

MORaine 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 Tax Levy, 6:00 PM, Tuesday, December 20, 2022, Building M, Moraine Business & Conference Center Moraine Rooms 2&3, 9000 West College Parkway, Palos Hills, Illinois 60465. Hybrid meeting to be held in person and online in a virtual format, pursuant to the State of Illinois Executive Orders, with all meeting content and public comments, via phone or otherwise, being recorded. Access is provided by teleconference online via www.morainevalley.edu/BOTDec20 or by phone 1-312-535-8110 with Meeting ID 2620 007 5072, p/w: MPbDArma574 (67232762 from phones).

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES**
 - 1) Unapproved Minutes - Regular Meeting - November 15, 2022
 - 2) Unapproved Minutes - Closed Session Held November 15, 2022
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
 - 1) Student Trustee Report – Hasan
6. **REPORTS OF ADMINISTRATION**
 - 1) Presentation to Nancy Koran (retirement)
 - 2) President's Report
 - Annual Grants Report
 - Emergency Preparedness
7. **COMMUNICATIONS**
 - 1) * Pathlights Partnership Letter
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 - President
 - b. * Retirement - Support Staff
- 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)

11. **UNFINISHED BUSINESS**

12. **NEW BUSINESS**

- 1) * Affiliation Agreement with Ingalls Memorial Hospital
- 2) * Affiliation Agreement with Bedford Park Fire Department
- 3) * Review of Closed Session Written Minutes and Audio Files
- 4) * Amendment to Acceptance of FY2022 Audit
- 5) * Adoption of Resolution Setting Forth Tax Levies for 2022 and Approval of Tax Certificate of Tax Levy for 2022
- 6) * Property Tax Limitation Resolution
- 7) * Resolution abating the tax heretofore levied for the year 2022 to pay debt service on General Obligation Refunding Bonds (Alternative Revenue Source), Series 2022, of Community College District No. 524, County of Cook and State of Illinois
- 8) * Building D Exterior Façade Painting Bid
- 9) * Building D Entry Bid
- 10) * Life Safety Project: Building T Chilled Water Plant Upgrades - Phase 2

13. **MISCELLANEOUS**

14. **AUDIENCE PARTICIPATION**

15. **CLOSED SESSION** - Motion to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to Sections 2(c)(1) of the Illinois Open Meetings Act.

16. **ADJOURNMENT**

Agenda Item 3.0
December 20, 2022

MINUTES

Approved Minutes - Regular Meeting - October 18, 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, 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.

BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report – N. Hasan

Verbal

REPORTS OF ADMINISTRATION

- | | | |
|-----|---|--------|
| 6.1 | Presentation to Nancy Koran (retirement) | Verbal |
| 6.2 | President's Report | Verbal |
| | <ul style="list-style-type: none">• Annual Grants Report• Emergency Preparedness | |

COMMUNICATIONS

7.1 Pathlights Partnership Letter

Enclosed

November 21, 2022

Dr. Sylvia Jenkins, President
Moraine Valley Community College
9000 College Pkw
Palos Hills, IL 60465

Dear Dr. Jenkins:

During this season of gratitude, as Pathlights reflects on another successful year of service to the community, I want to thank you for helping us realize this success through our collaboration with Moraine Valley Community College.

It is through these partnerships that we can better serve and build stronger communities. The use of your facilities is a crucial component, which allows Pathlights' Board of Directors to meet and govern the organization.

This year the Pathlights Leadership team had the opportunity to participate in a customized Leadership Development course. This was extremely beneficial for the leadership staff of Pathlights and indeed left us wanting more. In December we are thrilled that we can send our front-line staff to a training on Time Management, I have no doubt that this will be invaluable and have a positive impact on their work efficiencies, and very importantly, their work satisfaction.

Thank you for your staff, both those involved in the planning of trainings and those that are there month after month for our meetings. This team has always been available to offer their support, expertise and exceptional service, reinforcing MVCC's reputation as a superior academic and conferencing center.

A very special thank you to Steve Pappageorge, as a volunteer and Vice Chair of the Board, his contribution to the success of the organization has been immeasurable. Pathlights has evolved dramatically in recent years and Steve has been a steadfast leader. We are grateful for Steve's commitment as a judicious steward of Pathlights' mission.

Thank you for your commitment to our mission, as we work to support our clients, their families, and communities. Pathlights is honored to be a partner with MVCC and we look forward to continuing our collaboration in 2023. As always, if there is anything that we can do to help support MVCC, please let us know.

Sincerely,



Elaine Grande
Executive Director

Cc: Steve Pappageorge

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
EDUCATION FUND	\$ 59,803,672.17	\$ 2,646,889.06	\$ 7,925,169.40	\$ 54,525,391.83
OPERATION & MAINT FUND	9,488,939.04	206,196.75	818,408.84	8,876,726.95
OPERATION & MAINT (RESTR.)	20,988,539.75	437,538.31	753,254.50	20,672,823.56
BOND & INTEREST FUND	4,952,146.88	2,215,100.00	7,167,224.25	22.63
AUXILIARY FUNDS	12,276,586.43	1,010,596.25	546,842.97	12,740,339.71
RESTRICTED PURPOSE FUNDS	7,999,633.95	3,783,349.38	844,627.50	10,938,355.83
WORKING CASH FUND	13,963,452.46	4,528.10	0.00	13,967,980.56
TRUST & AGENCY FUNDS	149,520.75	1,226.59	5,486.48	145,260.86
AUDIT FUND	84,541.59	240.34	25,000.00	59,781.93
LIAB, PROTECT & SETTLE FUND	129,920.47	-	-	129,920.47
TOTAL	\$ 129,836,953.49	\$ 10,305,664.78	\$ 18,086,013.94	\$ 122,056,604.33

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$ 22,850.00
HUNTINGTON BANK	CHECKING ACCT	1,048,438.40
OLD NATIONAL BANK	CHECKING ACCT	2,159,259.41
OLD NATIONAL BANK	TRUST ACCTS	865,684.77
WINTRUST MAXSAFE	MONEY MARKET	3,109,864.27
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	5,285,237.80
IL METROPOLITAN INVESTMENT FUND	CORE FUND	2,121,466.84
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS	4,957,491.57
IL PUBLIC TREASURERS FUND	VARIOUS	8,156,002.25
SHORT TERM INVESTMENTS	VARIOUS	65,392,789.49
LONG TERM INVESTMENTS	VARIOUS	28,937,519.53
TOTAL		\$ 122,056,604.33

**ACCOUNT EXPENDITURE SUMMARIES
 NOVEMBER**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$ 7,925,169.40
9.3	OPERATION & MAINTENANCE FUND	818,408.84
9.4	OPERATION & MAINTENANCE (RESTR) FUND	753,254.50
9.5	BOND & INTEREST FUND	7,167,224.25
9.6	AUXILIARY ENTERPRISE FUND	546,842.97
9.7	RESTRICTED PURPOSE FUND	844,627.50
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	5,486.48
9.10	AUDIT FUND	25,000.00
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	-
	TOTAL	<u>\$ 18,086,013.94</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 – President	Enclosed
10.1-5(b)	Retirement – Support Staff	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

S U B J E C T R E P O R T – Full Time

Tasha Campbell	Director of Financial Aid Enrollment Services	Effective: 2/13/23
John Christman	Coordinator, Veteran Services Student Success	Effective: 1/17/23
Paulson Joseph	Maintenance Mechanic III Campus Operations	Effective: 1/17/23
Melanie Olivera-Jones	Director of TRIO Educational Talent Search Student Services	Effective: 1/17/23
Paul Trotto	Coordinator of Testing Services Testing Services	Effective: 1/10/23
Sarah Yamashita	Student Development Specialist Enrollment Services	Effective: 1/17/23

R E C O M M E N D E D A C T I O N

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

Edward Burch	Groundskeeper Campus Operations	Effective: 12/9/22
Ryan McCollum	Job Resource Specialist Job Resource Center	Effective: 12/20/22
Evan Mettenburg	P.T. Departmental Assistant Registration & Records	Effective: 1/10/23
Jennifer Morgan	Secretary II/Curriculum Assistant Academic Services	Effective: 12/22/22

RECOMMENDED ACTION
That the above be approved as presented.

Retirement – President

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

Sylvia Jenkins

President

6/30/23

RECOMMENDED ACTION

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

Retirement – Support Staff

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

Priscilla Williams	Financial Aid Expeditor Financial Aid	12/16/22
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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>
Hanan Bekri	Technical Services Coordinator User Support Administrative & Professional	Reclassified to: Manager, User Support Services Effective: 1/9/23
Sara Othman	P.T. Program Assistant Adult Basic Education Support Staff	Reclassified to: Systems Specialist Administrative & Professional Effective: 1/9/23
Robert Ripoli	P.T. Registration Representative Registration & Records Support Staff	Reclassified to: F.T. Registration Representative Effective: 1/9/23
Nathan Tabay	User Support Services Specialist User Support Support Staff	Reclassified to: System Analyst Client Services Effective: 1/9/23

R E C O M M E N D E D A C T I O N

That the above be approved as presented.

NEW BUSINESS

- | | | |
|--------|---|----------|
| *12.1 | Affiliation Agreement with Ingalls Memorial Hospital | Enclosed |
| *12.2 | Affiliation Agreement with Bedford Park Fire Department | Enclosed |
| *12.3 | Review of Closed Session Written Minutes and Audio Files | Enclosed |
| *12.4 | Amendment to Acceptance of FY2022 Audit | Enclosed |
| *12.5 | Adoption of Resolution Setting Forth Tax Levies for 2022 and Approval of Tax Certificate of Tax Levy for 2022 | Enclosed |
| *12.6 | Property Tax Limitation Resolution | Enclosed |
| *12.7 | Resolution abating the tax heretofore levied for the year 2022 to pay debt service on General Obligation Refunding Bonds (Alternative Revenue Source), Series 2022, of Community College District No. 524, County of Cook and State of Illinois | Enclosed |
| *12.8 | Building D Exterior Facade Painting Bid | Enclosed |
| *12.9 | Building D Entry Bid | Enclosed |
| *12.10 | Life Safety Project: Building T Chilled Water Plant Upgrades - Phase 2 | 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 audio/digital recordings of the February 16, 2021; and April 20, 2021 closed session meetings be destroyed.

December 20, 2022
Item 12.3:

Written Minutes:

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

There are no written minutes of closed session meetings recommended for release at this time.

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):

February 16, 2021
April 20, 2021

AMENDMENT TO ACCEPTANCE OF AUDIT

The recommended action to accept new business item 12.3, Acceptance of FY2022 Audit, from the November 15 Board meeting included a typo that listed the fiscal year's end date as June 30, 2021. The correct end date of the FY2022 Audit is June 30, 2022. The recommendation is to amend the Acceptance of the FY2022 Audit approved during the November Board meeting and accept the Audit with the correct end date of June 30, 2022.

Recommended Action:

It is recommended that the Board of Trustees amend the Acceptance of the FY2022 Audit approved during the November Board meeting and accept the Audit with the correct end date of June 30, 2022. A copy of the Audit will be filed with the State of Illinois.

ADOPTION OF RESOLUTION SETTING FORTH TAX LEVIES FOR 2022 AND
APPROVAL OF CERTIFICATE OF TAX LEVY FOR 2022

This resolution sets forth the levy recommended at the November 15, 2022 Board meeting. The Certificate of Tax Levy is a part of this resolution. See attached resolution.

Recommended Action:

It is recommended that the Board of Trustees adopt the Resolution Setting Forth Tax Levies for 2022 and approve the Certificate of Tax Levy for 2022.

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

RESOLUTION SETTING FORTH TAX LEVIES FOR 2022

“BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 524, COUNTY OF COOK AND STATE OF ILLINOIS, AS FOLLOWS:

SECTION 1: That the sum of Twenty-Five Million Four Hundred Twenty-Six Thousand Three Hundred Dollars (\$25,426,300) be levied as a tax for Educational purposes; and the sum of Eight Million Five Hundred Twenty Thousand Five Hundred Dollars (\$8,520,500) be levied as a tax for Operations and Maintenance purposes; and the sum of Nine Hundred Fifty Thousand Dollars (\$950,000) be levied as a special tax for the purposes of Local Government and Governmental Employees Tort Immunity Act; and the sum of Ninety-Five Thousand Dollars (\$95,000) be levied as a special tax for Financial Audit purposes; and the sum of Nine Hundred Fifty Thousand Dollars (\$950,000) be levied as a special tax for Protection Health and Safety purposes on the equalized assessed value of the taxable property of Community College District 524, County of Cook and State of Illinois, for the year 2022 to be collected in the year 2023; and that the levy for the year 2022 be allocated 50% for Fiscal Year 2023 and 50% for Fiscal Year 2024.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 524, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, on or before the last Tuesday of December 2022.

SECTION 3: That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.

SECTION 4: That the Chairperson is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Act.

PASSED this 20th day of December, 2022.

AYES:

NAYS:

ABSENT:

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

Community College District No 524 County Cook

Community College District Name Moraine Valley District 524 and State of Illinois hereby certify that we require:

- the sum of \$ 25,426,300 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 8,520,500 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1,
- the sum of \$ - to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 950,000 to be levied as a special tax for the purposes of Local Government and Governmental Employees Tort Immunity Act, (745 ICLS 10/9-107), and
- the sum of \$ - to be levied as a special tax for Social Security and Medicare insurance purposes, (40 ILCS 5/21-110 AND 5/21-110.1), and
- the sum of \$ 95,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 950,000 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01.
- the sum of \$ - to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2022.

Signed this 20th day of December, 2022 _____
MVCC Chairperson of the Board

MVCC Secretary of the Board

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community College Board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district, which have not been paid in full five.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT

This is to certify that the Certificate of Tax Levy for Community College District No. 524 County of Cook and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2022 was filed in the office of the County Clerk of this county on _____, 2022.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by the resolution on file with this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2022 is

\$ _____.

Date County Clerk and County

COOK COUNTY TRUTH IN TAXATION LAW

CERTIFICATE OF COMPLIANCE

I, Brian O'Neill, hereby certify that I am the presiding officer of Community College District No. 524, Moraine Valley Community College, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-55, *et seq.* (2002).

This certificate applies to the 2022 tax levy.

Brian O'Neill, Chair
Board of Trustees

December 20, 2022
Date

PROPERTY TAX LIMITATION RESOLUTION

See attached resolution.

Recommended Action:

It is recommended that the Board of Trustees adopt the Property Tax Limitation Resolution as presented.

Property Tax Limitation Resolution

BE IT RESOLVED that the following funds not be limited by the Tax Limitation Act and that levies be no less than the following amounts:

Life Safety	\$ 950,000
Audit	95,000
Liability Ins. and Tort	950,000

Funds to be limited if necessary:

Education	25,426,300
not below	24,300,000
Building (O&M)	8,520,500
not below	8,440,000

Adopted this 20th day of December 2022

Chair
Board of Trustees

MINUTES of a regular public meeting of the Board of Trustees of Moraine Valley Community College, Community College District No. 524, County of Cook and State of Illinois, held on Tuesday, December 20, 2022, at 6:00 p.m. in Building M, Moraine Business & Conference Center Moraine Rooms 1&2, 9000 West College Parkway, Palos Hills, Illinois 60465-0937. Meeting was a hybrid meeting held in-person and online in a virtual format, 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.

* * *

The meeting was called to order by Chair Brian O’Neill. Upon the roll being called, Brian O’Neill, Chair, and the following Trustees were present in-person or online: _____

and _____ (non-voting student member).

Trustees were allowed to attend the meeting in person or online in a virtual format, pursuant to the State of Illinois Executive Orders and Gubernatorial Disaster Proclamations, as adopted by the Board of Trustees.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chair announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the tax heretofore levied for the year 2022 to pay debt service on the District’s General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, copies of which were made available to all in attendance at said meeting who requested a copy:

RESOLUTION abating the tax heretofore levied for the year 2022 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022, of Community College District No. 524, County of Cook and State of Illinois.

* * *

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 524, County of Cook and State of Illinois (the "*District*"), by resolution adopted on the 17th day of August, 2021, as amended by a notifications of sale (the "*Resolution*"), did provide for the issue of \$25,055,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022, dated March 7, 2022 (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

Whereas the District hereby determines that the Pledged Revenues (as defined in the Resolution) will provide an amount sufficient to pay any principal of or interest on the Bonds when due in that bond year (December 1 and June 1), so as to enable the abatement of the Pledged Taxes (as defined in the Resolution) levied for the same in accordance with Section 13 of the Resolution; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2022 to pay principal and interest on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 524, County of Cook and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2022 in the Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk of the County of Cook, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2022 in accordance with the provisions hereof.

Section 4. Effective Date. This Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 20, 2022.

Chair, Board of Trustees

Secretary, Board of Trustees

* * *

Member _____ moved and Member _____ seconded the motion that said resolution, as presented and read by _____, be adopted.

After a full discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Moraine Valley Community College, Community College District No. 524, County of Cook and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the "*Board*") of Community College District No. 524, County of Cook and State of Illinois (the "*District*"), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 20th day of December, 2022, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2022 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022, of Community College District No. 524, County of Cook and State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 20th day of December, 2022.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the ____ day of _____, 20__, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2022 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022, of Community College District No. 524, County of Cook and State of Illinois.

duly adopted by the Board of Trustees of the Community College District No. 524, County of Cook and State of Illinois, on the 20th day of December, 2022, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2022 for the payment of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022, as described in said resolution will be abated in its entirety as provided in said resolution.

IN WITNESS WHERETO, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 20__.

Cook County Clerk

(SEAL)

DATE: December 9, 2022

TO: Rick Hendricks
Vice President of Administrative Services

FROM: Jane M Bentley
Director of Purchasing

RE: **Building D Exterior Façade Painting 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. The bids were opened on Wednesday, November 30, 2022, at 1:00 PM in Room L145. Three (3) bids were received. The results of the bid are delineated on the attached sheet. The pricing for this bid was not via State contract or consortium contracts.

The scope of the project includes but is not limited to the repainting of the exterior façade, removal of rust from exposed steel support beams, painting of the beams and repair of any damaged concrete associated for Building D.

The recommendation of a bidder for the award of this project is based on the bidder's responsiveness to the identified qualifications, requirements of the project, and the bid amount. Upon review of the apparent low bid, Tori Construction, of Alsip, Illinois, by the college's engineering firm, Hutchinson Design Group, Ltd., Tori Construction made an error in their bid and has been withdrawn for consideration. Upon review of the next apparent low bidder, Ward Contracting and Building Restoration Inc., of Countryside, Illinois, by the Hutchinson Design Group, Ltd., it was found that Ward Contracting understood the scope of the bid specifications and met all the requirements for this project.

RECOMMENDED ACTION: Whereas Ward Contracting and Building Restoration, Inc., of Countryside, Illinois, is the apparent 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 **\$339,200.00** for the Building D Exterior Façade Painting Bid.

DATE: December 9, 2022

TO: Rick Hendricks
Vice President of Administrative Services and College Facilities

FROM: Jane M. Bentley
Director of Purchasing

RE: **Building D Entry 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. The bids were opened on Wednesday, November 30, 2022, at 2:00 PM in Room L145. Four (4) bids were received. The results of the bid are delineated on the attached sheet. The pricing for this bid was not via State contract or consortium contracts.

This project was initially released in Spring 2022. The college did not receive any bid submissions upon release and thus resulted in the architect, Demonica Kemper (DKA) and the college, recommending a rebid in Fall 2022. The general scope of this project includes, but is not limited to removal and replacement of existing concrete hardscape, landscape, plantings and drainage at the north entrance to Building D in addition to new bollard equipment for ADA and outdoor furnishings.

The recommendation of a bidder for the award of this project is based on the bidder's responsiveness to the identified qualifications, requirements of the project, and the bid amount. Upon review of the apparent low bid, Reed Construction, of Chicago, Illinois, by the college's architect, Demonica Kemper (DKA), it was found that Reed Construction, understood the scope and requirements of the bid specifications for this project.

RECOMMENDED ACTION: Whereas Reed Construction, of Chicago, 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 **\$ 357,455.00 to Reed Construction** for the Building D Entry Bid.

**Life Safety Project:
Building T Chilled Water Plant Upgrades
Phase 2**

This request presents our Life Safety Application for FY2024.

The existing chilled water plant within Building T is original to the building and is past its useful life expectancy. This project will begin the process of replacing the existing chillers, cooling towers, pumps, controls and electrical system to meet current Energy Code.

Recommended Action:

It is recommended that the Board of Trustees approve the life safety project as outlined on the attached application.

Appendix A
Project Application Forms

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Moraine Valley Community College
 Contact Person Rick Hendricks Phone # 708-974-5203
 Project Title Building T Chilled Water Plant Upgrades: Phase 2
 Project Budget \$ _____ () check here if the proposed project is to be financed with a combination of local, state,
federal, foundation gifts, etc and disclose on funding attachment 2 Date November 14, 2022

Application Type (check the appropriate application type and follow instructions):

- Site acquisition-- see ICCB administrative rule 1501.604 d) or g) for additional material requirements and check here _____. (If this is a site acquisition and only land is being acquired ---no building--- then check here _____) --complete/submit Sections I and II with additional material requirements (if acquisition includes remodeling or new construction then you should also check the other appropriate application type and include description in the narrative portion of the application)
- Locally Funded New Construction--complete/submit Sections I and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety (PHS)--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the three forms in the Architect Forms section of this manual. (Note: two of these should be completed by the architect.)

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- C. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1--top half of form for any project except PHS and bottom half of form for PHS projects only*)
- E. Funding source (*use the appropriate format on Attachment #2*)

- F. Locally funded project budget and certification form (Attachment #3) OR Attachment PHS.

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*) (*If land acquisition only then not necessary to complete this form*)

- C. Has the site been determined professionally to be suitable for construction purposes?
Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the new square footage or the remodeled square footage allocation (*use Square Footage Summary Attachment*)

**Project Programmatic Justification
and Scope of Work**

**INSTRUCTIONS FOR COMPLETION OF THE
PROJECT PROGRAMMATIC JUSTIFICATION NARRATIVE**

These instructions are intended to provide the college with a baseline of the type of information to describe the programmatic benefits of the proposed project. For PHS projects, this section should primarily focus on and provide support for statutorily allowed expenditures for the protection, health and safety of faculty, students, staff, and visitors, fire protection/prevention systems, ADA accessibility, environmental protection, or a lawful order requiring the college to make improvements for the health and well being of faculty, students, staff and visitors. The length of the programmatic description should reflect the magnitude and complexity of the proposed project. Descriptions of work to be performed should be addressed in the Scope of Work section.

A narrative setting forth the specific purposes for which the project is requested must be presented. The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project. A PHS justification will focus on the allowable PHS activities/components and/or appropriate PHS authority. To assist in the development of a clear and concise programmatic justification, the following questions are presented for consideration. A programmatic justification does not necessarily lend itself to a question and answer format. The programmatic justification narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What will the proposed project accomplish? PHS justification should include regulatory requirements (reference specific code requirements)
2. State how the project will meet the instructional objectives of the college.
3. How will the new or remodeled space better serve instructional/programmatic areas as compared to existing facilities?
4. What facilities are already available to meet the above-referenced objectives? (Should be reflected on the Square Footage Summary form if remodeling existing facilities.)
 - a. What is the current utilization rate of space designated for this instructional/programmatic area?
 - b. Why are existing facilities considered inadequate? Describe the condition of existing space designated for this instructional/programmatic area.
 - c. What factors are driving the need for new space? State the factors/conditions such as changes in enrollment patterns or enrollment mix, insufficient or inadequate types of space, an emerging local district issue/relationship/partnership, etc., which demonstrates programmatic need.
5. Is the project a part of the college master plan? (If not, explain why it is a priority and is the master plan being updated?)

Square footage discussed and explained in this section should also be reported on the Square Footage Summary form.

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The existing chilled water plant within Building T is original to the building and is past its useful life expectancy. This project will continue the process of replacing the chillers, cooling towers, pumps, controls and electrical system to meet current Energy Code.

**INSTRUCTIONS FOR COMPLETION OF THE
SCOPE OF WORK NARRATIVE**

These instructions are intended to provide the college with a baseline of the type of information to describe the construction/work elements of the project. The length of the scope of work description should reflect the magnitude and complexity of the proposed project. Descriptions of the programs residing in the effected space should be addressed in the Programmatic Justification Narrative section.

This narrative is a statement setting forth the proposed work and defining the design parameters. The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis. To assist in the development of a clear and concise scope of work narrative, the following questions are presented for consideration. A scope of work narrative does not necessarily lend itself to a question and answer format. The scope of work narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What does the project include? Clearly describe the site(s), building(s), room(s), structure(s), equipment, utilities, land, and site improvements (i.e. landscaping, parking lot areas/spaces) affected by this proposed project. Describe the project using the applicable budget categories listed in Attachment #1 Project Budget. Clearly identify the name and address of any structures included in the project.
2. How does the proposed project relate to other ongoing or proposed projects?
3. Are there any state or federal rules or regulations which may impact the project budget? (IEPA, Historic Preservation, etc.) If so, be sure that costs of compliance are included in the estimated project costs?

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

The existing chilled water plant within Building T is original to the building and is past its useful life expectancy. This project will continue the process of replacing the chillers, cooling towers, pumps, controls and electrical system to meet current Energy Code.

Attachment #1 Project Budget

Check One: (LOCALLY FUNDED -other than Protection, Health, and Safety- see below)

- New Construction
- Remodeling

Project Name MVCC Building T Chilled Water Plant Upgrade: Phase 2

	Budget Amounts	
	New Construction	Remodeling
Land		N/A
Site Development		N/A
Construction (including Fixed Equipment)		
Mechanical		\$689,727
Electrical		\$83,000
General Conditions		
Contingency (10%)		\$77,273
A/E Professional Fees		\$85,000
Total		\$935,000

55

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

Protection, Health, and Safety Project Name _____

	Budget Amounts
Project Costs	\$772,727
Contingency	\$77,273
A/E Professional Fees	\$85,000
Total	\$935,000

Attachment #2 Funding Source

District/College Name _____

Project Name _____

Check the source(s) of funds:

Available fund balance _____ Fund name(s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance(s): _____
(including protection, health,
and safety bonds)

Protection, Health, and _____ Tax rate/fiscal year: _____
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangements in months: _____
Financial Institution
(ILCS 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

Attachment #3
Locally Funded Project
 (other than a Protection, Health, and Safety Project—see separate form)

Budget and Certification

Name and address of architect/engineer providing the estimate:

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.604.

Architect/Engineer’s Signature Date

Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Attachment PHS

The following four pages should be submitted only with PHS applications, when applicable. Generally, the signature and certification page are submitted with every PHS Project Application. It is not necessary to submit with a project financed with other local tax dollars or other sources of funding even though the project may have structural integrity or energy conservation implications.

Protection, Health, and Safety Signature/Certification Page

	<u>Check if Applicable</u>
Budget Certification (see attachment, always required)	_____x_____
Structural Integrity Certification (see attachment, if applicable)	_____
Energy Conservation Certification (see attachment, if applicable)	_____x_____
Feasibility Study Identifying Need of the Project (district generated document)	_____
Other District Documentation to Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Brandon Fortier, PE, LEED AP
IMEG Corp.
1100 East Warrenville Road, Suite 400W
Naperville, Illinois 60563

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds are true and accurate. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.608 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Architect/Engineer's Signature

Date November 14, 2022

062-061207

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

PROTECTION, HEALTH, AND SAFETY PROJECT

Structural Integrity

Name and address of architect/engineer providing the estimate:

I certify that the proposed project is necessary because the current condition of the facility poses a threat to the structural integrity of the facility.

Architect/Engineer's Signature

Date_____

Illinois Registration or License Number

Seal

PROTECTION, HEALTH, AND SAFETY PROJECT

Certification for Energy Conservation

Name and address of architect/engineer providing the estimate:

Brandon Fortier, PE, LEED AP
IMEG Corp.
1100 East Warrenville Road, Suite 400W
Naperville, Illinois 60563

I certify that the methods and calculations used to determine the estimated energy usage, cost savings, and payback period, as submitted in the attached, meet or exceed those prescribed by industry standards. I further certify that the historic energy costs used in these calculations reflect accurately those of the college.

Architect/Engineer's Signature

Date November 14, 2022

062.061207
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**Square Footage
Summary Attachment**

Square Footage Summary Attachment

District/College Name Moraine Valley Community College

Project Name Building T Chilled Water Plant Upgrades Phase 2

Identify the increased square footage associated with a new construction project or provide a detailed summary of the space affected by this project. If additional explanation is necessary, please include in the scope of work narrative.

	<u>Net Assignable Square Feet</u>		
	<u>(Use this column for new construction only)</u>	<u>(Use these columns for remodeling projects only)</u>	
	New Square Footage	Existing Square Footage	Remodeled Square Footage
Classrooms	_____	_____	_____
Laboratories	_____	_____	_____
Offices	_____	_____	_____
Study	_____	_____	_____
Special Use	_____	_____	_____
Support	_____	_____	_____
Other	_____	_____	10,000
Total NASF	_____	_____	10,000
Total Gross Square Feet (GSF)	_____	_____	10,000
Efficiency (NASF / GSF)*	_____ %	_____ %	100 %

*Minimum acceptable efficiency is 70 percent.