

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, October 18, 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 6:05 PM.

II. ROLL CALL

Present: Brian O'Neill, Chair; Kimberly Hastings Cristelli; Beth McElroy Kirkwood; Joseph Murphy; Patricia Joan Murphy

Absent: Bernadette Barrett; John Coleman; Nematallah Hasan, Student Trustee

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 November 12, 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. Murphy and seconded by Ms. Murphy to approve the unapproved minutes of the Regular Meeting held September 20, 2022.

ROLL CALL VOTE taken on approval of minutes for the Regular Meeting held September 20, 2022:

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

Motion carried.

IV. AUDIENCE PARTICIPATION

Palos Hills Alderman, Mike Lebarre, Palos Hills Alderman, Peter Donahue, and Palos Hills Kiwanis Club President Clay Gervais thanked Moraine Valley Community College for hosting the Field of Honor on September 10, 2022. Mr. Lebarre thanked the Moraine Valley Police Department, Police Chief Patrick Treacey, Richard Hendricks, Vice President of Administrative Services, Building Services Supervisor Tom Houlihan, and Timothy Kosiek, Director of Campus Operations, for their assistance with the event. Mr. Lebarre said that the event would not have been possible without the help and cooperation of the individuals he thanked. The event organizers gave the college the banner used during the Field of Honor ceremony. Mr. Lebarre announced that the Lions Club, Kiwanis Club, and Sertoma Club would establish a Field of Honor scholarship for Moraine Valley students. He noted that they plan to have the event again in September 2023 and will incorporate all of the communities that feed into Moraine Valley. Ms. Kirkwood said she heard good things about the event but did not receive an invitation. Dr. Jenkins explained that the Board of Trustees were invited to the event via an electronic memo and a postcard. She thanked the event organizers for coming to the Board meeting and creating the scholarship to help Moraine Valley students.

V. BOARD REPORTS AND/OR REQUESTS

None

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

Dr. Jenkins asked Controller Mike Cipolla to introduce the auditors for the Fiscal Year 2022 Audit Report.

- FY2022 Audit Report - Mr. Cipolla noted that the Board of Trustees received drafts of the annual comprehensive financial report and single

audit. Mr. Cipolla said the documents are in a draft format because the college is awaiting information related to property taxes from Cook County. He explained that the final numbers in the main financial statement will not be affected by the property tax information and that a final copy of the financial report will be provided at the next Board meeting. Mr. Cipolla introduced John George and Kelly Kirkman from RSM.

John George reviewed the topics he and Kelly will cover in their report and indicated that RSM had a few additional employees involved with the process this year. He explained the phases of the audit process and expressed appreciation to the college's financial team for the great level of communication and support throughout the process. Kelly Kirkman reported on the financial results of the audit and noted that the formatting in the opinion is a bit different from previous years due to new accounting standards. She said that all the audit opinions are unmodified, clean opinions, which are the best you can get. She reviewed some of the financial highlights from the audit, indicating that they are consistent in terms of the college's net position, which increased due to HEERF funding for lost revenue. She reviewed revenues and indicated there was an overall increase of approximately \$12 million from 2021 to 2022. She mentioned some governmental accounting standards and pronouncements that will be effective for the college next year, including one that will look at the structure of arrangements for IT assets. She reported that there were no audit adjustments, which she indicated is rare and very positive for the audit overall. She reviewed the draft single audit for federal compliance and said there were no compliance findings. They reiterated that they didn't expect any changes to the report and that the county tax information at the end of the report is statistical information that is not subject to their audit procedures. John George noted that the Board will be provided with a final audit report before the November Board meeting.

Dr. Jenkins thanked the auditors for their report. She also thanked the finance team at Moraine Valley and noted that they work extremely hard to ensure college funds are properly documented. Dr. Jenkins introduced Dr. Sadya Khan, Director of Institutional Advancement, who presented the enrollment report virtually.

- Enrollment Report - Dr. Sadya Khan reviewed enrollments for the fall 2022 semester, indicating that credit headcount is down 4.1% and credit

hours are down 5.4%. She shared demographic information, enrollment status, and median age of MVCC students. She noted that enrollment continues after census day because of late registrations as well as late-starting courses, showing that one month later, there are an additional 162 students enrolled. She noted that enrollment is reported again at the end of the semester. The five-year trend in overall headcount and credit hours is slightly down, but she indicated that enrollments are beginning to stabilize after the steep decline in previous years. She explained the modalities of instruction, showing the change in enrollment percentage of each over fall 2021, spring 2021, and fall 2022. Enrollment by status showed some increases in new and continuing, and a decline in returning students. She noted that the college saw an increase in the retention rate to 53.5% from last fall. Dr. Khan reviewed enrollment rates by race/ethnicity and the percentage of part-time students and dual credit enrollments. Dr. Khan outlined state and national enrollment trends, noting that enrollment is forecasted to decrease through 2030 due to shifting demographics, labor market trends, student debt, and potential students questioning the value of college. She noted that the number of local high school graduates attending college has dropped, but enrollment at peer community colleges has begun to stabilize across the state.

Trustee Joe Murphy thanked Dr. Khan for her presentation and said it was informative and extremely valuable. He said that it is important for the college to keep in mind the decline in high school students attending college. Dr. Jenkins thanked Sadya for the presentation, and she also thanked Mr. Murphy for his comment regarding enrollment for high school students. She said that the admissions department works very hard to enroll high school students and that they will be hosting a high school counselor's breakfast in early December to continue those efforts.

Dr. Jenkins discussed the passing of James Roche, attorney for the college. She said that Mr. Roche was a wonderful supporter of the Board and that he has given much to the college over the years. Dr. Jenkins acknowledged Megan Roche, daughter of Mr. Roche, who is serving on behalf of the law firm. She told Ms. Roche that the college would like to send its support to her mother and her family during this difficult time.

Dr. Jenkins noted that she will be attending a League for Innovation Board Meeting in Maryland at the end of the week and noted that Dr. Normah Salleh-Barone was already there as the college representative. Dr. Jenkins said she

would not be traveling to the upcoming ACCT Leadership Congress in New York. Dr. Pamela Haney will be attending the board meeting in her place. Trustees Tricia Murphy and Bernadette Barrett are also registered to attend the conference.

VII. COMMUNICATIONS

None

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$130,996,163.34 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. Murphy and seconded by Ms. Kirkwood to approve the following consent agenda items:

IX. WARRANTS

The warrant summaries are presented to the Board.

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$6,320,356.94
9.3	Operation & Maintenance Fund	1,115,702.63
9.4	Operation & Maintenance Fund (Restricted)	10,465.48
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	947,244.28
9.7	Restricted Purpose Fund	6,751,314.15
9.8	Working Cash Fund	-0-

9.9	Trust and Agency Fund	1,472.67
9.10	Audit Fund	20,000.00
9.11	Liability, Protection & Settlement Fund	-0-
(DOCUMENT D - SUPPLEMENT TO MINUTES)		

X. REPORT OF PERSONNEL

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

10.1-1 Full-Time

- Corbett Chico - Job Resource Specialist - effective 10/24/22
 - Rajaa Khateeb - Departmental Assistant - effective 10/24/22
 - Brandon Norem - Media Specialist - effective 10/24/22
 - Catherine Smith - Student Success Specialist - effective 11/7/22
 - Desiree Vasquez - Financial Aid Expeditor - effective 10/24/22
 - Kaila Williams - Grants & Scholarships Assistant - effective 10/24/22
- (DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-1(a) 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
- (DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

None.

10.1-5 Resignations/Terminations

Amanda Bendoraitis - Manager, Student Life - effective 10/11/22
Ryan Kelly - Coordinator, Veteran Services - effective 9/23/22
Kiara Merritt - Early College Specialist - effective 10/14/22
Robert Morley - Manager, International Student Affairs - effective 10/28/22
William Schaaf - Groundskeeper - effective 10/7/22
(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Faculty

Lynn Peters – Professor, Art – retirement effective 12/31/2022
(DOCUMENT I - SUPPLEMENT TO MINUTES)

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

Lynn Granz - Departmental Assistant to Secretary II – effective 10/24/22
Corinne Johnston – Grant Writer to Assistant Director – effective 10/24/2022
Julie Zimmer – Instructor, Nursing to Assistant Professor – effective Academic
Year 2022-2023
(DOCUMENT J - SUPPLEMENT TO MINUTES)

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

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

12.1 Emergency Funding for Water Line Leak

It is recommended that the Board of Trustees approve emergency funding to repair a water line leak due to a broken pipe under building L.
(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.2 Board Policy 7215 Revision - Oral English Language Proficiency

It is recommended that the Board approve the proposed revisions to Board Policy #7215 – Oral English Language Proficiency as presented.
(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.3 Board Policy 7283.3 Revision - Bereavement Leave

It is recommended that the Board approve the proposed revisions to Board Policy #7283.3 – Bereavement Leave as presented.
(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.4 Health Fitness and Recreation Center (HFRC) Exercise Equipment Purchase Fall 2022

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.
(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.5 Fall 2022 X-Ray Equipment Purchase

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.
(DOCUMENT O - SUPPLEMENT TO MINUTES)

12.6 College Life-Cycle Management (LCM) Equipment Purchase Fall 2022

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

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.

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.

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.

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.

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.

(DOCUMENT P - 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), and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, and 12.6:

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

Absent: Coleman, Cristelli
Student
Advisory: Absent

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XV. ADJOURNMENT

The meeting adjourned at 6:52 PM.