.00	\$1,210,000.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

District Contact: _____

Date: _____

***ICCB Project # Identifier** (e.g., 501-01NC2021-1)

Reference Codes in order:

District # = 501-01

Type = (NC, R, SP, U, SI or DF)

FY = 2021

District Ranking # = 1

Project Type Definitions

NC=New Construction, **R**=Remodel, **SP**=Site Purchase, **U**=Utilities, **SI**=Site Improvement and **DF**=Deferred Maintenance

**RESOLUTION AUTHORIZING THE TRANSFER OF CERTAIN FUNDS FROM THE
OPERATIONS AND MAINTENANCE FUND TO THE OPERATIONS AND
MAINTENANCE RESTRICTED FUND FOR PURPOSES OF INFRASTRUCTURE
UPGRADES**

Recommended Action:

It is recommended the Board of Trustees approve the attached resolution.

**MORaine VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
COOK COUNTY, ILLINOIS**

**RESOLUTION AUTHORIZING THE TRANSFER OF CERTAIN FUNDS FROM THE
OPERATIONS AND MAINTENANCE FUND TO THE OPERATIONS AND
MAINTENANCE RESTRICTED PURPOSE FUND FOR PURPOSES OF FUNDING
INFRASTRUCTURE UPGRAGES**

WHEREAS, the Board of Trustees of Moraine Valley Community College, Community College District No. 524, has adopted a budget for its Operations and Maintenance Fund for fiscal year 2022; and

WHEREAS, the budgeted expenditures and transfers out of the Operations and Maintenance Fund equal \$11,920,729; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the College to provide capital funding for purposes of funding future infrastructure upgrades. These projects will better service serve our community, students, faculty, and staff.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MORaine VALLEY COMMUNITY COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 524, COUNTY OF COOK AND STATE OF ILLINOIS, as follows:

That the sum not to exceed \$2,000,000 is authorized to be transferred from the Operations and Maintenance General Fund to the Operations and Maintenance Restricted Purpose Fund for purposes of funding projects to improve and upgrade college facilities. These projects will better service serve our community, students, faculty, and staff.

That total expenditures and transfers from the Education Fund shall not exceed the sum of \$11,920,729.

That said Resolution be in full force and effect from and after its passage.

APPROVED this 16th day of June 2022.

Chairman, Board of Trustees

Attest:

Secretary, Board of Trustees

**RESOLUTION AUTHORIZING THE TRANSFER OF CERTAIN FUNDS FROM THE
EDUCATION FUND TO THE OPERATIONS AND MAINTENANCE RESTRICTED
FUND FOR PURPOSES OF FUNDING FUTURE CAPITAL PROJECTS**

Recommended Action:

It is recommended the Board of Trustees approve the attached resolution.

**MORAIN VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
COOK COUNTY, ILLINOIS**

**RESOLUTION AUTHORIZING THE TRANSFER OF CERTAIN FUNDS FROM THE
EDUCATION FUND TO THE OPERATIONS AND MAINTENANCE RESTRICTED
FUND FOR PURPOSES OF FUNDING FUTURE CAPITAL PROJECTS**

WHEREAS, the Board of Trustees of Moraine Valley Community College, Community College District No. 524, has adopted a budget for its Education Fund for fiscal year 2022; and

WHEREAS, the budgeted expenditures and transfers out of the Education Fund equal \$82,179,038; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the College to provide capital funding for purposes of renovations to support career programs, partial and for future capital repairs. These projects will better service serve our community, students, faculty, and staff.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MORAIN VALLEY COMMUNITY COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 524, COUNTY OF COOK AND STATE OF ILLINOIS, as follows:

That the sum not to exceed \$2,000,000 is authorized to be transferred from the Education Fund to the Operations and Maintenance Restricted - General Fund for purposes of funding renovations to support career programs, and future capital repairs. These projects will better service serve our community, students, faculty, and staff.

That total expenditures and transfers from the Education Fund shall not exceed the sum of \$82,179,038.

That said Resolution be in full force and effect from and after its passage.

APPROVED this 16th day of June 2022.

Chairman, Board of Trustees

Attest:

Secretary, Board of Trustees

DATE: June 8, 2022

TO: Margaret Lehner
Vice President for Institutional Advancement and Executive Assistant to the President

FROM: Jane M. Bentley
Director of Purchasing

RE: **Spring 2023 Mailer 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 Wednesday, June 8, 2022, at 11 AM, in Room L 187. One (1) bid was received. The results of the bid are 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 mailer is a marketing publication distributed three (3) times per year in the fall, spring, and summer, to district residents and businesses to promote the college, its programs and services and credit class offerings. While the college traditionally has solicited bids once annually for all three semesters, the lack of reliable supply in the current paper market is resulting in bidding semester-to-semester for this publication. Similarly, due to rising paper prices, the college has reduced the page count of its mailer for the 2022-2023 academic year to hold the line on costs.

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 **\$36,750.00 to Precise Printing Network** and \$10,390.00 for the additional 8-page text signature, if needed, for the printing of the Spring 2023 Mailer.