

## **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, October 17, 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 6:00 PM.

#### **II. ROLL CALL**

Present: Beth McElroy Kirkwood, Chair; Patricia Joan Murphy; Joseph Murphy; Jaclyn 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 Secretary Robinson and seconded by Trustee Sullivan to approve the Unapproved Minutes - Regular Meeting, September 19, 2023; Unapproved Minutes - Decennial Meeting, September 19, 2023.

ROLL CALL VOTE taken on approval of the Unapproved Minutes - Regular Meeting, September 19, 2023; Unapproved Minutes - Decennial Meeting, September 19, 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 ACCT Leadership Conference – T. Sullivan**

Trustee Tracy Sullivan reported on the ACCT Leadership Congress held in Las Vegas, Nevada, from October 9-12, 2023. Trustee Sullivan attended the conference with Dr. Pamela Haney, Vice Chair Patricia Murphy, Secretary Tiffany S. Robinson, and Trustee Jaclyn O'Day. Trustee Sullivan said the conference covered various topics, including networking, Board goals, strategic planning, and academic planning for community colleges. The importance of Trustee engagement and the need to attract adult learners was stressed during the conference. Secretary Robinson thanked the college for providing opportunities for the Trustees to collaborate with colleges across the country. She said the conference provided information related to student success and discussed how the college can support our students.

**5.2 Student Trustee Report - D. Sianis**

Student Trustee Demetri Sianis presented his report. He noted Trustee Jaclyn O'Day participated in a Democracy Commitment event held in mid-September. At the event, Trustee O'Day discussed her interest in politics and government, the intersection of politics in public policy, and the importance of bi-partisan solutions. Mr. Sianis noted that the STEM Club sponsored a field trip to the Little Red School House for a nature walk. The nature walk provided students with information about the geography and history of the land. Mr. Sianis discussed several events held for Hispanic Heritage Month, including a Flauta Lunch, which provided donations to the food pantry, and a "Mexican Bingo" event in which students were able to play for prizes. Mr. Sianis said the Academic Theater Department's presentation of *The Lightning Thief: The Percy Jackson Musical* will be performed on several dates in November. Mr. Sianis will be a part of the production.

**VI. REPORTS OF ADMINISTRATION**

### 6.1 President's Report

Dr. Pamela Haney thanked Trustee Sullivan and Student Trustee Sianis for their reports. She recognized Dr. Ryen Nagle, Vice President of Academic Affairs, and noted this was his first Board meeting as Vice President. Dr. Nagle thanked Dr. Haney for the welcome and said he has already learned quite a bit in the new position. Dr. Haney asked Mr. Mike Cipolla, Controller, to introduce the FY2023 Audit Report.

- FY2023 Audit Report: Mr. Cipolla noted that the Board of Trustees received drafts of the annual comprehensive financial report and single audit. Mr. Cipolla introduced John George, Kelly Kirkman, and Ronnie Christopher from RSM to present the audit report. Mr. George thanked Mr. Cipolla and the Finance Department for their hard work in assisting them with completing the audit. He explained the phases of the audit process and expressed appreciation to the college's financial team for the excellent level of communication and support throughout the process. Kelly Kirkman reported on the financial results of the audit. Ms. Kirkman noted that the financial statement included four audit opinions and that each opinion was unmodified. Ms. Kirkman discussed the college's financial highlights and reviewed a net position statement comparing financial information from 2022 to 2023. Ms. Kirkman said there were no significant deficiencies in the financial statement and no audit adjustments. Ronnie Christopher presented the Federal Compliance Audit, noting the college was awarded \$22.6 million in federal grants. The federal grant programs tested were Student Financial Aid, TRIO Cluster, and Cybersecurity Core Curriculum. Ms. Christopher noted five findings and significant deficiencies in major federal programs. The first finding related to the return of Title IV funds and a few students not being reported to the National Student Loan Database (NSLDS) after they withdrew from the college. Vice Chair Patricia Murphy asked if the reporting issue was rectified, and Ms. Christopher confirmed it was resolved. The second finding related to the Cybersecurity Core Curriculum Program and payment not being submitted within 30 days after receipt of billing. Ms. Christopher noted the delay in payment was due to a timing issue and that the issue has been resolved. The third finding related to the Cybersecurity Core Curriculum Program. The college did not report subaward data to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). Ms. Christopher noted the cause of the issue was a misinterpretation of the cybersecurity program not being included in the

Compliance Supplement Matrix. The fourth finding related to the Cybersecurity Core Curriculum Program. Ms. Christopher explained the college did not have sufficient documentation that internal controls were operating effectively over risk assessment procedures. She said college provided a timeline noting a risk assessment and ongoing monitoring were occurring, but there was no formal documentation of the risk assessment. The fifth finding related to the Student Financial Assistance Cluster. Ms. Christopher said the college did not apply the appropriate clock to credit hour conversion formula for specific applicable financial aid eligible programs. She noted the college did not have sufficient evidence of controls being in place to ensure compliance with this requirement. Ms. Kirkman said there is a risk that the college gave out more financial aid than required but noted this applies to a small number of programs. Trustee Sullivan asked if the clock to credit hour conversion formula finding is a repeat from previous years. Ms. Kirkman said the clock to credit hour conversion was not assessed in recent years. Vice Chair Murphy asked if the findings of the audit will be discussed in next year's audit. Ms. Kirkman confirmed the findings from this audit will be reported on in next year's audit.

Dr. Haney thanked the representatives from RSM for their report. She invited Dr. Sadya Khan, Executive Director of Institutional Research, Planning and Effectiveness, to present the fall 2023 enrollment report.

- Enrollment Report: Dr. Sadya Khan presented the enrollment report for fall 2023. Dr. Khan said the college is seeing increases of 6% in terms of credit headcount and total credit hours. Dr. Khan reported enrollment by status, noting around 64% of students have part-time enrollment status, and 36% have full-time enrollment status. She said full-time enrollment has increased over the past five years. Dr. Khan provided a breakdown of the student population by gender and noted that ICCB encourages colleges to collect additional categories for gender. She said the data presented at the Board meeting is based on the census date, the standard ten-day enrollment count. Dr. Khan noted that another 489 students have enrolled since the census date. Dr. Khan presented the five-year headcount and credit hour trend and said both numbers are beginning to increase. Dr. Khan reported a one-year credit-hour increase of 12.7% and a five-year increase of 42.1%. She noted that the high school participation rate is 33% for public high school graduates in 2023. Trustee Joe Murphy said he was pleased to hear that 33% of local high school graduates attend Moraine Valley.

Dr. Haney and Chair McElroy Kirkwood thanked Dr. Khan and her staff for their report. Dr. Haney invited Randy Basick, Director of Infrastructure and Network Services, and Adam Maca, Information Security Specialist, to present the Gramm-Leach-Bliley Act (GLBA) Annual Review of Cyber Security.

- GLBA Annual Review of Cyber Security: Randy Basick and Adam Maca provided an overview of the Gramm Leach Bliley Act and noted it is a requirement for institutions to safeguard sensitive data. Mr. Basick said new requirements were implemented in 2023. Adam Maca has been designated as the qualified individual to oversee and implement the new information security plan to meet these requirements. Mr. Basick said the act requires institutions to complete annual tests to ensure a healthy security posture. He noted penetration tests were done during the year, and the college passed. Mr. Basick said a privileged access management tool was implemented, which requires additional security for remote connections. He noted the security information and event management tool collects and organizes system logs and email notifications and that using this tool is a requirement of the college's cybersecurity insurance. Mr. Maca said monthly phishing tests were implemented last year to help educate end-users on what to look for and to report suspicious emails. In the annual phishing attempts, the college had 101 out of 1,500 emails, resulting in an end-user clicking a potentially harmful link. He noted these numbers are an improvement from 2021. He said October is Cybersecurity Awareness Month, and there is a more significant push to educate users. In October 2022, weekly emails were sent out with training resources and videos covering everyday cybersecurity events. Mr. Maca said the college is continuing these efforts in 2023. Trustee O'Day asked how many employees completed the cybersecurity training. Mr. Basick noted that 20-30% of employees completed the training. Trustee Sullivan thanked Mr. Basick and Mr. Maca for their report and appreciated their work protecting the college's sensitive data.

Dr. Haney thanked Mr. Basick and Mr. Maca for their updates.

- Certificate of Achievement for Excellence in Financial Reporting: The finance department received an award and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. Dr. Haney thanked Ms. Theresa O'Carroll and Mr. Michael Cipolla for their leadership. Chair McElroy Kirkwood

congratulated Ms. O’Carroll and Mr. Cipolla and presented them with the award. Ms. O’Carroll thanked Mr. Cipolla for his hard work. Mr. Cipolla thanked the finance team for all of their efforts.

**VII. COMMUNICATIONS**

The college was selected to receive a 2023 Insight into Diversity Higher Education Excellence in Diversity (HEED) Award. The HEED award annually recognizes higher learning institutions demonstrating outstanding commitment to diversity and inclusion. Moraine Valley Community College is one of six community colleges nationally selected to receive the award. The college will receive a plaque, which will be presented at a future Board meeting.

**VIII. FINANCIAL STATEMENT**

8.1(a) Treasurer's Report

Treasurer's Report showing an ending balance of \$134,173,727.55 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):**

It was moved by Vice Chair Patricia Murphy and seconded by Trustee Joe Murphy to approve the following consent agenda items:

**IX. WARRANTS**

The warrant summaries are presented to the Board.

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$6,723,751.71
9.3	Operation & Maintenance Fund	907,101.96
9.4	Operation & Maintenance Fund (Restricted)	280.52

9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	673,280.79
9.7	Restricted Purpose Fund	8,260,343.04
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	8,914.94
9.10	Audit Fund	30,000.00
9.11	Liability, Protection & Settlement Fund	-0-

(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

Esraa Ahmed – Financial Aid Expeditor – Effective: 11/6/23  
 Jessie Byrne – Groundskeeper – Effective: 10/23/23  
 Jesus Caudillo – Groundskeeper – Effective: 10/23/23  
 Anna Kotsogiannis – Admissions Support Assistant – Effective: 10/23/23  
 Konrad Lazarski – Network Engineer – Effective: 10/23/23  
 Jonathan Stewart – Student Development Specialist – Effective: 11/6/23  
 (DOCUMENT E - SUPPLEMENT TO MINUTES)

### 10.1-2 Part-Time/Supplemental/Other

(DOCUMENT F - SUPPLEMENT TO MINUTES)

### 10.1-3 Salary Revisions

None.

### 10.1-4 Leave of Absence

Anna Chmiel – Academic Advisor – 12/16/23 – 8/14/24  
 (DOCUMENT G - SUPPLEMENT TO MINUTES)

### 10.1-5(a) Retirement – Administrative & Professional

Richard Hendricks – Vice President of Administrative Services – Effective:  
 6/30/24

(DOCUMENT H - SUPPLEMENT TO MINUTES)

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

Matthew Briatta – from Community Service Officer to Dispatcher – Effective: 10/23/23

Jennifer Fair – from P.T. Registration Representative to F.T. Secretary II – Effective: 10/23/23

Lampros Tzimas – from Associate Professor, Culinary Arts to Professor – Effective: Academic Year 2023-2024

Mark Vazquez – from Financial Aid Assistant to Financial Aid Expeditor – Effective: 10/23/23

(DOCUMENT I - 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 Family First Medical Group (Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Affiliation Agreement with Family First Medical Group (Medical Assistant).

(DOCUMENT J - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with Sandeep Chandra, MD SC (Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Affiliation Agreement with Sandeep Chandra, MD SC (Medical Assistant).

(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with Women’s Healthcare of Illinois (Medical Assistant)

It is recommended that the Board of Trustees approve the affiliation agreement with Affiliation Agreement with Women's Healthcare of Illinois (Medical Assistant).

(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.4 Moraine Valley Community College Spring 2024 Noncredit Class Schedule Mailer Bid

It is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of \$22,810.20 to Precise Printing Network, Inc., for printing of the Spring 2024 Noncredit Class Schedule Mailer Printing Bid.

(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.5 Moraine Valley Community College Ultrasonic Testing/NDE Equipment Bid

It is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of \$156,930.00 to Evident Scientific, Inc., for the Moraine Valley Community College Ultrasonic Testing/NDE Equipment Bid.

(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.6 Moraine Valley Community College Eddy Current Testing/NDE Equipment Bid

It is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of \$45,804.60 to Evident Scientific, Inc. for the Moraine Valley Community College Eddy Current Testing/NDE Equipment Bid.

(DOCUMENT O - SUPPLEMENT TO MINUTES)

12.7 Campus Vehicle - President Car Bid

It is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of \$52,827.99 to Advantage Acura for the purchase of the Moraine Valley Community College 2023 Campus Acura Vehicle Bid.

(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.8 Acceptance of FY23 Audit

It is recommended that the Board of Trustees accept the Audit for the fiscal year ending June 30, 2023 as presented. A copy of the Audit will be filed with the State of Illinois.

(DOCUMENT Q - 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, 10.1-2, 10.1-4, 10.1-5(a), 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.

**XIII. MISCELLANEOUS**

None.

**XIV. AUDIENCE PARTICIPATION**

None.

**XV. CLOSED SESSION**

It was moved by Trustee Kerlin Walsh and seconded by Secretary Robinson to move 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.

ROLL CALL VOTE taken on motion to move to a closed session:

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

Advisory: Yes

Motion carried.

The Board moved to closed session at 7:19 PM. The Board returned from open session at 7:44 PM.

**XVI. ADJOURNMENT**

The meeting adjourned at 7:46 PM.