

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Regular Meeting, was held on Tuesday, September 19, 2023, in Building D, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois, 60465.

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Beth McElroy Kirkwood asked meeting attendees to rise and join her in reciting The Pledge of Allegiance. The meeting was called to order by Chair Beth McElroy Kirkwood at 6:03 PM.

II. ROLL CALL

Present: Beth McElroy Kirkwood, Chair; Patricia Joan Murphy; Joseph Murphy; Jaelyn O'Day; Tiffany S. Robinson; Tracy M. Sullivan; Eileen Kerlin Walsh; Demetri Sianis, Student Trustee

Absent: None

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

III. MINUTES

It was moved by Ms. Murphy and seconded by Mr. Murphy to approve the Unapproved Minutes - Special Meeting/Board Retreat - August 7, 2023; Unapproved Minutes - Regular Meeting - August 15, 2023; Unapproved Minutes - Closed Session Held August 7, 2023.

ROLL CALL VOTE taken on approval of the Unapproved Minutes - Special Meeting/Board Retreat - August 7, 2023; Unapproved Minutes - Regular Meeting - August 15, 2023; Unapproved Minutes - Closed Session Held August 7, 2023:

Yes: McElroy Kirkwood, P. Murphy, J. Murphy; O'Day, Robinson, Sullivan, Kerlin Walsh

Absent: None

Student
Advisory: Yes

Motion carried.

IV. AUDIENCE PARTICIPATION

None.

V. BOARD REPORTS AND/OR REQUESTS

5.1 ICCTA Meeting Report – P. Murphy

Vice Chair Patricia Murphy reported on the ICCTA meeting held September 8-9. She noted that President Haney and Trustees O’Day and Sullivan also attended the meeting. Vice Chair Murphy said the meeting began with a roundtable and she was asked to run the discussion. The roundtable topics were how colleges encourage community involvement and what efforts are being made to support the mental health of students, faculty, and staff. She noted that interesting ideas were shared by Trustees from other colleges, including community gardens, wellness centers, and radio programs hosted by Board members. Vice Chair Murphy said the big takeaway from the roundtable is that colleges must have engaged College Presidents and Board members who advocate for the school. She also stressed the importance of reducing the stigma often associated with mental health. Vice Chair Murphy said the roundtable had a record of 43 participants and she would be happy to share information from the discussion with anyone interested. She noted they had a moment of silence for former Moraine Valley Trustee John Coleman, who passed away this earlier year.

5.2 Student Trustee Report - D. Sianis

Student Trustee Demetri Sianis presented his student report. He said student life hosted several events at the beginning of the semester. Welcome Days were held during the first week of class to inform students about clubs, organizations, and events. A Pizza and Planner event provided students with pizza and academic calendars to help them stay organized during the semester. Student Life also hosted an event to provide students with the opportunity to give suggestions about student activities they would like to see on campus. Mr. Sianis noted that a Fall Fest was held during the third week of class to provide

students with food, music, games, and resources to help ensure they have a successful semester.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

Dr. Pamela Haney invited Dr. Sadya Khan to present the Strategic Planning Process to the Board of Trustees. Dr. Haney noted that Dr. Khan has facilitated the Strategic Planning Process for the past few cycles.

- **Strategic Planning Process:** Dr. Khan explained what strategic planning is and its purpose. She noted that the strategic plan helps guide institutional decisions in long-term and day-to-day functions. Dr. Khan explained that strategic planning also helps the college prepare for the future, increase student success, focus on continuous improvement, and meet accreditation requirements. The strategic planning process occurs every five years. The current strategic planning cycle is from 2019-2024. The upcoming strategic planning cycle spans from 2025-2030. Dr. Khan noted that Joel Lapin, Professor Emeritus of the Community College of Baltimore County, will assist the college through the process. She said Mr. Lapin has assisted the college in past strategic planning cycles and has worked with over 80 institutions to guide them through similar processes. Dr. Khan noted that the college will conduct an external environmental scan to explore and analyze the external factors potentially impacting the college. The environmental scan will be shared internally and with community members to select the most impactful trends for our institution. Dr. Khan listed the eight taxonomies of the environmental scan: competition, demographics, economy, education, labor force, politics, social values/lifestyle, and technology. Dr. Khan noted that the college will collect feedback from students, community members, and employees during the strategic planning process. A national benchmarking survey was conducted in the spring of 2021, and over 800 students participated. The college will host student focus groups in the fall of 2023 to gather additional feedback from Moraine Valley students. Dr. Khan said the college administered an Employee Pulse Survey in the fall of 2022 and over 400 employees responded to the survey. Topics in the survey include diversity, equity and inclusion, job satisfaction, mission and pride, leadership, well-being, and alternative work arrangements. She noted that other vital sources of data/feedback will include enrollment analysis, benchmarking data, a survey of high school seniors, graduate follow-up

feedback, and retention and graduation analysis. Dr. Khan discussed the timeline for the strategic plan and noted that the timeline started in the spring and summer of 2023. She said the community survey will be administered in September 2023. She also noted that student focus groups will be held in November 2023 to obtain feedback from our students. The environmental plan will be finalized in December 2023. In February 2024, a community breakfast will be held to receive input about top trends from the environmental scan and to perform a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis with various employee groups. A workshop with the strategic planning committee to review top trends and data to draft priorities and goals of the strategic plan will be held in March 2024. A presentation will be prepared for the Board to review at the May Board meeting, with approval at the June Board Meeting. Vice Chair Patricia Murphy asked how many people the college expects to participate in the survey. Dr. Khan said the goal is to have 500 community members participate. Trustee Kerlin Walsh asked if the college has met their 2019-2024 goals. Dr. Khan said we have several metrics we look at every year to assess how we achieve those goals. She noted that the college is constantly monitoring those goals and she would be happy to share information on specific goals. Trustee Joe Murphy asked how many employees are on the staff committee. Dr. Khan said there are 85 employees on the staff committee. Vice Chair Patricia Murphy asked if certain communities are more likely to respond than others. Dr. Khan said this is the first time Moraine Valley Community College is doing this particular survey, but it has worked successfully for other colleges. She noted that they are mapping out the survey to get a good representation of our district.

Dr. Haney thanked Dr. Khan for her presentation. She noted that the college has had quite a few events over the past few weeks and thanked the faculty and staff who volunteered their time to participate. Trustee Robinson thanked Clare Briner, Director of Marketing, for being the driver in the Robbins parade. She thanked Dr. Haney and the college for participating in the parade and being involved in the Village of Robbins.

VII. COMMUNICATIONS

The college received a congratulatory letter stating that Moraine Valley has been selected as a winner of the 2023 Beautification Contest by the City of Palos Hills. There will be an award presentation on October 7. President Haney and a few Campus Operations employees will attend to receive the award.

VIII. FINANCIAL STATEMENT

8.1(a) Treasurer's Report

Treasurer's Report showing an ending balance of \$132,898,621.83 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

8.1(b) Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

8.1(c) Investments

(DOCUMENT C – SUPPLEMENT TO MINUTES)

CONSENT AGENDA (IX – XII):

Trustee Sullivan has asked that agenda item 12.9, Motion to Authorize the Administration to Negotiate an Agreement with Smith Maintenance Company with Terms Substantially Equivalent to Those in the Terminated Agreement to be Effective October 4, 2023, be pulled from the consent agenda for discussion and to be voted on separately.

It was moved by Mr. Murphy and seconded by Ms. Robinson 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	\$7,104,283.80
9.3	Operation & Maintenance Fund	1,046,107.44
9.4	Operation & Maintenance Fund (Restricted)	97,995.27
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	964,703.06
9.7	Restricted Purpose Fund	617,654.90
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	5,348.77
9.10	Audit Fund	-0-

9.11 Liability, Protection & Settlement Fund 1,081,526.49
(DOCUMENT D - SUPPLEMENT TO MINUTES)

X. REPORT OF PERSONNEL

Chair McElroy Kirkwood publicly identified the nature of the agenda items contained in the Report of Personnel.

10.1-1 Full-Time

None.

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

Leona Lilly - Instructor, Basic Nursing Assistant - 11/9/23-12/15/23
(DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Amanda Barzydlo – Groundskeeper - Effective: 8/31/23
Laura Early - Instructor, Humanities - Effective: 8/14/23
Terrence Evoy - Police Officer - Effective: 9/30/23
Yifang Lin - Payroll Specialist - Effective: 8/28/23
Shari Sutter – Dispatcher - Effective: 9/8/23
(DOCUMENT G - SUPPLEMENT TO MINUTES)

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

Kiana Battle - from Dean of Liberal Arts to Vice President of Institutional
Advancement - Effective: 11/6/23
Katrina Carline - from Staff Accountant II to Director of Payroll - Effective:
10/2/23
Max Evert - from Media Analyst to Multimedia Engineer - Effective:

9/25/23

Jasmyn Ferguson - from User Support Services Specialist to SharePoint Developer - Effective: 9/25/23

Lara Hernandez Corkrey - from Associate Professor, Learning Enrichment and College Readiness to Professor - Effective: Academic Year 2023-2024

Vanessa Melgoza - from P.T. Accounting Clerk/Cashier to F.T. Project Facilitator - Effective: 9/25/23

Ryen Nagle - from Dean of Science, Business & Computer Technology to Vice President of Academic Affairs - Effective: 10/2/23

(DOCUMENT H - SUPPLEMENT TO MINUTES)

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

Chair McElroy Kirkwood identified the nature of the agenda items contained in New Business.

12.1 Affiliation Agreement with Crestwood Fire Department (EMS and Fire Science)

It is recommended that the Board of Trustees approve the affiliation agreement with Crestwood Fire Department (EMS and Fire Science).

(DOCUMENT I - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with Latino Treatment Center (Addiction Studies)

It is recommended that the Board of Trustees approve the affiliation agreement with Latino Treatment Center (Addiction Studies).

(DOCUMENT J - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with MedBridge Healthcare (Sleep Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with MedBridge Healthcare (Sleep Technology).

(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.4 Affiliation Agreement with Stepping Stones, Inc. (Addiction Studies)

It is recommended that the Board of Trustees approve the affiliation agreement with Stepping Stones, Inc. (Addiction Studies).
(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.5 NDT Lab Renovations Bid

It is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of \$125,952.00 to Krause Construction, Inc. for the NDT Lab Renovations Bid.
(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.6 MVCC Building B X-Ray Room Renovation Bid

It is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of \$148,144.00 to Krause Construction, Inc. for the MVCC Building B X-Ray Room Renovation Bid.
(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.7 2023 Holiday Schedule

It is recommended that the Board of Trustees adopt the holiday schedule and authorize that the college will be closed from Thursday, December 21, 2023, through Wednesday, January 3, 2024. The college will reopen on Thursday, January 4, 2024.
(DOCUMENT O - SUPPLEMENT TO MINUTES)

12.8 Motion to Terminate the Custodial Contract with Atalian Global Services, Effective October 4, 2023

It is recommended that the Board of Trustees approve the motion to terminate the custodial contract with Atalian Global Services, effective October 4, 2023.
(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); 10.1-2, 10.1-4, 10.1-5, and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, and 12.8:

Yes: McElroy Kirkwood, J. Murphy, P. Murphy, J. O’Day, Sullivan, Robinson, Kerlin Walsh
Absent: None
Student

Advisory: Yes

Motion carried.

12.9 Motion to Authorize the Administration to Negotiate an Agreement with Smith Maintenance Company with Terms Substantially Equivalent to Those in the Terminated Agreement to be Effective October 4, 2023

The Board discussed agenda item 12.9, Motion to Authorize the Administration to Negotiate an Agreement with Smith Maintenance Company with Terms Substantially Equivalent to Those in the Terminated Agreement to be Effective October 4, 2023. Trustee Sullivan expressed her concerns with this agenda item and noted that she believed the agenda item was overly broad and that the contract should be replaced via public bidding. She said that she would prefer that the item be put out to bid so that any interested parties would have an opportunity to bid on the contract. Chair McElroy Kirkwood asked for clarification on the term requirements with Smith Maintenance Company. Rick Hendricks, Vice President of Administrative Services, said the college would terminate the contract with the current provider and initiate a contract with Smith Maintenance Company through June 30, 2024, which is the current contract's end date. Mr. Hendricks explained that the college would begin bidding in spring 2024 for a new contract. Trustee Joe Murphy said the college had to do this before with a different company that provided cleaning services. He said he believed this was an emergency because the college was not receiving satisfactory service from the current provider. Chair McElroy Kirkwood asked when Smith Maintenance Company last bid with the college. Mr. Hendricks said Smith Maintenance Company bid on the current contract, but they were the second lowest bidder. The college agreed to a contract with the current company because they were the lowest bidder. Mr. Hendricks also noted that Smith Maintenance Company provided cleaning services to the college for three years prior to the contract with the current provider. Trustee Sullivan asked if Chair McElroy Kirkwood was comfortable pursuing a contract with Smith Maintenance Company through June 30, 2024. Chair McElroy Kirkwood said she was comfortable pursuing the contract. Trustee Joe Murphy noted that Smith Maintenance Company bid on the current contract and they were not chosen because they were the second lowest bidder. He reiterated that the college pursues the lowest responsible bidder and that, in retrospect, the current provider was not the most responsible bidder because their quality of work does not meet the qualifications of our bid requirements. He said he is comfortable finishing out the terms of the contract with Smith Maintenance Company because they did bid on the current contract, and the

college is familiar with their quality of work. He also noted that the remainder of the contract is for less than a year. Vice Chair Patricia Murphy said that the alternative is keeping a provider that is not providing adequate service to the college for another six months. She noted this is an emergency because the college needs clean facilities for proper operation. Trustee Sullivan asked if there is an emergency procurement option in the Purchasing Act. Megan Roche, Legal Counsel for the college, said the Board can vote for an interim provider in emergencies. She noted that the college had to make a similar purchase last year when there was a water line leak under Building L. Trustee O'Day said she would like to see a more competitive pool of providers in future situations. Trustee Joe Murphy said the college completed the bidding process for this contract, and Smith Maintenance Company bid on the current contract. He said the college is looking post-bid and terminating the contract with the lowest bidder because they did not fulfill their requirements. Vice Chair Patricia Murphy asked if there was a difference in cost. Mr. Hendricks said Smith Maintenance Company agreed to a contract based on their original bid and that the price is around 5% higher than the contract with the current provider. Trustee Sullivan asked if the Board could receive more details on future emergency items before the Board meeting.

It is recommended that the Board of Trustees approve the motion to authorize the administration to negotiate an agreement with Smith Maintenance Company with terms substantially equivalent to those in the terminated agreement to be effective October 4, 2023.

(DOCUMENT Q - SUPPLEMENT TO MINUTES)

It was moved by Ms. Robinson and seconded by Mr. Murphy to approve agenda item 12.9, Motion to Authorize the Administration to Negotiate an Agreement with Smith Maintenance Company with Terms Substantially Equivalent to Those in the Terminated Agreement to be Effective October 4, 2023.

ROLL CALL VOTE TAKEN on agenda item 12.9, Motion to Authorize the Administration to Negotiate an Agreement with Smith Maintenance Company with Terms Substantially Equivalent to Those in the Terminated Agreement to be Effective October 4, 2023.

Yes:	McElroy Kirkwood, J. Murphy, P. Murphy, O'Day, Robinson, Kerlin Walsh
No:	Sullivan
Absent:	None

Student
Advisory: Yes

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XVI. ADJOURNMENT

The meeting adjourned at 6:46 PM.