

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Committee of the Whole of the Board Meeting, was held on Tuesday, March 18, 2025, 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 5:01 PM.

II. ROLL CALL

Present: Beth McElroy Kirkwood, Chair; Eileen Kerlin Walsh; Joseph Murphy; Patricia Joan Murphy (Arrived at 5:02 p.m.); Jaclyn O'Day (Arrived at 5:02 p.m.); Tiffany S. Robinson (Arrived at 5:42 p.m.); Tracy M. Sullivan

Absent: Stefanie DaCosta, Student Trustee

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. AUDIENCE PARTICIPATION

None.

IV. BOARD POLICY REVIEW

Dr. Haney welcomed Kelly Grab, compliance officer, to present the Board policy review. Ms. Grab said each policy that will be presented was assigned to a member of the Executive Leadership Team to review. She noted she would present Articles 0, 1 and 2, which were assigned to Dr. Haney, and Article 4, which was assigned to Dr. Salleh-Barone, vice president of Student Development.

Trustee O'Day asked if the Board would be discussing policies as a group and if they would be up for approval at the next regular Board meeting. Chair McElroy Kirkwood said the Committee of the Whole meeting is an opportunity for the Board to discuss the policies. Trustee Sullivan thanked Ms. Grab and the team who put together the policy revisions. She asked Chair McElroy Kirkwood if the Board would have an opportunity to review the documents and provide suggested edits. Chair McElroy

Kirkwood confirmed the policies would be on the agenda for approval during the regular meeting on Tuesday, April 15, 2025.

Articles 0, 1, and 2

- **Board Policy 200 (Mission and Purpose)**

- This policy has been revised to focus on the mission vision, and values while reducing redundancy regarding program offerings articulated in another section.

Trustee O'Day thanked Ms. Grab for her work on the policy review. She asked if there was any consideration in defining the college's core values in policy 200 (Mission and Purpose). She said she noticed policies from other nearby community colleges that provided detailed definitions of their core values in their policies. Trustee Sullivan said she believes it makes sense to define the core values so long as the college is not overexplaining their meaning. Trustee Kerlin Walsh said she thinks the core values are self-explanatory and that some of their definitions may be too broad. Trustee O'Day raised concerns regarding the college's core values based on President Trump's executive orders. Trustee Joseph Murphy agreed with Trustee O'Day's assessment and said he is unsure if Diversity, Equity and Inclusion can be listed in the core values.

Ms. Grab said the core values were previously listed in this suggestion, but their removal is being suggested because of the information related to the types of academic programs that are offered at the college. She said we are not suggesting that the college change its core values at this time. President Haney said the college has been advised not to move too hastily on changes. Trustee Sullivan said the uncertainty caused by executive orders was discussed during a recent ICCTA meeting and that there was no clear directive on how to move forward. Trustee Kerlin Walsh added our values do not change just because the words being used are changed.

- **Board Policy 300.1 Policy Prohibiting Sex-Based Misconduct**

- This policy has been revised to conform with the law and incorporate additional changes in light of the evolving legal landscape; revisions were sent to several Illinois community colleges.

- **Board Policy 1110 (Authority)**

- This policy has been revised to affirm the Board's authority to transact business at publicly held meetings, access information and refer complaints.

Trustee O'Day asked for an explanation of the policy, noting that it contains many details about transacting business and the obligation of the entire board to agree to request information. She asked for a walkthrough of the process and whether it mirrors a statute.

Ms. Grab said the bulk of the policy comes from a statute, particularly the Open Meetings Act. She explained that the language regarding transacting business pertains to the Board acting as a unified body.

She clarified the distinction between a board member acting in an official capacity and a member of the public, especially regarding requests for sensitive information. She noted that the policy also addresses how Trustees may request special reports and stated that the entire Board should make such requests if they require significant staff time.

Trustee O'Day asked if requesting special reports or analyses is part of any statute. Ms. Grab confirmed the portion of the policy regarding special reports or analyses is not part of any statute.

Trustee Sullivan said she found the policy interesting, noting that there have been times when a request for information regarding a purchasing action or another agenda item has been sent to the Board Chair and Dr. Haney to ask for permission to request information. She asked if the whole Board would have to agree to these requests before they could be submitted.

Dr. Haney said the portion of the policy regarding special reports or analyses was discussed during the Board retreat in June 2024. She said this only affects requests for reports requiring significant staff time. She clarified that it would not apply to requests from the Board regarding information on a Board agenda item.

Trustee O'Day raised concerns about the section related to records and reports and how it aligns with individual access to information, noting she felt it implies certain information could be withheld from Trustees. Ms. Grab suggested adding a subheading for clarity, emphasizing the difference between requesting information and creating new reports that require board consensus. Trustee O'Day agreed that having that information clearly laid out would be beneficial. She stressed the importance of Trustees being able to make reasonable requests without having to advocate for them with the entire Board.

Trustee Joseph Murphy said there have been unreasonable requests in the past from previous Boards, which have taken excessive resources and time from various departments. He noted that the policy does not restrict Trustees from requesting special reports, but it does require them to justify the necessity of

the reports with the rest of the Board. He said no single board member should unilaterally leverage staff for personal interests.

Trustee Sullivan asked if requests for special reports and analyses would require approval at a Board meeting, noting that waiting for approval could delay acquiring the necessary information. Trustee Joseph Murphy said those requests would likely require Board approval during a Board meeting.

President Haney said the policy provides the Board with an option for special requests and analyses and reiterated that its content stems from the information discussed during the Board retreat.

- **Board Policy 1130 Trustee Code of Ethics**
 - This policy has been revised to consider adopting ACCT ethics for the Trustee Code of Ethics.
- **Board Policy 1210 Membership - Board**
 - This policy has been revised to add substance and relocate student trustee information from Article 4 regarding Board membership.
- **Board Policy 1221 Chairman**
 - This policy has been revised to include minor changes for clarity and consistency concerning the Chairman role.
- **Board Policy 1222 (Vice Chairman)**
 - This policy has been revised to add policy substance regarding the Vice Chairman position.
- **Board Policy 1223 (Secretary)**
 - This policy has been revised to include minor changes for clarity and consistency, and the Recorder information has been relocated into a new policy.
- **Board Policy 1225 (Legal Counsel)**
 - This policy has been revised to ensure clarity and consistency in the role of Legal Counsel.
- **Board Policy 1227 (Committees)**
 - This policy has been revised for clarity and consistency, with the addition of the Decennial Committee, following a rewrite of the Committees policy.
- **Board Policy TBD (Duties and Requirements of the Recorder)**

- This policy has been revised to relocate information from the previous policy 1223 regarding the duties and requirements of the Recorder.
- **Board Policy 1311 (Organizational Meetings)**
 - This policy has been revised to add substance and relocate information from policy 1311.1 to the Organizational Meetings policy.
- **Board Policy 1312 (Regular Meetings)**
 - This policy has been revised to consolidate information addressing meetings from several Board policies regarding Regular Meetings.
- **Board Policy 2111 (Duties of the Board)**
 - This policy has been revised to add substance, including general delegation related to the duties of the Board.
- **Board Policy 2125 (Formulation of Administrative Procedures)**
 - This policy has been revised for clarity and consistency in the formulation of administrative procedures.
- **Board Policy 2210 (Orientation of Board Members)**
 - This policy has been revised to add required leadership training in the orientation of Board members.
- **Board Policy 2220 (Opportunities for Development)**
 - This policy has been revised for clarity and consistency concerning opportunities for development.
- **Board Policy 2240 (Conflict of Interest)**
 - This policy has been revised for clarity and consistency regarding conflict of interest.
- **Board Policy 2300 (Relations Between the Board and the President)**
 - This policy has been revised to conform with the law in terms of relations between the Board and the President.
- **Board Policy TBD (Board Evaluation)**
 - This policy has been revised to reflect best practices for Board evaluation for the consideration of the Board.

Trustee O'Day asked if the policy on Board evaluation references a specific state statute. Ms. Grab said the policy is consistent with the Illinois Public Community College Act. She noted that the second page of the document is an entirely new policy that addresses presidential evaluation, which is not required by law but is generally the best practice.

Trustee O'Day asked who created the policy. Ms. Grab said she and Dr. Haney drafted the policy based on peer institutions and by looking at national organizations that put out materials and recommendations. She reiterated that the policy is just a recommendation and is up for discussion.

Trustee Sullivan said she would like to make sure everyone is comfortable with the policy and noted she did not have time to read it. Vice Chair Murphy said the conversation regarding the policy may be better discussed during a Board retreat.

Trustee O'Day asked if the Board could amend the college president's job description at any time. She said she is asking because the president's evaluation has to be based on the job description and performance goals. Ms. Grab said she believes creating the president's job description is part of the contract process.

Trustee O'Day noted that she wanted to confirm that she was correctly interpreting the policy. She said we are in a rapidly changing environment and that the performance goals may not necessarily align with the job description over time.

Chair McElroy Kirkwood asked if the second page of the policy on Board evaluation should be removed and instead discussed during the Board retreat.

Article 4

- **Board Policy 4100 (Role of the Student)**
 - This policy has been revised to recommend the deletion of the Role of the Student as the substance is not policy, and it is suggested that the policy 300 (Equal Opportunity Education) section be relocated to the section about Students, with revisions recommended to conform with the law.
- **Board Policy 4200 (Admissions)**
 - This policy has been revised to establish a new policy number based on policy 4420, with recommended revisions to policy 4420 (Admissions) to conform with state law and to delegate authority for developing procedures to implement the policy.
- **Board Policy 4210 (Role of Student Development)**
 - This policy has been revised to recommend the deletion of the Role of Student Development, as the substance is not considered policy. It is suggested that this information might be better suited for inclusion in a Student Development Division handbook, procedure or annual report.
- **Board Policy 4220 (Role of the Staff)**

- This policy has been revised to recommend the deletion of the Role of the Staff, as the substance is not considered policy. It is suggested that this information might be better suited for inclusion in a Student Development Division handbook, procedure or annual report.
- **Board Policy 4300 (Tuition and Fees)**
 - This policy has been revised to establish a new policy number based on policy 4430. Revisions to policy 4430 (Registration and Fees) are recommended to clarify the purpose, conform with state law, and delegate authority for developing procedures to implement the policy. Additionally, this recommendation includes retitling the policy to “Tuition and Fees” and delegating authority to the vice president of Financial and Business Services.

Trustee Sullivan asked Ms. Grab if she had any concerns about inserting job titles into policy documents and if title changes required the Board to revise policies.

Ms. Grab said job titles need to be included because one of the Board's responsibilities is to delegate authority to administrators to manage day-to-day responsibilities. She noted that updating job titles will provide the Board with another opportunity to review and revise the policies to ensure the correct titles are listed.

Trustee Sullivan asked if there is any limitation on the Board's ability to designate a role to a college employee. She noted the language regarding designating the college treasurer as an example. Ms. Grab said the language regarding designees acknowledges that some positions could be vacant for a brief period if an employee were out on vacation or another form of leave.

- **Board Policy 4310 (Residency)**
 - This policy has been revised to establish a new policy number based on policy 4410. A purpose statement has been added; however, no substantive changes are recommended as this policy was recently revised in November 2024.
- **Board Policy 4320 (Cooperative Agreements & Contracts)**
 - This policy has been revised to establish a new policy number based on policy 4450. A purpose statement has been added; however, no substantive changes are recommended as this policy was recently revised in November 2024.
- **Board Policy 4400 (Student Records)**

- This policy has been revised to establish a new policy number based on policy 4530. Revisions to the Student Records policy are recommended to conform with federal law and to delegate authority for developing procedures to implement the policy.
- **Board Policy 4410 (Student Evaluation)**
 - This policy has been revised to include changes to policy 4410 (Residency), which involve relocating the current text to policy 4310 and replacing it with text from policy 4510 - Assessment of Student Progress. The proposed revisions also include retitling the policy from "Assessment of Student Progress" to "Student Evaluation," along with other changes to conform with state law and to delegate authority for developing procedures to implement the policy.
- **Board Policy 4420 (Transfer Credit and Credit for Prior Learning)**
 - This policy has been revised to include changes to policy 4420 (Admissions), which involve relocating the current text to policy 4200 and replacing it with text based on policy 4550 (Admissions/Transfer Credit Acceptance). The proposed revisions also include retitling the policy from "Admissions/Transfer Credit Acceptance" to "Transfer Credit and Credit for Prior Learning," along with other changes to conform with state law and to delegate authority for developing procedures to implement the policy.
- **Board Policy 4430 (Graduation)**
 - This policy has been revised to include changes to policy 4430 (Registration and Fees), which involve relocating the text to policy 4300 and replacing it with text based on policy 4540 - Graduation. Additionally, revisions to the Graduation policy are recommended to delegate authority for developing procedures to implement the policy.
- **Board Policy 4431 (Students Called to Military Service)**
 - This policy has been revised to include changes to policy 4431 (Students Called to Military Service), which will be renumbered to policy 4640. No substantive changes are recommended, as this policy was recently revised in November 2024.
- **Board Policy 4500 (Student Support Services)**
 - This new policy is recommended to delegate authority for the development and oversight of student support services. Additionally, it serves organizationally as a section heading for future policy development.
- **Board Policy 4510 (Health and Wellness Services)**

- This policy has been revised to include changes to 4510 (Assessment of Student Progress), which will be relocated and retitled to 4410 (Student Evaluation). Additionally, 4510 (Health and Wellness Services) is based on the new policy 4455 (Health Services).
- **Board Policy 4520 (Communicable Diseases)**
 - This new policy is recommended to affirm the college’s obligation to report suspected or confirmed cases of communicable/infectious diseases in accordance with the law.
- **Board Policy 4530 (Insurance and Other Health Requirements)**
 - This policy has been revised to include changes to policy 4530 (Student Records), which will have its text relocated to policy 4400 and be replaced with policy 4530 (Insurance and Other Health Requirements), based on some text from policy 4455 (Health Services). Additionally, revisions to policy 4530 (Insurance and Other Health Requirements) are recommended to reflect current practices for student insurance and other health requirements for special populations, such as international students, those in healthcare programs and athletes.
- **Board Policy 4600 (Student Rights and Responsibilities)**
 - Revisions are recommended to clarify the purpose of the policy, which is to delegate authority for the development and oversight of administrative procedures addressing student rights and responsibilities, including the code of student conduct. Proposed revisions also include retitling the policy from “Policies, Procedures and Regulations Governing Student Development” to “Student Rights and Responsibilities.”
- **Board Policy 4610 (Hazing Prohibited)**
 - This new policy is recommended to conform with federal law.
- **Board Policy 4620 (Religious Observances)**
 - Policy 4620 (Freedom of Speech, Expression, and Assembly: Time, Place, and Manner Policy), which applies to students, employees, and the public, it is recommended that this policy be published in a more global section. It is suggested to relocate it to Article 0 alongside the Title IX/sexual misconduct policy for similar reasons. Please note that a more substantive review of the content may be needed. Additionally, policy 4620 (Religious Observances) has been relocated from policy 4610, and revisions are recommended to conform with the (110 ILCS 110/) University Religious Observances Act by defining “religious observance” and requiring annual notice of the policy/procedure to

faculty and students. Other changes are made for clarity and consistency.

- **Board Policy 4630 (Volunteer Emergency Worker)**
 - Policy 4630 (Guest Speakers), which applies to students, employees, and the public, it is recommended that this policy be published in a more global section. It is to be relocated from Article 0 alongside the Title IX/sexual misconduct policy for similar reasons. Additionally, policy 4630 (Volunteer Emergency Worker Accommodation) has been relocated from policy 4640, and while a purpose statement has been added, no substantive changes are recommended as this policy was recently revised in November 2024.
- **Board Policy 4640 (Students Called to Military Service)**
 - This policy will be relocated to policy 4630. No substantive changes are recommended for policy 4640 (Students Called to Military Services), as this policy was recently revised in February 2025.
- **Board Policy 4700 (Student Activities and Athletics)**
 - Revisions are recommended to this policy to clarify the purpose of the policy and to remove procedural information, including delegations to both the Vice President of Student Development and the Vice President of Business and Financial Services/College Treasurer. The revisions also include retitling the policy from “Student Government” to “Student Activities and Athletics” and adding information regarding athletic uniform modifications and student-athlete endorsement rights in accordance with applicable state law.
- **Board Policy 4705 (Student Trustee)**
 - This policy will be rescinded, and the substance will be relocated policy 1210. Other revisions are recommended to conform with the law more closely.
- **Board Policy 4710 (Student Publications and Media)**
 - This policy will be rescinded and relocated to policy 4730. The recommendation is to delete 4710 (Inter-club Council), as its content is procedural rather than policy related. Additionally, the relocation of Board Policy 4730 (Student Publications) is recommended, along with revisions to ensure closer alignment with the (110 ILCS 13/) College Campus Press Act and the removal of procedural information regarding distribution. The proposed revisions include retitling the policy from “Student Publications” to “Student Publications and Media.” Furthermore, a cross-reference to the “Free Expression” policy is also recommended.

- **Board Policy 4730 (Student Publications 4730)**

- This policy is recommended for deletion. Proposed revisions include renumbering and retitling policy 4720 (Student Publications and Media).

V. TRUSTEE DISCUSSION

Chair McElroy Kirkwood asked the Board if they had additional feedback on specific Board policies presented during the Committee of the Whole Meeting. Trustee O'Day said she does have more feedback and said she believes the timeline for Trustees to provide feedback feels rushed. Chair McElroy Kirkwood noted the Board will have a month to provide their feedback and that she believes it is enough time to review the policies and provide feedback.

Chair McElroy Kirkwood suggested that Trustees make appointments with Dr. Haney if they have feedback on the policies. Trustee Sullivan said she believes it may be too aggressive of a timeline to provide and allow college staff to digest feedback. Trustee Sullivan asked Dr. Haney if there would be enough time for the college to process the feedback before the next meeting. Dr. Haney said it would depend on timing and the number of edits submitted by the Trustees. She said if there seemed to be insufficient time to process the feedback before the next meeting, she would share that information with Chair McElroy Kirkwood. Trustee Sullivan asked if the policies would be listed in a regular meeting for approval after the Board provided feedback to Dr. Haney. Chair McElroy Kirkwood said yes.

Trustee Joseph Murphy said he has no additional feedback for the college. He said if we approve the proposed policies as is, it does not mean we cannot modify the policies in the future. He commended the college and said this is the most extensive review of Board policies since he began serving on the Board. Vice Chair Patricia Murphy added that the Board has the ability to change these policies if it finds that something is not working.

Trustee O'Day said policy making is an important part of being a Trustee, and she said the Board should not take it lightly or rush the process. Trustee Sullivan agreed with Trustee O'Day and suggested if Dr. Haney is unable to meet and review the feedback from the Trustees, the Board could approve more policies during the May meeting or a future meeting.

Chair McElroy Kirkwood thanked Kelly Grab and said she did a wonderful job compiling the Board policy revisions. She said she believes every Trustee could write a policy differently than one another because they all have their own particular style.

Dr. Haney thanked Ms. Grab and the Executive Leadership Team for their work on the policy revisions, as well as the Board of Trustees for their attention to the policies and their recommendations.

Trustee Sullivan asked if it would be possible to receive the policies as a clean word document with the changes accepted so the Board can easily display their suggested edits. Chair McElroy Kirkwood agreed and asked that the policies be sent as a clean document.

Chair McElroy Kirkwood said everyone has a month to prepare their changes and bring their suggested edits to Dr. Haney for review before the regular Board meeting on April 15, 2025.

VI. ADJOURNMENT

The meeting adjourned at 5:55 PM.