

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 Immediately Following Public Hearing on the Budget, 6:00 PM, Tuesday, October 18, 2022, Building M, Moraine Business & Conference Center Moraine Rooms 1&2, 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/BOTOct18 or by phone 1-312-535-8110 with Meeting ID 2624 483 4824, p/w dxTgThJy925 (39848459 from phones).

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES**
 - 1) Unapproved Minutes - Regular Meeting, September 20, 2022
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
6. **REPORTS OF ADMINISTRATION**
 - 1) President's Report
 - FY2022 Audit Report
 - Enrollment Report
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 Appointments – Grant Funded

- 2) * Part-Time/Supplemental/Other
- 3) Salary Revisions
- 4) Leave of Absence (LOA)
- 5) * Resignations/Terminations
 - a. * Retirement - Faculty
- 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
 - 1) * Emergency Funding for Water Line Leak
 - 2) * Board Policy 7215 Revision - Oral English Language Proficiency
 - 3) * Board Policy 7283.3 Revision - Bereavement Leave
 - 4) * Health Fitness and Recreation Center (HFRC) Exercise Equipment Purchase Fall 2022
 - 5) * Fall 2022 X-Ray Equipment Purchase
 - 6) * College Life-Cycle Management (LCM) Equipment Purchase Fall 2022
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **ADJOURNMENT**

MINUTES

Approved Minutes - Public Hearing on the Budget - August 23, 2022

Enclosed

Approved Minutes - Regular Meeting - August 23, 2022

Enclosed

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Public Hearing on the Budget, was held on Tuesday, August 23, 2021, in M, Moraine Business & Conference Center Moraine Rooms, 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. 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 6:01 PM.

II. ROLL CALL

Present: Brian O’Neill, Chair; Bernadette Barrett (arrived at 6:03PM); John Coleman; Kimberly Hastings Cristelli; Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy; Nematallah Hasan, Student Trustee
Absent: None

Chair O’Neill requested anyone calling in 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.

Chair O’Neill indicated for the record that per Illinois Governor Pritzker’s disaster proclamation through September 17, 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. He also noted that this meeting is being conducted as a hybrid, with both in-person and virtual participation.

III. PUBLIC HEARING

Ms. Theresa O’Carroll, Vice President, Financial and Business Services/College Treasurer, provided remarks on the fiscal year 2023 budget. She noted the budget proposal was officially made at the board meeting held on June 16, 2022, and that the budget was published in the newspaper on July 22, 2022. The budget has been available for public inspection since July 22,

2022. Ms. O’Carroll indicated that a budget overview was provided to the Board of Trustees during the June Board meeting and again before the Public Hearing on the Budget.

Mr. O’Neill opened the floor for any public comments on the budget, which has been on public display for 30 days. There was no audience participation regarding the budget.

IV. ADJOURNMENT

The meeting adjourned at 6:04 PM.

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Regular Meeting, was held on Thursday, August 23, 2022, in Building M, Moraine Business & Conference Center Moraine Rooms, 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 6:04 PM.

II. ROLL CALL

Present: Brian O’Neill, Chair; Bernadette Barrett; John Coleman; Kimberly Hastings Cristelli; Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy; Nematallah Hasan, Student Trustee

Absent: None

Chair O’Neill requested anyone calling in 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.

Mr. O’Neill indicated for the record that per Illinois Governor Pritzker’s disaster proclamation through September 17, 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. 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 Mr. Coleman and seconded by Mr. Murphy to approve the unapproved minutes of the Regular Meeting held June 16, 2022.

ROLL CALL VOTE taken on approval of minutes for the Regular Meeting held June 16, 2022:

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

Motion carried.

IV. AUDIENCE PARTICIPATION

None.

V. BOARD REPORTS AND/OR REQUESTS

5.1 ICCTA Report

Before her report, Ms. Murphy congratulated President Jenkins on her 10th anniversary as President of Moraine Valley Community College and complemented the celebration on August 18, 2022.

Ms. Murphy reported that the ICCTA Executive Committee Planning Retreat was held on August 19-20 in Glen Ellyn to establish goals for the association for the following year. She said the retreat included two full days of speakers sharing their visions and goals for the upcoming year, including the new ICCTA President, Dr. Maureen Dunne. Ms. Murphy said Dr. Dunne is a prime example of what community college graduates can accomplish. Dr. Dunne started as a student at the College of DuPage and went on to become a road scholar, obtain a Ph.D., and become involved in an entrepreneurial initiative called Innovation DuPage. The topics covered during the retreat included community colleges working with economic development organizations, elevating the perception of community colleges, expanding ICCTA technology offerings, the future of work, and community college consortiums targeting federal grant-funded projects. Ms. Murphy noted presentations on the future of work and community colleges working with economic development organizations were particularly impactful. She said she believes the college needs to focus on these topics to prepare for the future. Ms. Murphy said she could share the digital slideshows from the presentations with anyone interested. Updates were also provided by the Illinois Community College Board and the Illinois Council of Community College Presidents.

5.2 Student Trustee Report

Ms. Hasan started her report by noting that the fall semester began on August 21 and that seeing so many cars in the parking lot has been nice. She reported that Student Development held its Super Saturday event on August 20 to help students register for classes. She said that approximately 260 students came to Super Saturday. Ms. Hasan noted that the number of students who came to Super Saturday has increased since the Covid-19 pandemic started. She said FAFSA workshops would be held every Tuesday in August to assist students with receiving financial aid. Ms. Hasan noted that student life is hosting welcome days from August 23-24 to introduce students to clubs, organizations, and all that student life has to offer. The DREAM mentoring program, which helps students reach their educational and career goals, held orientations on July 26, August 8, and August 18. Ms. Hasan said that the DREAM program would likely have another orientation soon.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

Dr. Jenkins thanked Ms. Murphy and Ms. Hasan for their reports. She agreed with Ms. Hasan that seeing so many cars in the parking lot and students walking in the halls was wonderful. Dr. Jenkins thanked Moraine Valley faculty and staff who have worked diligently throughout the pandemic. Dr. Jenkins welcomed Rick Caldwell, Senior Administrative Assistant to the President and Board Liaison, to the first Board meeting in which he is recording minutes. She thanked the college and the Board of Trustees for recognizing her ten years as the college president.

- The finance department received an award and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. Dr. Jenkins said that the past two years had been exceptionally challenging for finance, and she thanked Ms. Theresa O'Carroll and Mr. Michael Cipolla for their leadership. Chair O'Neill congratulated Ms. O'Carroll and Mr. Cipolla and presented them with the award. Ms. O'Carroll thanked Mr. Cipolla for his hard work. Mr. Cipolla thanked the finance team for all of their efforts.
- Dr. Normah Salleh-Barone and Ms. Theresa O'Carroll presented information related to Public Act 102-0998 (Student Debt Assistance Act),

a law recently passed by the Illinois General Assembly. Dr. Salleh-Barone explained that the act tasks public institutions of higher education with instituting a financial or physical hardship withdrawal policy effective during the 2022-23 school year. She noted that the new policy must work to limit the debt owed by students who withdraw due to significant financial or physical hardship. The policy must be displayed on the college's website and included during new student orientation. Dr. Salleh-Barone noted that the college has an existing Administrative Withdrawal Policy which covers medical and mental health situations, veterans called to duty, and Title IX situations. She indicated that most requests under this policy result in the change of an unsuccessful grade to a withdrawal. The college also has a separate Tuition Appeal process. The new policy is entitled Administrative Withdrawals and Financial Hardships Policy, and it will incorporate the new requirements of Public Act 102-0998 into the existing policy. The separate Tuition Appeal process will end, but it has been incorporated into the new review process. The new policy will have a 60-calendar day submission timeframe. Dr. Salleh-Barone said that the new process would be streamlined for students, allowing counseling to intervene earlier with students to offer resources to help them complete classes without withdrawing. She said the policy would better align with federal financial aid regulations that calculate how disbursed funds must be returned. She also said it would offer the college more flexibility in determining how to limit debt for students who experience extenuating circumstances.

Dr. Salleh-Barone welcomed questions from the Board. Mr. Murphy asked if the college had estimated the potential losses from the new process. Ms. O'Carroll said that the finance department reviewed data related to the Tuition Appeals process from the last three years and determined that approximately 75 students completed the process and that the total was roughly \$75,000 per year. Mr. Murphy asked if the new law covers more situations than the current process. Ms. O'Carroll said that we have dealt with many situations we expect to see before. She indicated that the language regarding the cost of living increases and loss of transportation are new to the process and that it is difficult to estimate how many students may have those situations. Mr. Murphy asked if a student could make a request under the new policy if they willingly purchased a more expensive home. Ms. O'Carroll said the situation Mr. Murphy described would not be covered under the policy. She noted that students would have to fully withdraw from the college to receive a refund and that they would have to meet with counseling as well. Ms. O'Carroll explained that students who claim they can no longer afford to attend college are first required to meet

with counseling to see if there are scholarships or other resources that could help them complete the semester. If the intervention from counseling does not rectify the issue, students must submit ample documentation showing the financial burden. Ms. Kirkwood asked how many more requests the college expects to see with the new policy. Ms. O'Carroll said it is difficult to estimate the number of additional requests the college will receive. She noted that the college could provide an update to the Board regarding the new policy after the academic year. Mr. Murphy said the policy is not debt forgiveness for all. Ms. O'Carroll agreed with Mr. Murphy's statement. Mr. Murphy asked if students would be reported to the state for debt collection if they owed money to the college after withdrawing. Ms. O'Carroll said that collection through the state would continue.

Dr. Jenkins thanked Dr. Salleh-Barone and Ms. O'Carroll for their presentation. She noted that the law required the college to have this policy in place before the beginning of the semester, and she said a lot of work was needed to have this policy ready in time. Dr. Jenkins explained that the legislation initially prohibits institutions of higher learning from withholding transcripts requested by employers and that the requirements related to financial or physical hardship were added later. She noted that the college does its best to keep up with and stay in line with new laws. Dr. Jenkins said that the college would provide a report related to the new policy to the Board after the academic year ends.

Dr. Jenkins thanked Dr. Pamela Haney and Dr. Normah Salleh-Barone for adjusting the fall schedule and adding sections as needed. She noted that last fall, the college offered 1,095 face-to-face sections on campus. This fall, we have 1,391 face-to-face sections on campus. Dr. Jenkins explained that many of the sections this fall can accommodate 24 to 32 students as opposed to sections last fall, which had a smaller capacity due to social distancing in the classrooms. Today's enrollment report indicated enrollment is up about 2% this fall semester compared to the previous fall semester. Dr. Jenkins noted off-campus courses start next week, and more dual enrollments will also be coming in. Dr. Jenkins said that Sadya Khan would present the fall enrollment report during the October Board meeting. She mentioned that Trustees received an invitation to the foundation's annual dinner meeting, which will be held at Table 67. Dr. Jenkins noted she could not attend because she will be attending an Illinois Community College Board meeting on the day of the dinner. She said that she plans to join virtually to thank the foundation. Dr. Jenkins also noted that the foundation golf outing is on September 21.

Dr. Jenkins said the Trustees received the new Covid-19 guidance that the college is using this semester. Testing and vaccination requirements have been dropped, and masks are optional except in certain situations, such as clinical spaces. She said that if Cook County enters a high-risk level of Covid-19 transmission, the college will ask people to wear masks in closed-in spaces. Students who test positive for Covid-19 have are asked to notify their instructors so the instructors can make accommodations for the student to isolate. Employees who test positive for Covid-19 are asked to show proof of the positive test results, and if they are vaccinated, they are allowed five administrative leave days to quarantine.

VII. COMMUNICATIONS

7.1 Continuing Accreditation Letter from Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

VIII. FINANCIAL STATEMENT

FOR JUNE 2022:

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$138,837,920.25 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)

FOR JULY 2022:

8.4 Treasurer's Report

Treasurer's Report showing an ending balance of \$133,669,094.73 will be filed for audit. (DOCUMENT D - SUPPLEMENT TO MINUTES)

8.5 Budget Report

(DOCUMENT E - SUPPLEMENT TO MINUTES)

8.6 Investments

(DOCUMENT F – SUPPLEMENT TO MINUTES)

CONSENT AGENDA (IX – XII):

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

IX. WARRANTS

The warrant summaries are presented to the Board.

FOR JUNE 2022:

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$8,091,515.22
9.3	Operation & Maintenance Fund	3,023,898.85
9.4	Operation & Maintenance Fund (Restricted)	4,100.00
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	772,663.43
9.7	Restricted Purpose Fund	2,548,941.38
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	6,132.07
9.10	Audit Fund	-0-
9.11	Liability, Protection & Settlement Fund	-0-

(DOCUMENT G - SUPPLEMENT TO MINUTES)

FOR JULY 2022:

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$9,756,548.09
9.3	Operation & Maintenance Fund	618,841.35
9.4	Operation & Maintenance Fund (Restricted)	3,861.56
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	437,763.21
9.7	Restricted Purpose Fund	705,824.79
9.8	Working Cash Fund	-0-

9.9	Trust and Agency Fund	1.36
9.10	Audit Fund	10,000.00
9.11	Liability, Protection & Settlement Fund	-0-
(DOCUMENT H - 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

- Edward Burns - Duplicating Services Operator - effective 8/29/22
 - Jessica Castro - Duplicating Services Operator - effective 7/5/22
 - Michael Denton - Assistant Director - effective 9/6/22
 - John DeWan - Police Officer - effective 8/29/22
 - Max Evert - Media Analyst - effective 8/29/22
 - Ryan McCollum - Job Resource Specialist - effective 8/29/22
 - Rebekah Mondy - Financial Aid Assistant - effective 7/25/22
 - Lanita Wynn - Nursing Lab & Simulation Specialist - effective 8/29/22
- (DOCUMENT I - SUPPLEMENT TO MINUTES)

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

It is recommended that the appointments of the following grant-funded individuals be renewed for the 2022-2023 fiscal year, contingent upon the continuation of grant funding:

- Stephanie Craine Student Success Specialist
 - Marie Harrell Internship Manager
 - Chauntai Mack Youth Program Manager
 - Kiara Merritt Early College Specialist
 - Nathan Payovich Director of Disability Services
 - Erica Warren Coordinator of Access & Accommodations
 - Misty Williams Director of Upward Bound Project
- (DOCUMENT J - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT K - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

None.

10.1-5 Resignations/Terminations

Patrick Ackerman - Financial Aid Expeditor – resignation effective 8/5/22
Brendan Berry – Groundskeeper - resignation effective 8/25/22
Mohamed Diab - Student Success Specialist - resignation effective 8/31/22
Sha’Bree Drink - Job Resource Specialist - resignation effective 7/8/22
Iva Erkapic - Student Success Specialist - resignation effective 8/25/22
Josiah Fuller - Director of Educational Talent Search - resignation effective 8/1/22
Loretta Gawel - P.T. Departmental Assistant - resignation effective 8/31/22
Allison Isztok - P.T. Library Assistant II - resignation effective 7/16/22
Emily Kraus - Cross-Disciplinary Lab Technician - resignation effective 8/15/22
Michael Pricone - Support Analyst - resignation effective 8/16/22
DeWitt Scott - Student Success Specialist - resignation effective 8/12/22
Arrilla Wray - Testing Associate - resignation effective 8/5/22
(DOCUMENT L - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Faculty

Mark Churchill - Professor, Chemistry – retirement effective 5/31/23
(DOCUMENT M - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement – Administrative & Professional

Daniel Gorman - Director of Testing Services – retirement effective 8/31/22
Nancy Koran - Senior Applications Developer – retirement effective 12/31/22
(DOCUMENT N - SUPPLEMENT TO MINUTES)

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

Lissette Alvarado – from Academic Advisor to Academic Advisor – effective Academic Year 2022-2023

Lisa Dyrda – from Manager, Learning Management System & Online Learning to Assistant Dean, Center for Teaching & Learning – effective 8/29/22
John Halliwell – from Assistant Professor, Intensive English Language to Associate Professor, Intensive English Language – effective Academic Year 2022-2023
Kelly Hruby – from Associate Professor, Humanities to Professor, Humanities – effective Academic Year 2022-2023
Paul Kristopaitis - from Warehouse Worker to Maintenance Mechanic III – effective 9/6/22
Ashley Lindemann - from Project Facilitator to Advising Resource Coordinator – effective 9/12/22
Sundus Madi-McCarthy - from Academic Advisor to Academic Advisor – effective Academic Year 2022-2023
Lupita Medina - from Coordinator of Testing Services to Director of Testing Services – effective 8/29/22
Jennifer Morgan – from Secretary II to Secretary II/Curriculum Assistant – effective 8/15/22
Lori Schmidt – from Instructor, Phlebotomy to Assistant Professor – effective Academic Year 2022-2023
Lauren Zajac – from Assistant Dean to Transition Specialist – effective 9/6/22
(DOCUMENT O - 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 Bolingbrook Fire Department (Fire Science)

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

12.2 Affiliation Agreement with Bright Light Medical Imaging (Medical Imaging: Radiology, CT, Mammography)

It is recommended that the Board of Trustees approve the affiliation agreement with Bright Light Medical Imaging for Medical Imaging: Radiology, CT, Mammography.

(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with Polish American Addictions Counseling P.C. (Addictions Studies)

It is recommended that the Board of Trustees approve the affiliation agreement with Polish American Addictions Counseling P.C. for Addictions Studies.

(DOCUMENT R - SUPPLEMENT TO MINUTES)

12.4 Affiliation Agreement with George Skarpathiotis MD SC (Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with George Skarpathiotis MD SC for Medical Assistant.

(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.5 Approval of FY23 Budget

It is recommended that the Board of Trustees adopt the FY 2023 Budget.

(DOCUMENT T - SUPPLEMENT TO MINUTES)

12.6 Moraine Valley Community College Spring 2023 Noncredit Mailer Printing Bid

Whereas Precise Printing Network Inc., 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 \$29,875.00 to Precise Printing Network Inc., for the printing of the noncredit mailer plus \$1,985.00 for the additional 8-page text signature, if needed, for printing of the Spring 2023 Noncredit Mailer Printing Bid.

(DOCUMENT U - SUPPLEMENT TO MINUTES)

12.7 Fire Science Self-Contained Breathing Apparatus Equipment Purchase

Whereas Municipal Emergency Services (MES) of, Deer Creek, Illinois has submitted pricing per the Sourcewell Cooperative Purchasing Agreement #032620-MES, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order in the amount of \$239,624.00 to

Municipal Emergency Services (MES) for the purchase of the Fire Science SCBA equipment.
(DOCUMENT V - SUPPLEMENT TO MINUTES)

12.8 Integrated Library System/Library Services Platform and Discovery Tool Request for Proposal

It is recommended that the Board of Trustees approve ByWater Solution's proposal for Koha and enter a contract across a five (5) year term, for the LSP, including the ERM tool CORAL as part of this package.
(DOCUMENT W - SUPPLEMENT TO MINUTES)

12.9 2022 Holiday Schedule

It is recommended that the Board of Trustees adopt the holiday schedule and authorize that the college be closed from Friday, December 23, 2022, through Friday, January 6, 2023. The college will reopen on Monday, January 9, 2023.
(DOCUMENT X - SUPPLEMENT TO MINUTES)

12.10 Depositories Approval Resolution: Old National Bank

It is recommended that the Board of Trustees accepts the resolution to add Old National Bank to the Approved Depository listing.
(DOCUMENT Y - 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), 10.1-2, 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, and 12.10:

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

Student

Advisory: Abstain

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XV. ADJOURNMENT

The meeting adjourned at 6:42 PM.

REPORTS OF ADMINISTRATION

6.1 President's Report

Verbal

- FY2022 Audit Report
- Enrollment Report

**MORAIN VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
TREASURER'S REPORT
MONTH ENDED SEPTEMBER 30, 2022**

FUND	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
EDUCATION FUND	\$60,453,511.60	\$6,829,098.01	\$6,320,356.94	\$60,962,252.67
OPERATION & MAINT FUND	10,589,133.34	208,479.83	1,115,702.63	9,681,910.54
OPERATION & MAINT (RESTR.)	20,948,718.73	29,326.82	10,465.48	20,967,580.07
BOND & INTEREST FUND	4,952,146.88	0.00	0.00	4,952,146.88
AUXILIARY FUNDS	12,741,882.49	542,816.01	947,244.28	12,337,454.22
RESTRICTED PURPOSE FUNDS	7,945,353.75	6,549,839.80	6,751,314.15	7,743,879.40
WORKING CASH FUND	13,944,716.70	9,597.31	0.00	13,954,314.01
TRUST & AGENCY FUNDS	158,537.91	289.80	1,472.67	157,355.04
AUDIT FUND	129,168.11	181.93	20,000.00	109,350.04
LIAB, PROTECT & SETTLE FUND	129,920.47	0.00	0.00	129,920.47
TOTAL	<u>\$131,993,089.98</u>	<u>\$14,169,629.51</u>	<u>\$15,166,556.15</u>	<u>\$130,996,163.34</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS	\$22,850.00
HUNTINGTON BANK	1,059,273.40
OLD NATIONAL BANK	4,450,570.88
OLD NATIONAL BANK	864,034.36
WINTRUST MAXSAFE	3,095,147.80
IL METROPOLITAN INVESTMENT FUND	5,262,481.45
IL METROPOLITAN INVESTMENT FUND	2,159,489.46
IL SCHOOL DIST LIQUID ASSEST FUND	4,950,059.79
IL PUBLIC TREASURERS FUND	5,737,544.37
SHORT TERM INVESTMENTS	76,616,681.76
LONG TERM INVESTMENTS	26,778,030.07
TOTAL	<u>\$130,996,163.34</u>

**ACCOUNT EXPENDITURE SUMMARIES
SEPTEMBER**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$6,320,356.94
9.3	OPERATION & MAINTENANCE FUND	1,115,702.63
9.4	OPERATION & MAINTENANCE (RESTR) FUND	10,465.48
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	947,244.28
9.7	RESTRICTED PURPOSE FUND	6,751,314.15
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	1,472.67
9.10	AUDIT FUND	20,000.00
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	-
	TOTAL	<u><u>\$15,166,556.15</u></u>

10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	Enclosed
10.1-1(a)	Renewal of Appointment – Grant Funded	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 – Faculty	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

SUBJECT REPORT – Full Time

Corbett Chico	Job Resource Specialist Job Resource Center	Effective: 10/24/22
Rajaa Khateeb	Departmental Assistant Adult Basic Education	Effective: 10/24/22
Brandon Norem	Media Specialist Multimedia Services	Effective: 10/24/22
Catherine Smith	Student Success Specialist Student Success	Effective: 11/7/22
Desiree Vasquez	Financial Aid Expeditor Financial Aid	Effective: 10/24/22
Kaila Williams	Grants & Scholarships Assistant Financial Aid	Effective: 10/24/22

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.

Renewal of Appointments – Grant Funded

It is recommended that the appointment of the following grant-funded individuals be renewed for the 2022-2023 fiscal year, contingent upon the continuation of grant funding.

John Andres	Coordinator of Records & Assessment
Rafif Abuzagheh	Education Specialist
Meg Dawczak	Manager of Transition & ESL
Michael Gonzalez	Program Coordinator – CSSIA
Stanley Kostka	CAE Regional Resource Center Manager
Carmela Ochoa	Coordinator of High School Equivalency
Agata Rawdanik	Data Center Manager
Anna Ricchiuto	Grant Project Coordinator
Darice Wright	Career Connections, Adult Program Manager

RECOMMENDED ACTION

That the appointments be renewed for the above individuals.

SUBJECT REPORT - Resignations/Terminations

Amanda Bendoraitis	Manager, Student Life Student Life	Effective: 10/11/22
Ryan Kelly	Coordinator, Veteran Services Student Success	Effective: 9/23/22
Kiara Merritt	Early College Specialist Student Success	Effective: 10/14/22
Robert Morley	Manager, International Student Affairs International Student Services	Effective: 10/28/22
William Schaaf	Groundskeeper Campus Operations	Effective: 10/7/22

RECOMMENDED ACTION

That the above be approved as presented.

Retirement – Faculty

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

Lynn Peters	Professor, Art Liberal Arts	12/31/22
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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>
Lynn Granz	Departmental Assistant Corporate, Community & Continuing Education Support Staff	Reclassified to: Secretary II Academic Services Effective: 10/24/22
Corinne Johnston	Grant Writer Resource Development Administrative & Professional	Reclassified to: Assistant Director Effective: 10/24/22
Julie Zimmer	Instructor, Nursing Career Programs	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Professor Effective: Academic Year 2022-2023

RECOMMENDED ACTION

That the above be approved as presented.

NEW BUSINESS

- | | | |
|-------|-----------------------------------------------------------------------------------|----------|
| *12.1 | Emergency Funding for Water Line Leak | Enclosed |
| *12.2 | Board Policy 7215 Revision - Oral English Language Proficiency | Enclosed |
| *12.3 | Board Policy 7283.3 Revision - Bereavement Leave | Enclosed |
| *12.4 | Health Fitness and Recreation Center (HFRC) Exercise Equipment Purchase Fall 2022 | Enclosed |
| *12.5 | Fall 2022 X-Ray Equipment Purchase | Enclosed |
| *12.6 | College Life-Cycle Management (LCM) Equipment Purchase Fall 2022 | Enclosed |

REVISED BOARD POLICY #7215:
HUMAN RESOURCES
#7215 – ORAL ENGLISH LANGUAGE PROFICIENCY

The revised policy is attached.

Recommended Action:

It is recommended that the Board approve the revision to Board Policy #7215 – Human Resources: Oral English Language Proficiency, as presented.

Human Resources

Spoken Oral English Language Proficiency

~~The ability to use spoken English effectively is an essential skill for faculty. Therefore, a procedure to assure that all teaching faculty are proficient in spoken English will be maintained.~~

~~The procedure follows.~~

The College President or designee shall develop administrative procedures to assess oral English language proficiency for all persons providing classroom instruction to students and to ensure that each person who is not orally proficient in the English language attains such proficiency prior to providing any classroom instruction to students. Such oral English language proficiency shall not be required for an instructor who exclusively provides classroom instruction to students in foreign language courses.

Legal Reference:
proficiency

Illinois Public Community College Act
110ILCS 805/3-29.2: Oral English language

Policy
Adopted: 3/16/95
Reviewed: 10/12/95
Reviewed: 2/17/09
Amended: 6/17/15

MORAIN VALLEY COMMUNITY
COLLEGE
Palos Hills, Illinois

**SPOKEN ENGLISH PROFICIENCY
PROCEDURE**

~~The implementation of this policy falls into two categories: Teaching faculty currently employed by Moraine Valley Community College, and those who have not yet been employed.~~

~~I. Current Faculty Members~~

~~All supervisor evaluations of current teaching faculty will include an assessment of spoken English proficiency. The lack of a negative assessment made pursuant to such evaluations will be indicative of a satisfactory evaluation to spoken English proficiency.~~

~~In the event of a negative assessment related to spoken English proficiency made pursuant to an evaluation of current teaching faculty member, the faculty member will be referred to the appeal assessment phase of the procedure.~~

~~In addition, two incidents of complaint relative to spoken English proficiency of a teaching faculty within a single term will result in referral to the initial assessment phase. This assessment will take place by the end of the current term if possible.~~

~~II. Prospective Faculty Members~~

~~All new personnel hired for full-time or part-time teaching assignments at the college will be required to attend screening interviews with the appropriate instructional dean or designee, such interviews being structured to include an appropriate evaluation of spoken English proficiency.~~

~~Prior to any hire decision and during the interview, the spoken English proficiency form (Initial Assessment) will be executed by the interviewer and placed in the candidate's file in the Human Resources Office.~~

III. Evaluation Steps:

A. Prospective Faculty Members

1. ~~Initial Assessment: Upon assessment, the spoken English proficiency form will be executed by the interviewer. A prospective faculty member deemed not proficient during the initial assessment will not be eligible for hire.~~

B. Current Faculty Members

1. ~~Initial Assessment: (Used when two incidents of complaints are received if a current faculty member.) Upon assessment, the spoken English proficiency form will be executed by the interviewer.~~
2. ~~Assessment & Appeal Process: A faculty member deemed not proficient during the initial assessment may elect assessment by an ad-hoc three-person committee appointed by the President. At least one faculty member from the related academic discipline will serve on the committee.~~
3. ~~Test Assessment: If the faculty member is still determined not proficient in spoken English at the appeal assessment, the faculty member may elect to take a voluntary Foreign Service Institute Oral Assessment (FSIOA) test to assess spoken English proficiency. If the faculty member fails the FSIOA test, a voluntary plan for remediation will be given. The current test is the FSIOA and passing requires competency at "minimum professional proficiency."~~

~~Teachers who fail the initial or appeal phase of the procedure will be considered to be not proficient in spoken English at the time. Teachers who do not pass the test phase will be given a suggested remediation plan.~~

~~Part-time faculty who fail the test assessment step of the procedure completed will not be assigned to teach classes for a future term until they can be deemed proficient and appropriate openings exist.~~

~~Full-time non-tenured faculty will be placed on non-instructional assignment at the end of the current term. If a full-time non-tenured faculty member is not deemed proficient on or before the next applicable date for notification of non-renewal of appointment, the faculty member appointment will not be renewed.~~

~~Full-time tenured faculty will be placed on non-instructional assignment at the end of the current term for up to two semesters until they can be deemed proficient. If the teaching faculty member will be evaluated by an ad-hoc joint faculty/administrative committee of five persons appointed by the President to determine eligibility for an additional pending remediation. At the end of the second or third semester period, if remediation has not occurred, the faculty member will be placed on suspension without pay. If the faculty member cannot pass the test within one year from the beginning of suspension, employment will be terminated.~~

~~A problem with spoken English proficiency related to medical problems as certified by a college-approved physician will be handled as a health leave.~~

~~_____~~
~~_____~~
**CERTIFICATION OF FACULTY
ORAL ENGLISH LANGUAGE PROFICIENCY**

TO: ~~_____~~ **Office of Human Resources**

FROM: ~~_____~~ **Academic Department**

Name ~~_____~~

Address ~~_____~~

~~The above named individual being recommended for employment as a
() full-time faculty _____ () part-time faculty member teaching~~

~~_____~~ **Department/Program/Course**

~~in our professional judgement is certified as having oral English
language proficiency.~~

~~_____~~
Department Chair/ _____ Dean/Director
Program Coordinator

Date: ~~_____~~ **Date:** _____

Note: ~~This certification is part of the Moraine Valley Community College Program
to Assess English Language Proficiency for Classroom Instruction which has been
implemented in compliance with the Illinois Public Community College Act as
amended by Section 3-29.2.~~

Approved 3/16/95

REVISED BOARD POLICY #7283.3:
HUMAN RESOURCES
#7283.3 – BEREAVEMENT LEAVE

The revised policy is attached.

Recommended Action:

It is recommended that the Board approve the revision to Board Policy #7283.3 – Human Resources: Bereavement Leave, as presented.

Human Resources

Bereavement Leave

~~A bereavement leave of up to five (5) days is available to~~ Administrative & Professional and Administrative Classified staff **shall be granted up to 5 days of paid bereavement leave and 5 days of unpaid bereavement leave to:**

- 1. Attend the funeral or alternative of an immediate family member;**
- 2. Make arrangements necessitated by the death of an immediate family member;**
- 3. Grieve the death of an immediate family member; or**
- 4. Be absent from work due to (a) a miscarriage; (b) an unsuccessful round of intrauterine insemination or an assisted reproductive technology procedure; (c) a failed adoption match or an adoption that is not finalized because it is contested by another party; (d) a failed surrogacy agreement; (e) a diagnosis that negatively impacts pregnancy or fertility; or (f) a stillbirth.**

~~in the event of death of a~~ **Immediate family member means an employee's** spouse, **domestic partner**, parent, **stepparent**, parent-in-law, ~~son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law,~~ **child, stepchild, child-in-law, sibling, stepsibling, sibling-in-law**, grandparent, grandparent-in-law, grandchild, or a relative living in the employee's household.

Reasonable documentation must be submitted to Human Resources. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event listed in item 4, reasonable documentation shall include a form from the Department of Labor filled out by a healthcare practitioner or documentation from an adoption agency or surrogacy organization. An employee requesting leave for an event listed in item 4 is not required to disclose which category of event the leave pertains.

Bereavement leave must be completed within 60 days. In the event of the death of more than one immediate family member in a 12-month period, an employee shall be entitled to up to 6 weeks of bereavement leave. Bereavement leave shall be noncumulative.

The bereavement policy with respect to faculty bargaining unit members and support staff bargaining unit members, **and police department bargaining unit members**, shall be as contained in the respective collective bargaining agreements and as it may be modified in the future.

Legal Reference:

820 ILCS 154/ Family Bereavement Leave Act

Policy
Adopted: 4/20/70
Amended: 9/25/73
Amended: 12/18/79
Amended: 5/22/90
Reviewed: 10/12/95
Amended: 12/17/09
Reviewed: 6/17/15

MORAIN VALLEY COMMUNITY
COLLEGE
Palos Hills, Illinois

DATE: October 3, 2022

TO: Dr. Normah Salleh-Barone
Vice President of Student Development

FROM: Jane M. Bentley
Director of Purchasing

RE: **Health Fitness and Recreation Center (HFRC) Exercise Equipment Purchase Fall 2022**

The college's Health Fitness and Recreation center (HFRC) has implemented a 10-year capital equipment replacement plan to proactively and efficiently replace the larger exercise equipment that was originally outfitted when the building was opened. The initial scheduled replacement plan was delayed because of the Covid-19 Pandemic. This request for replacement equipment has been updated to reflect any changes to facility usage as well as member survey. From an industry standard, the current equipment is aged, over 8 years of age and nearing end of life usage, requiring the equipment to be more costly to maintain. The HFRC is requesting the purchase of four (4) new Performance Touch treadmills and four (4) new Performance Touch recumbent bikes as replacement.

National Cooperative Purchasing Alliance, NCPA, is a national government purchasing cooperative working to reduce the cost of goods and services by leveraging the purchasing power of public agencies through competitive solicitation and joint purchasing, which is allowable by State Statute. Purchasing this equipment through NCPA is in accordance with Board Policy 6210 and 6251.

Matrix Fitness Systems, of Cottage Grove, Wisconsin, is also a leading industry expert in commercial exercise equipment. Matrix has been awarded the NCPA Cooperative contract #08-23, for commercial fitness equipment and has provided Moraine Valley with the pricing per this contract.

RECOMMENDED ACTION: Whereas Matrix Fitness Systems, of Cottage Grove, Wisconsin has been approved by NCPA and awarded this cooperative's contract, it is recommended that the Board of Trustees approve this purchase and authorize the issuance of a purchase order in the amount of **\$ 52,720.00 to Matrix Fitness Systems** for the purchase of four (4) treadmills and four (4) recumbent bikes.

DATE: October 3, 2022

TO: Pamela Haney
Vice President of Academic Affairs

FROM: Jane Bentley
Director of Purchasing

RE: **Fall 2022 X-Ray Equipment Purchase**

The college's current x-ray system is aged and technologically outdated. The equipment can no longer be serviced because of unavailability of parts. By purchasing a new digital x-ray system, faculty can be more effective in teaching students with equipment that is industry standard as well as better assisting students at their clinical sites with equipment that is closer to the tools that they would use in hospitals in their daily work.

With the use of Perkins grant funds, the college is requesting to purchase one (1) new Clinica X OTC x-ray unit, and associated parts. Educational and Institutional Cooperative, better known as E&I, is a nonprofit cooperative that creates competitively solicited contract purchasing opportunities nationally. E&I specifically serves educational institutions to assist in reducing costs and risks through aggregate buying power. The college has received pricing for these units available through the competitive process of the E&I contract, from Medline Industries, of Mundelein, Illinois. Medline has been awarded the E&I contract # CNR01385 and has provided Moraine Valley with the pricing per this contract agreement. Purchasing this equipment through the E&I Cooperative is in accordance with Board Policy 6210 and 6251.

RECOMMENDED ACTION: Whereas Medline Industries, of Mundelein, Illinois has been approved by E&I Cooperative and awarded this cooperative's contract, it is recommended that the Board of Trustees approve this purchase and authorize the issuance of a purchase order in the amount of **\$ 104,650.00** for the purchase of a new x-ray unit.

DATE: October 6, 2022

TO: Kamlesh Sanghvi
Vice President, Information Technology

FROM: Randy Basick
Director of Infrastructure and Network Services

Thomas Yancey
Director of Client Services

RE: **College Life-Cycle Management (LCM) Equipment Purchase Fall 2022**

In February 2016, the Board of Trustees approved the recommendation for the Life-Cycle Management (LCM) schedule for technology equipment for the college. The LCM project is a long-term rotational plan to replace obsolete products on a cyclical basis allowing the college to be competitive in technology. Specific products were assigned appropriate lifetime usage based on industry standards.

Moraine Valley currently uses Dell Inc. to standardize its desktop and laptop computer fleet. For this phase of the LCM Schedule, the college will replace two-hundred and sixty-four (264) desktop computers for all testing areas and labs on campus (G231, G231A, G231D, SW108A, BI111, T911, T704, T709, T710, T800A, T800C, T905, & T953) in addition to one-hundred and fifty (150) laptops and docking stations, and ten (10) podium computer units. Pricing for this request is through the Midwestern Higher Education Compact (MHEC).

There is also a request to purchase thirteen (13) 14" MacBook M1Pro laptops and maintenance for the Mac users, four (4) 16" MacBook M1 Pro computers and maintenance for various staff, seven (7) 24" iMac systems, for the Library, three (3) standard 24" iMac systems for the Writing Center and CTL faculty area, one (1) iPad Pro, and seven (7) Apple Mac MINI desktops for Podiums and various lab locations in FPAC. Pricing for this request is through the Illinois Public Higher Education Cooperative (IPHEC).

It is also requested to update the audio-visual (AV) infrastructure with digital, hybrid-capable technology for twenty (20) of the college's classrooms and labs. This involves replacing the complete AV infrastructure for nineteen (19) standard hybrid classrooms and one (1) C-Building dual projector lab. Additionally, replacement of fifteen (15) obsolete digital signage media players, and restock the college's inventory with ten (10) replacement projectors and twenty (20) spare lamps.

To maintain current backup power systems for servers and network equipment, forty-four (44) new Uninterruptible Power System (UPS) batteries will be purchased for the College's existing UPS systems.

To maintain the College's current virtual Data Center server environment, two (2) new servers will be purchased. Pricing for this request is through the Illinois Public Higher Education Cooperative (IPHEC).

To maintain the College's current virtual server environment for C.I.T students, four (4) new servers will be purchased. Pricing for this request is through the Illinois Public Higher Education Cooperative (IPHEC).

RECOMMENDED ACTION

Laptops, Desktops, and Associated Accessories

Whereas Dell Computers, of Round Rock, Texas, has submitted MHEC contract pricing for the purchase of two-hundred and sixty-four (264) micro-computers, one-hundred and fifty (150) laptops, and one-hundred and fifty (150) docking stations and ten (10) small form factor computers, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **Dell Inc.** in the amount of **\$338,060.00**

Apple MacBooks and iMacs

Whereas CDW-G, of Vernon Hills, Illinois, has submitted IPHEC contract pricing for the purchase of Apple products which include (13) 14" MacBook M1Pro laptops, four (4) 16" MacBook M1 Pro computers, seven (7) 24" iMac systems, three (3) standard 24" iMac systems, one (1) iPad Pro, and seven (7) Apple Mac MINI desktops, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **CDW-G** in the amount of **\$60,241.10**.

Classroom AV Equipment, Accessories and Supplies

Whereas **AVI Systems**, of Algonquin, Illinois, has submitted the lowest responsible proposal for the purchase of equipment to update twenty (20) classrooms, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **AVI Systems** in the amount of **\$178,320.93**.

UPS Batteries

Whereas ConRes, Inc. of Bedford, Massachusetts has submitted the lowest responsible proposal for the purchase of forty-four (44) UPS batteries, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **ConRes, Inc.** in the amount of **\$14,125.41**.

Data Center Servers

Whereas CDW-G, Inc. of Vernon Hills, Illinois has a partnership with Dell, Inc. and has provided an IPHEC contract pricing proposal for the purchase of two (2) servers, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **CDW-G** in the amount of **\$31,503.12**.

C.I.T Servers

Whereas CDW-G, Inc. of Vernon Hills, Illinois has a partnership with Dell, Inc. and has provided an IPHEC contract pricing proposal for the purchase of two (4) servers, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order to **CDW-G** in the amount of **\$65,744.26**.