

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

Governing Board of Moraine Valley Community College, Community College District #524,
Regular Meeting, 6:00 PM, Thursday, September 18, 2025, Board Room D219
9000 West College Parkway Palos Hills, IL 60465. Virtual access is provided by teleconference
online via www.morainevalley.edu/BOTSep18 or by phone 1-945-468-5504 with Phone
Conference ID 806 439 000#.

A G E N D A

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **MINUTES**
 - 1) Unapproved Minutes - Special Meeting/Board Retreat - August 4, 2025
 - 2) Unapproved Minutes - Public Hearing on the Budget - August 21, 2025
 - 3) Unapproved Minutes - Regular Meeting - August 21, 2025
 - 4) Unapproved Minutes - Closed Session Meeting - August 21, 2025
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
 - 1) ICCTA Meeting Report - P. Murphy
 - 2) Student Trustee Report - G. Weigel
6. **REPORTS OF ADMINISTRATION**
 - 1) President's Report
 - College Highlights
 - Cybersecurity Career Awareness and Exploration Initiative (CCA EI)
 - Southwest Education Center Renovation and Nursing Feasibility Update
7. **COMMUNICATIONS**
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

- a. * Grant-Funded Renewals – Administrative, Confidential, Managerial, and Supervisory Staff
- b. * Grant-Funded Renewals – Professionals Staff
- c. * Grant-Funded Renewals – Support Staff
- d. * Tenure Contract for Bargaining Unit Members
- 2) * Part-Time/Supplemental/Other
- 3) Salary Revisions
- 4) * Leave of Absence (LOA)
- 5) * Resignations/Terminations
 - a. * Retirements – Administrative, Confidential, Managerial, and Supervisory Staff
- 6) Reclassifications (Promotions, Transfers, Corrections, etc.)
- 11. **UNFINISHED BUSINESS**
- 12. **NEW BUSINESS**
 - 1) * Affiliation Agreement with CVS Pharmacy (ICAPS Pharmacy Technician)
 - 2) * Affiliation Agreement with Saint Joseph Medical Center - Joliet, LLC, LLC D/B/A Saint Joseph Medical Center (Respiratory Therapy)
 - 3) * Release of Closed Session Written Minutes and Destruction of Closed Session Audio Recordings
 - 4) * 2025 Holiday Schedule
 - 5) * Board Policy Updates - New Article 1 - Role of the College replaces current Article 0 - Role of the College
 - 6) * Board Policy Updates - New Article 2 - Board Governance combines and replaces current Articles 1 - Bylaws of the Board and 2 - Functions and Organization of the Board, except for 2120 – Policy and Bylaw Development, which will be retained without revision but renumbered 2800 – Policy and Bylaw Development
 - 7) * Board Policy Updates - New Article 4 - Students replaces current Article 4 - Student Development
 - 8) * MVCC East Campus Site Analysis Proposal
 - 9) * Emergency Funding for Building B Elevator Repair
- 13. **MISCELLANEOUS**
- 14. **AUDIENCE PARTICIPATION**
- 15. **ADJOURNMENT**

MINUTES

3.1 Approved Minutes – Regular Meeting, June 17, 2025

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 Tuesday, June 17, 2025, in Building D, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois, 60465.

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice Chair Patricia Joan Murphy asked meeting attendees to rise and join her in reciting The Pledge of Allegiance. The meeting was called to order by Vice Chair Patricia Joan Murphy at 6:00 p.m.

II. ROLL CALL

Present: Patricia Joan Murphy; Walter Fronczek, Diane Shaar; Tracy M. Sullivan; Eileen Kerlin Walsh (arrived at 6:17 p.m.)

Absent: Beth McElroy Kirkwood; Jaclyn O’Day; Garrett Weigel,
Student Trustee

Vice Chair Murphy 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 Trustee Sullivan and seconded by Trustee Shaar to approve the unapproved minutes of the regular meeting of May 13, 2025.

ROLL CALL VOTE taken on the unapproved minutes of the regular meeting on unapproved minutes of the regular meeting of May 13, 2025:

Yes: Fronczek, Murphy, Shaar, Sullivan

Absent: McElroy Kirkwood, O’Day, Kerlin Walsh (arrived at 6:17 p.m.)
Student

Advisory: Absent

Motion carried.

IV. AUDIENCE PARTICIPATION

None.

V. BOARD REPORTS AND/OR REQUESTS**5.1 ICCTA Convention Report**

Vice Chair Murphy reported on the Illinois Community College Trustees Association (ICCTA) Convention and the Board of Representatives meeting held from June 5-7 in Bloomington-Normal, IL. The convention brought together community college advocates, including college presidents from Illinois, and featured informative sessions from partner organizations. Mandatory Trustee training, required in odd-numbered years, was conducted during the meeting. Trustee Shaar said she enjoyed the awards ceremony. Trustee Fronczek said he found the Trustee training to be valuable and interesting. Vice Chair Murphy became the ICCTA Board president and presented her key goals, which focus on student engagement, advocacy, and marketing.

Trustee Shaar shared updates from the Association of Community College Trustees (ACCT). She participated in a webinar on June 6 concerning proposed budget cuts, including reductions to TRIO, Pell grants, childcare campus funding, and an 80% cut to federal work study. She noted that ACCT sent a letter to the Senate to address projected shortfalls and risks of the budget cuts. Trustee Shaar stressed the importance of continued advocacy. Trustee Fronczek said he is hopeful that half-time students still will be eligible for Pell grants.

VI. REPORTS OF ADMINISTRATION**6.1 Presentation to Jeffrey Carpenter (retirement)**

Michael Morsches, dean of Learning Enrichment and College Readiness, congratulated Jeffrey Carpenter, tutor coordinator, on his retirement and acknowledged his contributions to the college. A gift of appreciation was presented on behalf of Dr. Haney and the Board of Trustees.

6.2 Presentation to Teresa Hannon (retirement)

Dr. Scott Friedman, dean of Student Engagement, congratulated Teresa Hannon, FT counselor, on her retirement and acknowledged her contributions to the college. A gift of appreciation was presented on behalf of Dr. Haney and the Board of Trustees.

6.3 Presentation to Carmela Ochoa (retirement)

Michael Morsches, dean of Learning Enrichment and College Readiness, congratulated Carmela Ochoa, coordinator of High School Equivalency, on her retirement and acknowledged her contributions to the college. A gift of appreciation was presented on behalf of Dr. Haney and the Board of Trustees.

6.4 Presentation to Christine Toso (retirement)

Mike Cipolla, vice president of Financial & Business Services/College Treasurer, congratulated Christine Toso, Accounting clerk/cashier, on her retirement and acknowledged her contributions to the college. A gift of appreciation was presented on behalf of Dr. Haney and the Board of Trustees.

6.5 Award Recognition - Vice Chair Patricia Murphy (ICCTA Trustee Education Award)

Dr. Haney congratulated Vice Chair Patricia Murphy on receiving the ICCTA Trustee Education Award. She noted the award is given to individuals who have participated in 30 or more seminars with ICCTA. Vice Chair Murphy thanked Dr. Haney for the acknowledgement and said she always gains valuable information from the seminars. She encouraged all Trustees to attend ICCTA meetings and workshops whenever possible.

6.6 President's Report

- Budget Presentation: Mike Cipolla, vice president of Financial and Business Services/College Treasurer, noted that the Board received a copy of the comparative budget. He provided an overview of the proposed FY26 budget, identifying the various funds, including the education and operations and maintenance funds making up the operating fund and the operations and maintenance restricted fund, bond and interest fund, auxiliary enterprises fund, restricted purpose fund, audit fund, and liability and protection fund, noting that the college's account structure follows the Illinois Community College Board's fiscal management manual. He stated that the Board would not be voting on the budget that evening and that the

budget will be on the agenda for the Board meeting on August 21, 2025. Mr. Cipolla said he is pleased to present a balanced operating fund with total projected revenue of \$106.8 million and total projected expenses of \$106.8 million for FY26. He noted that the highest expense of the operating funds is employee salaries and benefits. Mr. Cipolla provided a breakdown of the operations & maintenance restricted fund, which is reserved for capital projects. This fund receives revenue from the construction/infrastructure fee, state sources, property taxes, and investment income. The total operations and maintenance restricted fund expenses for FY26 are just under \$4.8 million. Mr. Cipolla provided a breakdown of the auxiliary enterprise's fund, bond and interest fund, restricted purposes fund, audit fund, and liability and protection fund. The total revenues for FY26 for all funds are \$187.2 million, and the total expenses for all funds are \$187.2 million. Trustee Sullivan asked Mr. Cipolla to provide background on a new line item in the auxiliary enterprises fund related to the Children's Learning Center. Mr. Cipolla said the college used to manage the Children's Learning Center before the pandemic. Since the center's reopening, it has been run by a third party. The funds now are being allocated to the auxiliary fund, which reduces the amount that needs to be transferred from the education fund in future years. Trustee Fronczek asked if a third-party company manages the Health Fitness and Recreation Center. Mr. Cipolla confirmed a third-party company manages the Health Fitness and Recreation Center, but all the revenues and expenses flow through the college. Vice Chair Murphy thanked Mr. Cipolla for the presentation. Dr. Haney thanked Mr. Cipolla and the Finance Department for their hard work on the budget.

- Strategic Technology Plan: Kam Sanghvi, vice president of Information Technology, presented the Strategic Technology Plan. Mr. Sanghvi noted the plan was designed to align with the college's strategic priorities. He said the plan is a five-year roadmap that will guide technology investments and initiatives, ensuring they meet institutional goals and future needs. A technology governance committee, made up of individuals from various departments, will monitor the plan and meet quarterly to discuss progress. Mr. Sanghvi stressed that the committee's overarching goal is to create an inclusive campus where technology empowers all community members and outlined the four priorities of the plan. The first priority is to adapt infrastructure by regularly evaluating and upgrading technology to maintain business continuity while embracing cloud solutions. The second priority is effective governance by aligning technology with the college's mission. The third priority relates to information security and a focus on strengthening

data protection and compliance through advanced security measures and providing necessary training for both staff and students. The fourth priority is technology adoption, ensuring equitable access to technology. Vice Chair Murphy and the Board of Trustees thanked Mr. Sanghvi for this presentation.

VII. COMMUNICATIONS

None.

VIII. FINANCIAL STATEMENT

8.1(a) Treasurer's Report

Treasurer's Report showing an ending balance of \$160,114,229.06 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 Secretary Kerlin Walsh and seconded by Trustee Fronczek 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	\$8,655,526.55
9.3	Operation & Maintenance Fund	1,093,295.15
9.4	Operation & Maintenance Fund (Restricted)	1,337,451.99
9.5	Bond & Interest Fund	1,499,143.75
9.6	Auxiliary Enterprise Fund	810,015.34

9.7	Restricted Purpose Fund	1,238,675.98
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	9,198.65
9.10	Audit Fund	-0-
9.11	Liability, Protection & Settlement Fund	11,577.00

(DOCUMENT D - SUPPLEMENT TO MINUTES)

X. REPORT OF PERSONNEL

Vice Chair Murphy publicly identified the nature of the agenda items contained in the Report of Personnel.

10.1-1 Full-Time

- Bryan Garcia - Community Service Officer - Effective: 6/2/25
 - Timothy Huang - Research Analyst - Effective: 7/14/25
 - Amanda Layne - Marketing Coordinator - Effective: 6/16/25
 - Emily Martin - Grant Coordinator - Effective: 6/2/25
 - Daniel Maurer Jr. - Instructor, Nursing - Effective: 8/11/25
 - Adrienne Provax - Instructor, Basic Nursing - Effective: 8/11/25
 - Elizabeth Shaffer-McCarthy - Instructor, Biology - Effective: 8/11/25
 - Dana Wail - Counselor - Effective: 8/11/25
- (DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-1(a) Non-Renewal of Appointment – Grant-Funded Administrative, Confidential, Managerial & Supervisory Staff

It is recommended that the appointment of the following individual not be renewed for FY 2026 effective September 30, 2025:

- Jiri Jirik - Director of Education Pathway National Center
- (DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-1(b) Non-Renewal of Appointment – Grant-Funded Professional Staff

It is recommended that the appointment of the following individuals not be renewed for FY 2026 effective September 30, 2025:

- Michael Gonzalez - Program Coordinator
 - Stanley Kostka - CAE Regional Resource Center Manager
- (DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions – Vice Presidents

It is recommended that the Vice President of Academic Affairs, Vice President of Administrative Services, Vice President of Financial and Business Services/College Treasurer, Vice President of Information Technology, Vice President of Institutional Advancement & Executive Assistant to the President, Vice President of Student Development, and Chief Human Resources Officer be granted a salary increase of 4.5% for FY26.

(DOCUMENT I - SUPPLEMENT TO MINUTES)

10.1-3(a) Salary Revisions – Administrative, Confidential, Managerial & Supervisory Staff, Administrative Classified Staff

It is recommended that the Administrative, Confidential, Managerial & Supervisory Staff be granted salary increases not to exceed 4.5% in the aggregate for FY26; and that the Administrative Classified Staff be granted salary increases not to exceed 4.5% in the aggregate for FY26.

It is recommended that the minimum of each salary range for the Administrative, Confidential, Managerial & Supervisory Staff and the Administrative Classified Staff be adjusted by 1% and the maximum by 1% for FY26.

(DOCUMENT J - SUPPLEMENT TO MINUTES)

10.1-3(b) Salary Revisions – Part-Time On-Call, Casual, Auxiliary, Temporary Non-Bargaining Unit

It is recommended that the Part-Time On-Call, Casual, Auxiliary, Temporary Non-Bargaining Unit employees be granted a salary increase not to exceed 4.5% in FY26.

(DOCUMENT K - SUPPLEMENT TO MINUTES)

10.1-4 Leave of Absence (LOA)

None.

10.1-5 Resignations/Terminations

Rajaa Khateeb - Departmental Assistant - Effective: 6/6/25
Rayonna Sanders - P.T. Departmental Assistant - Effective: 5/22/25
Tanginia Southall - Assistant Professor, Child Care - Effective: 5/16/25
(DOCUMENT L - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirements – Faculty

William McGrath - Assistant Professor, Automotive Technology – Effective:
7/31/25
(DOCUMENT M - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirements – Support Staff

Kathleen Arendt - P.T. Accounting Clerk/Cashier - Effective: 6/26/25
(DOCUMENT N - SUPPLEMENT TO MINUTES)

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

Randall Basick - from Director of Infrastructure and Network Services to
Director of Infrastructure and Security - Effective: 6/23/25
Karrie Bieker - from Research Analyst to Senior Data Quality Analyst –
Effective: 6/23/25
Lynn Doulas - from Bookstore Operations Coordinator to Auxiliary Services
Coordinator - Effective: 6/23/25
Lisa Dyrda - from Assistant Dean, Center for Teaching and Learning to
Assistant Dean, Academic Services & Director, Center for Teaching and
Learning - Effective: 6/23/25
David Edwards Jr. - from Applications Support Specialist to Senior
Applications Support Specialist - Effective: 6/23/25
Theresa Engle - from Director of Resource Development to Executive
Director, Resource Development - Effective: 6/23/25
Amanda Hantson - Assistant Technical Director - Salary Grade Change –
Effective: 6/23/25
Darren Howard - from Manager of Grants Accounting and Compliance to
Director of Grants Accounting and Compliance - Effective: 6/23/25
Mitchell Huenecke - Carpenter/Locksmith - Labor Grade Change - Effective:
6/23/25
Todd Lamberth - Technical Services Coordinator - Salary Grade Change –
Effective: 6/23/25

Ron Martinkus - from Maintenance Mechanic IV to Senior Maintenance Mechanic IV - Effective: 6/23/25
Patricia Mehallick - Director of Alumni and Annual Programs – Salary Change - Effective: 6/23/25
Zacharry Micek - from Senior System Administrator to Manager of Server Operations - Effective: 6/23/25
Yesenia Ponce-Martinez - Administrative Assistant - Salary Change – Effective: 6/23/25
Jeffrey Reid - Senior Multimedia Engineer - Salary Grade Change – Effective: 6/23/35
William Theres - from Maintenance Mechanic IV to Senior Maintenance Mechanic IV - Effective: 6/23/25
Jeff Winkle - Carpenter/Locksmith - Labor Grade Change - Effective: 6/23/25
(DOCUMENT O - SUPPLEMENT TO MINUTES)

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

Vice Chair Murphy identified the nature of the agenda items contained in New Business.

12.1 Limited Facilities Use Agreement with Advocate Health and Hospitals Corporation dba Advocate Christ Medical Center

It is recommended that the Board of Trustees approve the Limited Facilities Use Agreement with Advocate Health and Hospitals Corporation dba Advocate Christ Medical Center.

(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.2 Elevator Preventative Maintenance Program Bid 2025-2028

It is recommended that the Board of Trustees approve the Elevator Preventative Maintenance Program Bid 2025-2028 and award the bid to Urban Elevator Service, LLC, as presented.

(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.3 Treasurer's Bond Renewal - FY26

It is recommended that the Board approve the renewal of the Treasurer’s Bond for fiscal year 2026 for \$37,500,000 at a cost of \$30,962.00 from The Hartford Insurance Company.

(DOCUMENT R - SUPPLEMENT TO MINUTES)

12.4 Resolution Authorizing the Transfer of Certain Funds from the Education Fund to the Operations and Maintenance Restricted Fund for Purposes of Funding Future Capital Projects

It is recommended that the Board of Trustees approve the resolution authorizing the transfer of certain funds from the education fund to the operations and maintenance restricted fund for purposes of funding future capital projects.

(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.5 2025 New Board Policy 4650 - Hazing Prohibited

It is recommended that the Board approve the proposed new Board Policy # 4650 – Hazing Prohibited, as presented.

(DOCUMENT T - SUPPLEMENT TO MINUTES)

12.6 Resource Allocation Management Plan (RAMP) Projects

It is recommended that the Board of Trustees approve the Resource Allocation Management Plan (RAMP) Projects, which consist of the Center for Advanced Manufacturing and Technology, the Center for Public Safety and the Athletics Expansion to Building H. Furthermore, it is recommended that the Board of Trustees authorize the administration to submit the Capital Project Applications to the Illinois Community College Board.

(DOCUMENT U - 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), 10.1-1(b), 10.1-2, 10.1-3, 10.1-3(a), 10.1-3(b), 10.1-5, 10.1-5(a), 10.1-5(b), 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, and 12.6:

Yes: Fronczek, Kerlin Walsh, Murphy, Shaar, Sullivan
Absent: McElroy Kirkwood, O’Day
Student
Advisory: Absent

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XV. ADJOURNMENT

The meeting adjourned at 6:58 p.m.

BOARD REPORTS AND/OR REQUESTS

- | | | |
|-----|------------------------------------|--------|
| 5.1 | ICCTA Meeting Report - P. Murphy | Verbal |
| 5.2 | Student Trustee Report - G. Weigel | Verbal |

REPORTS OF ADMINISTRATION

6.1 President's Report

Verbal

- College Highlights
- Cybersecurity Career Awareness and Exploration Initiative (CCAIE)
- Southwest Education Center Renovation and Nursing Feasibility Update

**MORAIN VALLEY COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT NO. 524
 TREASURER'S REPORT
 MONTH ENDED AUGUST 31, 2025**

FUND	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
EDUCATION FUND	\$ 63,869,867.33	\$ 4,167,303.73	\$ 8,113,897.58	\$ 59,923,273.48
OPERATION & MAINT FUND	14,322,268.75	106,174.47	974,512.82	13,453,930.40
OPERATION & MAINT (RESTR.)	25,660,539.29	533,141.82	834,402.49	25,359,278.62
BOND & INTEREST FUND	6,188,695.48	153,571.73	-	6,342,267.21
AUXILIARY FUND	13,555,129.30	1,909,959.83	593,586.61	14,871,502.52
RESTRICTED PURPOSE FUND	10,571,598.30	1,248,728.15	906,536.26	10,913,790.19
WORKING CASH FUND	15,196,592.23	25,998.94	-	15,222,591.17
TRUST & AGENCY FUND	155,419.17	811.16	-	156,230.33
AUDIT FUND	151,398.69	2,370.57	20,000.00	133,769.26
LIAB, PROTECT & SETTLE FUND	862,168.62	22,458.15	1,161,398.74	(276,771.97)
TOTAL	<u>\$ 150,533,677.16</u>	<u>\$ 8,170,518.55</u>	<u>\$ 12,604,334.50</u>	<u>\$ 146,099,861.21</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS	\$ 22,250.00
HUNTINGTON BANK	1,056,231.02
OLD NATIONAL BANK	207,709.19
OLD NATIONAL BANK	347,844.01
WINTRUST MAXSAFE	18,657,389.53
IL METROPOLITAN INVESTMENT FUND	9,669,767.50
IL METROPOLITAN INVESTMENT FUND	2,430,522.44
IL SCHOOL DIST LIQUID ASSEST FUND	12,344,266.68
IL PUBLIC TREASURERS FUND	5,617,577.54
IL PORTFOLIO-IIIT CLASS	24,564.52
SHORT TERM INVESTMENTS	57,790,442.00
LONG TERM INVESTMENTS	37,931,296.78
	<u>\$ 146,099,861.21</u>

**MORaine VALLEY COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT NO. 524
 ACCOUNT EXPENDITURE SUMMARIES
 MONTH ENDED AUGUST 31, 2025**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$ 8,113,897.58
9.3	OPERATION & MAINTENANCE FUND	974,512.82
9.4	OPERATION & MAINTENANCE (RESTR) FUND	834,402.49
9.5	BOND AND INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	593,586.61
9.7	RESTRICTED PURPOSE FUND	906,536.26
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	-
9.10	AUDIT FUND	20,000.00
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	1,161,398.74
	TOTAL	<u>\$ 12,604,334.50</u>

10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	Enclosed
10.1-1(a)	Grant-Funded Renewals – Administrative, Confidential, Managerial, and Supervisory Staff	Enclosed
10.1-1(b)	Grant-Funded Renewals – Professionals Staff	Enclosed
10.1-1(c)	Grant-Funded Renewals – Support Staff	Enclosed
10.1-1(d)	Tenure Contract for Bargaining Unit Members	Enclosed
10.1-2	Part Time/Supplemental/Other	Enclosed
10.1-3	Salary Revisions	None
10.1-4	Leaves of Absence (LOA)	Enclosed
10.1-5	Resignations/Terminations	Enclosed
10.1-5(a)	Retirements – Administrative, Confidential, Managerial, and Supervisory Staff	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	None

SUBJECT REPORT – Full Time

Cara Jilek	Accounting Clerk/Cashier Cashier's Office	Effective: 8/25/25
Joshua Lahey	Communications Specialist Marketing and Communications	Effective: 9/8/25
Kevin Laurencell	Accounting Clerk/Cashier Cashier's Office	Effective: 9/8/25
Alexandria Terrazas	Assistant Dean, Career Programs Career Programs	Effective: 8/25/25

RECOMMENDED ACTION

That those above be employed at the indicated salary conditional upon receipt of a drug screening and a background check from the State of Illinois.

Renewal of Appointments – Grant-Funded
Administrative, Confidential, Managerial, & Supervisory Staff

It is recommended that the appointment of the following grant-funded individuals be renewed for the 2025-2026 fiscal year, contingent upon the continuation of grant funding.

John Andres	Coordinator of Records & Assessment
Margaret Dawczak	Manager of Transition & ESL
Chauntai Mack	Career Connections, Youth Program Manager
Melanie Olivera-Jones	Provisional Renewal , Director of Educational Talent Search
Mattie Payne-Mallory	Director of Student Support Services
Nathan Payovich	Director of Disability Services
Misty Williams	Provisional Renewal , Director of Upward Bound

RECOMMENDED ACTION

That the appointments be renewed for the above individuals.

Renewal of Appointments – Grant Funded Professionals Staff

It is recommended that the appointment of the following grant-funded individuals be renewed for the 2025-2026 fiscal year, contingent upon the continuation of grant funding.

Rafif Abuzagheh	Education Specialist
Rafael Cooke	Provisional Renewal , Educational Case Manager
Philip Davis	Educational Case Manager
Diana Medina	Career Programs Project Manager
Sara Othman	Systems Specialist – ABE/HSE/ESL
Tonesha Sanders	Student Success Specialist
Erica Warren	Coordinator of Access & Accommodations
Lauren Zajac	Transition Specialist

RECOMMENDED ACTION

That the appointments be renewed for the above individuals.

Renewal of Appointments – Grant-Funded Support Staff

It is recommended that the appointment of the following grant-funded individuals be renewed for the 2025-2026 fiscal year, contingent upon the continuation of grant funding.

Sanaa Awaidah	Departmental Assistant
Hortencia Correa	Program Assistant
Daniel Galvan	P.T. Program Assistant
Natalie Johnson	Program Assistant
Janet Oleksy	Secretary II
Mary Turek	Departmental Assistant

RECOMMENDED ACTION

That the appointments be renewed for the above individuals.

Tenure Contract for Bargaining Unit Members

It is recommended that the following employees be granted tenure beginning Spring 2026:

Agne Juskaite-Aguirre
Leona Lily
Christian Smolenets

Academic Advising
Basic Nurse Assistant
Adult Education

RECOMMENDED ACTION

It is recommended that the Board of Trustees approve the granting of tenure for the above employees.

SUBJECT REPORT – Leave of Absence (LOA)

Alejandra Dongo	Coordinator of New Student Onboarding Counseling & Advising	L.O.A. (PARENTAL) 2/18/26 – 5/11/26
Angelina Palmer	Assistant Professor, Mathematics Science, Business, & Computer Technology	L.O.A. (PARENTAL) 3/21/26 – 5/8/26

RECOMMENDED ACTION

That the above leaves be granted.

S U B J E C T R E P O R T - Resignations/Terminations

Nicholas Carline	Maintenance Mechanic III Campus Operations	Effective: 9/8/25
David Lis	Police Officer Police Department	Effective: 8/19/25
Emily Martin	Grant Coordinator Resource Development	Effective: 8/22/25
Yesenia Ponce-Martinez	Administrative Assistant, Administrative Services & Student Development President's Office	Effective: 9/29/25

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

That the above be approved as presented.

Retirement – Administrative, Confidential, Managerial & Supervisory Staff

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

Dr. Normah Salleh-Barone	Vice President of Student Development Student Development	6/30/26
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RECOMMENDED ACTION

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

NEW BUSINESS

- | | | |
|-------|--|----------|
| *12.1 | Affiliation Agreement with CVS Pharmacy (ICAPS Pharmacy Technician) | Enclosed |
| *12.2 | Affiliation Agreement with Saint Joseph Medical Center - Joliet, LLC, LLC D/B/A Saint Joseph Medical Center (Respiratory Therapy) | Enclosed |
| *12.3 | Release of Closed Session Written Minutes and Destruction of Closed Session Audio Recordings | Enclosed |
| *12.4 | 2025 Holiday Schedule | Enclosed |
| *12.5 | Board Policy Updates - New Article 1 - Role of the College replaces current Article 0 - Role of the College | Enclosed |
| *12.6 | Board Policy Updates - New Article 2 - Board Governance combines and replaces current Articles 1 - Bylaws of the Board and 2 - Functions and Organization of the Board, except for 2120 – Policy and Bylaw Development, which will be retained without revision but renumbered 2800 – Policy and Bylaw Development | Enclosed |
| *12.7 | Board Policy Updates - New Article 4 - Students replaces current Article 4 - Student Development | Enclosed |
| *12.8 | MVCC East Campus Site Analysis Proposal | Enclosed |
| *12.9 | Emergency Funding for Building B Elevator Repair | Enclosed |

**RELEASE OF CLOSED SESSION WRITTEN MINUTES AND DESTRUCTION OF
CLOSED SESSION AUDIO RECORDINGS**

Section 2.06 of the Open Meetings Act 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.

All public bodies are required to keep a verbatim record of all their closed 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 written minutes of the closed session(s) held on February 18, 2025; March 18, 2025; and April 15, 2025, be released. Additionally, it is recommended that the audio/digital recordings of the June 20, 2023; August 7, 2023; and October 17, 2023, closed session meeting(s) be destroyed.

Written Minutes:

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

February 18, 2025
March 18, 2025
April 15, 2025

Audio/Digital Recordings:

- 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):

June 20, 2023
August 7, 2023
October 17, 2023

HOLIDAY SCHEDULE

According to the Association agreements, the following schedule is recommended:

Tuesday, December 23	-	College Closed
Wednesday, December 24	-	College Closed
Thursday, December 25	-	Holiday Observed
Friday, December 26	-	College Closed
Monday, December 29	-	College Closed
Tuesday, December 30	-	College Closed
Wednesday, December 31	-	College Closed
Thursday, January 1	-	Holiday Observed
Friday, January 2	-	College Reopens

RECOMMENDED ACTION

It is recommended that the Board of Trustees adopt the holiday schedule and authorize that the college will be closed from Tuesday, December 23, 2025, through Thursday, January 1, 2026. The college will reopen on Friday, January 2, 2026.

BOARD POLICY UPDATES:

ROLE OF THE COLLEGE

The revised policies are attached.

Recommended Action:

It is recommended that the Board approve the new Article 1 (Role of the College), which replaces the current Article 0 (Role of the College) as presented.

ARTICLE 1

ROLE OF THE COLLEGE

(Series 1000)

	Policy Number
Mission, Vision, and Core Values	1000
Freedom of Speech, Expression and Assembly: Time, Place and Manner	1100
Guest Speakers	1110
Policy Prohibiting Sex-based Misconduct	1200

The Role of the College

Mission, Vision, and Core Values

Purpose Statement

To affirm the College's mission, vision, and core values.

Policy Statement

Mission Statement

The mission of Moraine Valley Community College is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. We value excellence in teaching, learning and service as we maintain sensitivity to our role in a global, multicultural community. We are committed to innovation and continuous improvement and dedicated to providing accessible, affordable, and diverse learning opportunities and environments.

Vision Statement

We envision a world-class college that meets current and emerging community needs for education and training through excellent service and outstanding programs offered in stimulating learning environments.

Core Values

Integrity

Responsibility

Respect

Fairness

Diversity

Inclusion

Equity

Policy

Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

The Role of the College

Freedom of Speech, Expression and Assembly: Time, Place and Manner Policy

Purpose Statement

To affirm free speech rights of employees, students, and community members in accordance with the law.

Policy Statement

It is the policy of Moraine Valley Community College that students, faculty, staff, Board members, and members of the public shall be free to exercise their rights of free expression, subject to the limitations set forth in this Policy and applicable law. This exercise of free speech, not to include advertising or solicitation of for-profit products and services, may take place when the college is in session.

The policy set forth below shall not prohibit the rights of students, faculty, staff, Board members, and members of the public to exercise free expression and the distribution of printed materials or petitions and demonstrations in those parts of the college campus designated as public forums.

A. Areas Which Are Available for Expressive Activities

All areas of the college campus, which are generally open to the public are considered to be “public forums,” are generally available to students, faculty and staff, and members of the public to engage in expressive activity. These areas include park areas, streets, sidewalks, the U Building cafeteria, and other common areas.

B. Areas Which Are Not Available for Expressive Activities

Areas within college buildings are reserved for the business of the college and are not available for expressive activity. These areas include, for example, campus office areas, library, classrooms, maintenance facilities, athletic facilities, and inside walkways to and from these areas.

C. Scheduling Activities

Use of any of the designated areas is generally on a first come, first served basis. Any individual or group interested in engaging in expressive activities at a particular time and location may schedule their activity (except for the U Building Cafeteria) with the Marketing and Communications department in accordance with administrative procedures. In the event the area sought to be used for expressive activities has already been reserved for another activity, the college will offer alternative available areas or if none are available, offer alternative dates. The college does not provide any equipment.

D. Limitations

All students, faculty, staff, Board members, and members of the public must abide by the general requirement that no demonstrations and other exercises of free speech and assembly in the designated public forums may interfere with, disrupt, or impede the normal operations of the college or otherwise interfere with or infringe on the rights of others.

Individuals and groups using designated public forums shall not:

- (1) Obstruct vehicular, bicycle, pedestrian traffic.
- (2) Obstruct entrances or exits to buildings or driveways or impede entry to or exit from any building or parking lot or vehicular path.
- (3) Interfere with educational, research or administrative activities inside or outside any building.
- (4) Violate a law, rule, regulation, ordinance, or college policy.
- (5) Engage in physically abusive, threatening, or intimidating conduct towards any person.
- (6) Obstruct, disrupt, or attempt or physically force the cancellation or continuance of a speaker.
- (7) Interfere with scheduled college ceremonies or events.
- (8) Interfere with or disrupt college operations.
- (9) Damage property.
- (10) Utilize sound amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place.
- (11) Occupy space overnight.
- (12) Erect permanent or semi-permanent structures or affix signage to college structures; temporary signs (such as what are commonly referred to as “yard signs”) may be placed on grassy areas, but must be removed when the event is over.
- (13) Create a safety hazard.
- (14) Touch, strike, or physically impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.

- (15) In addition, all signs and posters are to remain with the persons within the designated public forum. Persons using the designated public forum are to respect the rights of all persons on campus, including but not limited to, their right not to receive literature and their right not to engage in dialogue.
- (16) Materials distributed in the designated public forums that are discarded or dropped in or around the areas designated as such, other than in an appropriate receptacle, must be retrieved and removed or properly discarded that day by those individuals distributing the material prior to their departure from the campus.

E. Violation of Policy

Students, faculty, staff, and Board members who engage in activities that violate this policy shall be subject to disciplinary action and/or subject to the control of the campus police department. Members of the public who violate this policy shall be subject to the control of the campus police department.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

The Role of the College

Guest Speakers

Purpose Statement

To affirm free speech rights of guest speakers in accordance with the law.

Policy Statement

The College has a responsibility to support a spirit of inquiry and free discussion – including speech some may consider to be controversial, contentious, and/or unpopular. Faculty, staff, and students shall be encouraged to invite guest speakers to the campus to further the educational goals of the College. The invitation or appearance of such speakers shall not imply the College's approval or disapproval of them or their views. Individuals shall have a right to express opposition to a guest speaker, subject to reasonable time, place, and manner restrictions.

Event organizers shall follow any department-specific procedures when College resources (e.g., space, security) are requested for a guest speaker event. The College shall not agree to conditions imposed by guest speakers that are inconsistent with the freedom of expression or the College's mission.

[See 1100 Freedom of Speech, Expression, and Assembly]

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

The Role of the College

Policy Prohibiting Sex-based Misconduct

I. Purpose Statement

The College is required to adopt a policy addressing sex-based discrimination, harassment, and other sexual misconduct in accordance with the state and federal laws referenced below.

II. Policy Statement

Moraine Valley Community College is committed to maintaining a safe and healthy educational and employment environment that is free from harassment and other forms of discrimination based on sex, sexual orientation, gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. The College prohibits all forms of sex-based misconduct, including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment based on protected characteristics under its Equal Educational Opportunity and Equal Employment Opportunity policies.

It is the policy of Moraine Valley Community College to comply with Title IX of the *Education Amendments of 1972* (“Title IX”), the *Violence Against Women Reauthorization Act* (“VAWA”), Title VII of the *Civil Rights Act of 1964* (“Title VII”), the *Illinois Human Rights Act*, the *Jeanne Clery Campus Safety Act* (“Clery Act”), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Employees or students found to have engaged in prohibited misconduct will be subject to disciplinary action, up to and including, termination and/or expulsion from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.

III. Title IX Compliance

As required under Title IX and its implementing regulations, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education programs and activities that it operates. This requirement not to discriminate extends to admissions and employment.

The College has designated the Dean of Student Success and the Vice President of Human Resources as the Title IX Coordinator(s), who are responsible for coordinating the College’s efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College’s Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

IV. Retaliation Prohibited

Retaliation, including intimidation, threats, coercion, adverse educational or employment actions, or discrimination against any person because they have, in good faith, reported or disclosed alleged discrimination, filed a complaint, or otherwise participated or declined to participate in an investigation into allegations of discrimination, is strictly prohibited.

V. Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The application and scope of the College’s prohibition on sex-based misconduct;
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of and contact information for the College’s Title IX Coordinator(s);
- Rights and options for assistance by the College, law enforcement, a medical facility, or a crisis center, following an incident of sex-based misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against an elected official;
- Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable;
- The College’s response to reports of alleged sex-based misconduct;
- The College’s grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Potential sanctions that may be imposed following the implementation of the College’s grievance procedures and limits on those sanctions;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator(s), campus law enforcement, responsible employees, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other sex-based misconduct, or involved in the referral or provision of services to survivors.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

The Role of the College

Introduction

~~The community colleges of Illinois have a vital role to play in offering educational opportunities to the students they serve. The extent to which this can be done will depend upon the character of leadership, the quality of faculty and their instructional offerings, the soundness of policies formulated by the college personnel and the Board of Trustees, the availability of adequate financial resources, the extent of community participation and support, and the effectiveness of long term planning to achieve the desired goals. Toward these ends, the following policies are considered to be essential.~~

Policy

~~Adopted: _____ 4/20/70~~

~~Amended: _____ 10/12/95~~

~~Reviewed: _____ 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

The Role of the College

Mission and Purpose

The mission of Moraine Valley Community College is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. We value excellence in teaching, learning and service as we maintain sensitivity to our role in a global, multicultural community. We are committed to innovation and continuous improvement and dedicated to providing accessible, affordable, and diverse learning opportunities and environments.

The college fulfills its educational mission through:

- General Education— courses and concepts integrated into the curriculum that foster critical thinking and enable informed judgment and decision making.
- Transfer Programs— courses in arts, sciences and business leading to an associate’s degree and fulfilling the first two years of a bachelor’s degree.
- Career Education— occupational courses and skill development that respond to industry and community needs and lead to professional credentials, a certificate or an Associate in Applied Science degree.
- Community Enrichment— opportunities for residents to engage in lifelong education and cultural enrichment in a learning community.
- Workforce Development— partnerships with and customized training for business, government, social, and civic institutions resulting in organizational and economic improvement.
- Student Development— programs and services to support and enhance academic, career, and personal growth and success for our diverse student population.
- Developmental and Enrichment Education— courses, programs and services to support and advance academic success leading to high school equivalency, English language proficiency, or entry to college level courses.

~~We promise to provide a student-centered environment and to focus all college staff and resources on student learning, student development and student success.~~

Vision Statement

~~We envision a world-class college that meets current and emerging community needs for education and training through excellent service and outstanding programs offered in stimulating learning environments.~~

Core Values

~~Integrity
Responsibility
Respect
Fairness
Diversity
Inclusion
Equity~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Policy

~~Adopted: 4/20/70
Amended: 8/17/93
Amended: 10/12/95
Revised: 11/13/01
Reviewed: 3/19/03
Reviewed: 9/17/13
Amended: 11/16/21~~

The Role of the College

Equal Educational Opportunity

~~Moraine Valley Community College is committed to a policy of equal educational opportunity that assures access, equity, and diversity in its educational programs, activities, and employment practices. Further, the College is committed to providing an environment in which all persons are provided the opportunity for participation in academic programs, and/or other College activities free from discrimination, as prohibited by federal regulations and state law.~~

~~The College, therefore, prohibits discrimination on the basis of race, color, age, sex, religion, national or ethnic origin, disability, creed, ancestry, marital status, sexual orientation, gender identity, gender expression, arrest record, military status or unfavorable military discharge, citizenship status, or other legally protected characteristics or conduct in its programs or activities.~~

~~Legal Reference: Illinois Constitution Article X Education~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 10/12/95~~

~~Reviewed: 9/17/13~~

~~Amended: 5/18/16~~

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

The Role of the College

Policy Prohibiting Sex-based Misconduct

I. Purpose Statement

The College is required to adopt a policy addressing sex-based discrimination, harassment, and other sexual misconduct in accordance with the state and federal laws referenced below.

II. Policy Statement

Moraine Valley Community College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its policy of Equal Educational Opportunity.

It is the policy of Moraine Valley Community College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

III. Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Dean of Student Success and the Chief Human Resources Officer as the Title IX Coordinator(s), who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

~~IV. Retaliation Prohibited~~

~~Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.~~

~~V. Implementing Procedures~~

~~The College will establish, maintain and publish procedures implementing this Policy, which set forth:~~

- ~~• The scope and jurisdiction of the College's prohibition on sex-based misconduct;~~
- ~~• Definitions of prohibited conduct;~~
- ~~• Responsibilities of and contact information for the College's Title IX Coordinator(s) and Office of Human Resources;~~
- ~~• Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;~~
- ~~• Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;~~
- ~~• The College's response to reports of alleged sex-based misconduct;~~
- ~~• The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;~~
- ~~• Prevention and education programming provided to College students, and~~
- ~~• Training and education provided to the Title IX Coordinator(s), campus law enforcement, responsible employees, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.~~

Policy

~~Adopted: 10/20/20~~

~~Replaces Policy #7242.1~~

~~Amended: 9/17/24~~

~~Amended: 2/18/25~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

The Role of the CollegeThe Influence of Changes in Society

To keep Moraine Valley Community College abreast of social and technological advancements, the Board will follow the policy of

1. Examining regularly the policies it approves to keep them alive to changing needs.
2. Requesting the administration and faculty to evaluate regularly the instructional programs of the college to determine the extent to which they conform to changing needs.
3. Making every effort to maintain a balance in total program development, and, together with the faculty and the administration, search diligently and continuously for policies which will guide the institution to clearly stated goals and purposes, bringing them into harmony with the realization of the American dream for all.

In this search for the difficult answers to assist individual and social development, the Board of Moraine Valley Community College recognizes the unique opportunity it has to serve the residents within its district.

Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-30: Powers of the Board

Policy

~~Adopted: 4/20/70~~
~~Amended: 10/12/95~~
~~Reviewed: 9/17/13~~

~~MORaine VALLEY COMMUNITY COLLEGE~~
~~Palos Hills, Illinois~~

The Role of the College

Planning for Continuous Development

~~It shall be the policy of the Board to authorize an organization to maintain a continuous planning program directed toward short and long range planning and to use the staff and faculty of the institution as their competencies and interests warrant. Further, it shall be the intent of the Board to implement its plans, withstanding pressures of personal interests and deviating only when facts or wisdom dictate.~~

~~The Board will join efforts with other community college boards to promote the community college concept, to secure increased support as needed, and to retain as much local control as possible.~~

~~Well developed long and short range plans for any educational institution are essential to its success. This is especially true for Moraine Valley Community College as it begins to create for itself an image within the community, and as it builds both its instructional program and its physical facilities to serve the needs of the district.~~

~~In building this image, the entire staff of the college must join hands with the community leaders in visualizing and stating the character of the institution which will best serve the needs of the district.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-30: Powers of Board~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 10/12/95~~

~~Reviewed: 9/17/13~~

~~MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

The Role of the College

Personnel in Management of the College

Believing that the college can better achieve its objectives by the wide use of its personnel and of its students where they are directly concerned and can be effective in the process of decision making, the Board approves the policy of establishing a "participative management system of organization" for the college.

This system calls for the formative or essential groupings to provide institutional leadership in planning and implementation of objectives, policies, regulations, and instructional programs. It provides for representation of various segments of staff and students on all important all college committees and councils. The making of analytical studies to provide data for decisions is essential. Evaluation of objectives and policies and of personnel success is a constant process. In all these college activities, both vertical and horizontal communication is essential, and the use in decision making of advice from a wide range of personnel provides strength to supportive relationships and program implementation.

Borrowed from Rensis Likert's book *New Patterns of Management*

Legal Reference: ~~Illinois Public Community College Act
110ILCS 805/3-30: Powers of Board~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 10/12/95~~

~~Reviewed: 9/17/13~~

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

BOARD POLICY UPDATES:

BOARD GOVERNANCE

The revised policies are attached.

Recommended Action:

It is recommended that the Board approve the new Article 2 (Board Governance), which replaces the current Articles 1 (Bylaws of the Board) and 2 (Functions and Organization of the Board), except for policy 2120 (Policy and Bylaw Development), which will be retained without revision, but renumbered from ~~2~~120 to 2800.

	Policy Number
Authority	2000
Duties of the Board	2010
Executive Accountability	2020
Trustee Code of Ethics	2100
Conflict of Interest	2110
Board Membership	2200
Organizational Meeting and Selection of Board Officers	2210
Duties and Requirements of the Board Chair	2220
Duties and Requirements of the Vice Chair	2230
Duties and Requirements of the Secretary	2240
Duties and Requirements of the Recorder	2250
Legal Counsel	2300
Board Meetings	2400
Board Committees	2500
Orientation and Training	2600
Conventions, Conferences, and Workshops	2700
Policy and Bylaw Development	2800
Administrative Rules and Regulations	2900

Board Governance

Authority

Purpose Statement

To affirm the Board's authority in accordance with the law.

Policy Statement

The official title of the governing body shall be the Moraine Valley Community College, District 524, Board of Trustees, herein referred to as "the Board." The Board shall have the authority to perform duties and functions as prescribed by law.

Transacting Business

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. The affirmative vote of a majority of all Board members shall be required to transact business. Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

Individual Authority for Committing the Board

Board members as individuals shall not exercise authority over the College, its property, or its employees. Except for appropriate duties and functions of the Board Chair, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.

Individual Access to Information

An individual Board member, acting in the member's official capacity, shall have the right to seek information pertaining to College fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Freedom of Information Act.

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College records than a member of the public. An individual member shall not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with policy 4400.

Individual members shall seek access to records or request copies of records from the College President. A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may file a request under the Freedom of Information Act.

At the time Board members are provided access to confidential records or to reports compiled from such records, the College President or other College employee shall advise them of their responsibility to comply with confidentiality requirements and the College's information security controls.

Requests for Special Reports

No individual Board member shall direct or require College employees to prepare reports derived from an analysis of information in existing College records or to create a new record compiled from information in existing College records. Directives to the College President regarding the preparation of reports that will require excessive staff time or expense shall be authorized by action of the Board.

Referring Complaints

If employees, students, or members of the public bring a concern or complaint to an individual Board member, the Board member shall refer them to the College President or designee, who shall proceed according to the appropriate Board policy or administrative procedure.

Staff Authority

Except as authorized by these policies, no employee or agent shall have the authority to bind the College contractually.

Legal References:

Public Community College Act
110 ILCS 805/3

Open Meetings Act
5 ILCS 120/

Freedom of Information Act
5 ILCS 140/

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board Governance

Duties of the Board

Purpose Statement

To affirm the Board's duties in accordance with the law.

Policy Statement

The Board shall be responsible for all duties defined by law, including but not limited to:

- Adopting an annual budget;
- Causing an audit to be made at the end of each fiscal year;
- Setting the tax levy; and
- Appointing and evaluating the chief executive officer, the College President.

To the extent permitted by law, the Board may delegate authority to the College President. The College President may delegate responsibilities to other employees of the College but shall remain accountable to the Board for the performance of all duties, delegated or otherwise.

Legal Reference:

Illinois Public Community College Act
110ILCS 805/3-20 through 75

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board Governance

Trustee Code of Ethics

Purpose Statement

To set forth ethical standards by which all Board members are held accountable.

Policy Statement

As a member of the Board, I shall strive to improve community college education, and to that end, I shall adhere to all state and federal laws, College policies, and the ethical standards set out in this policy.

I shall attend all regularly scheduled Board meetings insofar as possible and devote time, thought, and study to the duties and responsibilities of a Board member, so that I may render effective and creditable service.

I shall bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.

I shall establish and adhere to policies and practices prohibiting unlawful discrimination, including harassment on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law.

I shall work with my fellow Board members in a spirit of harmony and cooperation and encourage the free expression of opinion in spite of differences that arise during vigorous debates of points of issue.

I shall base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decisions of the Board.

I shall remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the College staff, the local citizenry, and all media of the community on the basis of this fact.

I shall resist every temptation and outside pressure to use my position as a Board member to benefit myself or any other individual or agency apart from the total interest of the College .

I shall recognize that it is as important for the Board to understand and evaluate the educational program of the College as it is to plan for the business of College operations.

I shall delegate the administrative matters of the College to the College President and support the employment of qualified College staff.

I shall welcome and encourage active cooperation by citizens, organizations, and the College media by communicating with respect to policy on current College operations and proposed future developments.

I shall speak with one voice as a Board member once a Board decision or policy is made.

I shall support state and national organizations in their efforts to benefit Illinois community colleges, such as the Illinois Community College Trustees Association.

I shall work step by step toward ideal conditions for the most effective Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

REFERENCE: Derived from the *Association of Community College Trustees Guide to Ethical Governance*

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board GovernanceConflict of Interest*Purpose Statement*

To affirm conflict of interest requirements in accordance with the law.

Policy Statement

No member of the Board shall have any financial or professional business with the College. Board members shall timely file statements of economic interests in accordance with the law.

A Board member shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the Board member's discharge of assigned duties and responsibilities except as permitted by law.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-48

Illinois Governmental Ethics Act
5 ILCS 420/4A

State Officials and Employee Ethics Act
5 ILCS 430/70: Governmental Entities adopted by Board
Resolutions dated June 16, 1999, and May 19, 2004

Public Officer Prohibited Activities Act
50 ILCS 105/

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board GovernanceBoard Membership*Purpose Statement*

To affirm Board membership in accordance with the law.

Policy Statement

The Board shall consist of seven members elected by the voters of District No. 524 and one non-voting student member.

Election Date

The general election of Board members shall be on the April uniform election date in odd-numbered years in accordance with state law.

Student Trustee

The student member shall have all the rights and privileges of membership, including the right to make and second motions and attend executive sessions, other than the right to vote. The student member may be asked to provide an advisory vote, which serves as a non-binding recommendation to reflect student sentiment on a given topic. The student member shall meet the qualifications of an elected Board member in accordance with law and any other criteria published in administrative procedures. The student member shall be determined by a campus-wide student election held in accordance with administrative procedures. The student member shall serve a one-year term beginning April 15. In the event of a vacancy, a new student member shall be selected in accordance with administrative procedures.

The College President or designee shall develop administrative procedures to implement this policy.

Legal Reference:

Election Code
10 ILCS 5/1

Illinois Public Community College Act
110ILCS 805/3-7 through 3-7.24

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board Governance

Organizational Meeting and Selection of Board Officers

Purpose Statement

To set forth standards for officer selection in accordance with the law.

Policy Statement

Following each election and canvass, the new Board shall meet on or before the 28th day to conduct the election for Board Chair, Board Vice-Chair, and Board Secretary positions. Board Officers shall serve a two-year term. No person may serve more than three consecutive terms or six consecutive years, whichever is longer.

Legal Reference:

Illinois Public Community College Act
110ILCS 805/3-8

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board GovernanceDuties and Requirements of the Board Chair*Purpose Statement*

To affirm the Board Chair's responsibilities in accordance with the law.

Policy Statement

The presiding officer shall be referred to as the Board Chair. The Board Chair shall:

1. Provide leadership in planning the work of the Board.
2. Aid the College President in effective ways to present information to the Board.
3. Preside at meetings of the Board.
4. Appoint special and ad hoc Board committees.
5. Act for the Board when such action is required by law in signing contracts and other official documents.
6. Represent the Board or designate a representative upon occasions when such representation is deemed desirable.
7. Perform other duties required by law or lawfully delegated by the Board.

Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-10

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board GovernanceDuties and Requirements of the Vice-Chair*Purpose Statement*

To affirm the Board Vice-Chair's responsibilities in accordance with the law.

Policy Statement

The Board Vice-Chair shall:

1. Act in the interim capacity to perform the duties of the Board Chair in the event of a vacancy, absence, or inability to act; and
2. Perform such other duties and functions as prescribed by the Board and in accordance with the law.

If the Board Chair and Board Vice-Chair are absent from any meeting or refuse to perform their duties, a chair pro tempore shall be appointed by the Board.

Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-10

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board Governance

Duties and Requirements of the Board Secretary

Purpose Statement

To affirm the Board Secretary's responsibilities in accordance with the law.

Policy Statement

The Board Secretary shall:

1. Sign the minutes and records of all Board meetings.
2. Sign all communications from the Board unless otherwise delegated by the Board.
3. Sign contracts, agreements, and other official documents in accordance with the law.
4. Perform other duties required by law or lawfully delegated by the Board.

Legal Reference:

Illinois Public Community College Act
110ILCS 805/3-10

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board Governance

Duties and Requirements of the Recorder

Purpose Statement

To set forth the Recorder's responsibilities.

Policy Statement

The Senior Administrative Assistant to the College President/Board Liaison or designee shall be the Recorder, whose duties shall include:

1. Attending regular Board meetings and other meetings as requested by the Board Chair or the College President and recording the minutes of those meetings.
2. Compiling the Board meeting agenda and materials, including the "unapproved minutes," and furnishing all materials to each Board member.
3. Sending copies of approved minutes to the Library (Archive), Marketing and Communications for publication on the publicly available website, and others as appropriate.
4. The Recorder shall submit the approved minutes to the Board Chair and the Board Secretary for their signatures and shall be responsible for maintaining the official permanent records, including the minutes and supporting documents.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board GovernanceLegal Counsel*Purpose Statement*

To set forth standards for accessing legal counsel.

Policy Statement

The Board shall retain an attorney or attorneys, as necessary, to serve as the College's legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.

In accordance with the written contract, individual Board members shall channel legal inquiries through the College President, as appropriate, when advice or information from the College's legal counsel is sought.

Employee requests for legal advice from the College's legal counsel shall be submitted through the College President or designee.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board Governance

Board Meetings

Purpose Statement

To set forth standards for Board meetings in accordance with the law.

Policy Statement

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

At the beginning of each calendar or fiscal year, a schedule of all regular meetings for that year shall be made available. When it is determined necessary and for the convenience of Board members, the Board Chair may change the date, time, or location of a regular meeting with proper notice.

The Board Chair shall call a special meeting at the Board Chair's discretion or on request by three or more members of the Board.

The Board Chair shall call an emergency meeting when it is determined by the Board Chair or three or more members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Notice of all meetings shall provide for the possibility of a closed session during an open meeting, as provided by law. The Board may conduct a closed session when the agenda subject is one that may properly be discussed in a closed session.

Agenda

The College President, with the assistance of the Board Chair, shall prepare an agenda with the necessary supporting reports and documents for each meeting. The agenda and supporting documentation shall be provided to the Board members in advance of the meeting. When the agenda is prepared, the College President and Board Chair shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. A typical agenda shall include:

- Call to Order
- Roll Call
- Approval of Minutes
- Audience Participation
- Board Reports/Requests
- Administrative Reports
- Communications
- Financial Statements

- Warrants
- Personnel Report
- Unfinished Business
- New Business
- Miscellaneous Business/Discussion

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by a majority vote of the members present.

Minutes

Board action shall be carefully recorded by the Recorder; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by a vote of the Board and signed by the Board Chair and the Board Secretary. The official minutes of the Board shall be retained on file in the office of the College President and shall be available for examination during regular office hours.

Discussions and Limitations

Discussions shall be addressed to the Board Chair and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chair shall halt discussion that does not apply to the business before the Board.

The Board Chair shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board Chair shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Quorum and Remote Participation

A majority of full voting membership shall constitute a quorum. If a quorum is physically present, a majority of the Board may allow for a member to attend the meeting by video or audio conference if the member is prevented from physically attending because of a:

- Personal illness or disability;
- Employment purposes or Board business;
- Family or another emergency; or
- Unexpected childcare obligations.

If a Board member wishes to attend the meeting by video or audio conference, the member shall notify the Recorder before the meeting unless advance notice is impractical.

A majority of the Board may allow a member to attend a meeting by audio or video conference only in accordance with and to the extent allowed by rules adopted by the Board.

Public Participation

Individuals who wish to address the Board shall sign in with the Board Secretary or Recorder before the meeting begins. An individual's comments shall not exceed three minutes per meeting.

The Board shall take public comments under advisement but shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

The Board shall not tolerate disruption of any public meeting by members of the audience. If, after at least one warning, an individual's actions or words continue to disrupt the meeting, the individual may be asked to leave.

Board Member Conduct During Meetings

Board members shall refrain from using electronic devices during meetings unless the device is being used to transact Board business.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-8

Open Meetings Act
5 ILCS 120/2.02
5 ILCS 120/2.03

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board GovernanceBoard Committees*Purpose Statement*

To set forth standards for Board committees in accordance with the law.

Policy Statement

The Board may create committees to facilitate the efficient operation of the Board, as necessary. The Board Chair may appoint special ad hoc committees to perform specific fact-finding and advisory duties. At the completion of a committee's work, the committee shall submit an oral or written report at the next regular Board meeting and the committee shall be dissolved. All Board committees shall meet in compliance with the Open Meetings Act, as applicable.

Decennial Committee

The Board shall convene a Decennial Committee to study local efficiencies and report recommendations to the Cook County Board every ten years. Membership shall include Board members, the College President, and at least two district residents who are appointed by the Board.

Legal Reference:

Open Meetings Act
5 ILCS 120/

Decennial Committees on Local Government Efficiency Act
50 ILCS 70/

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board Governance

Orientation and Training

Purpose Statement

To set forth standards for orientation and affirm training requirements in accordance with the law.

Policy Statement

Orientation

The Board Chair and the College President shall plan a program to inform new Board members about the College's goals, the general organization and administration of its programs, the major problems it faces, programs of development in progress, and how the Board functions. The orientation program shall be planned and carried out after each election.

Trustee Leadership Training

Board members shall complete a minimum of four hours of professional development leadership training during the first, third, and fifth years of their term covering topics that include, but are not limited to:

- Open meetings law;
- Community college and labor law;
- Freedom of information law;
- Contract law;
- Ethics;
- Sexual violence on campus;
- Financial oversight and accountability;
- Audits;
- Fiduciary responsibilities.

The training may be provided by an association established by the Illinois Public Community College Act or by other qualified providers approved by the Illinois Community College Board.

Board members shall certify completion of the training to the Board Secretary. If a Board member does not satisfy all requirements or the certification indicates that a Board member has not completed the training, the Board Secretary shall send a notice to all elected or appointed members serving on the Board and the College President.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-8.5

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board Governance

Conventions, Conferences, and Workshops

Purpose Statement

To set forth standards for Board member participation in conventions, conferences, and workshops.

Policy Statement

Board members may attend regional, state, or national conventions, conferences, and workshops. Reimbursement for reasonable travel expenses for attendance at such conventions, conferences, and workshops shall be made by the College when attendance is authorized and deemed by the Board to be necessary or desirable in carrying out the educational functions of the College.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Functions and Organization of the Board

Policy and Bylaw Development

Within the context of current law, the College shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to employees, students, and community residents.

Harmony with Law and Severability

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law. If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application. To this end, the provisions of this policy manual are declared to be severable.

Policy Development

Policies and policy amendments shall be recommended for the Board's consideration by the College President after a thorough review process in accordance with administrative procedures. Board members who wish to discuss a policy or policy amendments shall notify the Board Chair and College President. Policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and it has been placed on the agenda for such meeting. Policies shall become effective at the time of adoption.

Official Policy Manual

The Board shall designate one copy of the policy manual as the official policy manual of the College. The official copy shall be kept in the central administration office, and the College President shall be responsible for its accuracy and integrity and shall maintain a historical record of the College's policy manual.

Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-25

Policy
Adopted: 11/19/24

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Board Governance

Administrative Rules and Regulations

Purpose Statement

To delegate administrative authority for the development and oversight of administrative rules and regulations in accordance with the law.

Policy Statement

The College President and staff shall be responsible for developing and enforcing procedures for the operation of the College. These procedures shall constitute the administrative regulations of the College and shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures.

The College President or designee shall ensure that administrative regulations are kept up to date and are consistent with Board policy. The College President or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail.

Administrative regulations are subject to Board review but shall not be adopted by the Board.

All administrative regulations shall be made accessible to staff, students, and the public as required by law or Board policy.

Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-25

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the BoardAuthority

~~These bylaws are adopted under the authority granted by the Illinois Public Community College Act passed by the Illinois General Assembly, July 15, 1965, revised statutes 1991, Chapter 110, Act 805, Sections 1-1 to 8-2, and other applicable regulations as established by the Illinois Community College Board and the Illinois Board of Higher Education. The Board shall govern the activities and programs of Community College District No. 524 of the State of Illinois.~~

~~The members of the Board of Moraine Valley Community College accept all legal responsibilities and regulations concerning the mode of operating Moraine Valley Community College and the civic responsibilities inherent in election to this Board by the voters of the Illinois Community College District No. 524.~~

~~For purposes of internal institutional operation, the governing board will be referred to as the Board of Moraine Valley Community College, hereafter called "the Board."~~

Policy

~~Adopted: _____ 4/20/70~~

~~Amended: _____ 8/15/78~~

~~Amended: _____ 10/12/95~~

~~Reviewed: _____ 9/17/13~~

~~MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Bylaws of the Board

Board Responsibilities

Legal Reference: ~~Illinois Public Community College Act~~
~~110ILCS 805/3-21 thru 3-29: Duties of the Board~~
~~110ILCS 805/3-30: Powers of the Board~~

Policy

~~Adopted: 4/20/70~~
~~Amended: 8/15/78~~
~~Amended: 10/12/95~~
~~Reviewed: 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE~~
~~Palos Hills, Illinois~~

Bylaws of the Board

Trustee Code of Ethics

As a member of the Board of Trustees of Moraine Valley Community College, I shall do my utmost to represent the public interest and to accept the legal and moral obligations for the college district. Additionally, it is my responsibility to:

- ~~1. Hold the educational welfare of the students attending Moraine Valley Community College as my primary concern.~~
 - ~~2. Devote time, thought, and study to the duties and responsibilities of a trustee so that I may render effective and creditable service.~~
 - ~~3. Work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinions that arise during vigorous debates of issues.~~
 - ~~4. Represent all district constituents honestly and equally and refuse to surrender responsibilities to special interest of partisan political groups.~~
 - ~~5. Recognize that decisions are made only by a majority vote at a regular Board meeting.~~
 - ~~6. Abide by and uphold the final majority decision of the Board.~~
 - ~~7. Recognize that as an individual I have no legal authority and will conduct my relations with the local citizenry, the college staff, and the media accordingly.~~
 - ~~8. Avoid any conflict or the appearance of impropriety which could result from the trustee's own position, and to not use Board membership for personal gain or publicity; resist every temptation to influence or control the hiring of personnel, the awarding of contracts or purchase awards, or the employment by contractors and subcontractors of friends, relatives or business acquaintances.~~
 - ~~9. Take no private action that might compromise the Board or administration, and to respect the confidentiality of privileged information.~~
 - ~~10. Recognize that the primary function of the Board is to establish the policies by which the college is administered; that the administration of the educational programs and the conduct of college business shall be left to the President and staff designated by the President.~~
 - ~~11. Reject action that is merely expedient and that might have a detrimental effect on the fulfillment of the long-range goals or mission of the college.~~
-

- ~~12. Encourage and respect the free expression of opinion by fellow Board members and others who seek a hearing before the Board.~~
- ~~13. Abide by all statutes and legislation which pertain to my responsibilities as trustee.~~
- ~~14. To strive step by step toward ideal conditions for most effective board service to the district, in a spirit of teamwork and devotion to public higher education as one of the greatest instruments for the preservation and perpetuation of our representative democracy.~~

Replaces
Policy #1130

~~Approved: 8/17/93~~

~~Reviewed: 10/12/95~~

~~Reviewed: 9/17/13~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the BoardCompliance with Applicable Laws and Regulations

~~The members of the Board understand that federal, state, and local laws and regulations are subject to change at the discretion of legislators. Legislative changes may occur that cannot be immediately reflected in Board Policies. Legislative changes may at times conflict with previously enacted Board Policies.~~

~~In all cases in which Board Policies are silent in regard to or are in conflict with current federal, state, or local laws and regulations, those federal, state, or local laws and regulations will govern the situation in question.~~

~~The President or his/her designee will be responsible for the compliance with any federal, state, or local law applicable to college operations. Additionally, the President or his/her designee will from time to time notify the Board of any instances of legislative changes that may affect existing Board Policies as those legislative changes are identified.~~

Policy

Adopted: 8/21/13

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the Board

Membership Board

Legal Reference: ~~Illinois Public Community College Act~~
~~110ILCS 805/3-6: District Board Election, Number~~
~~110ILCS 805/3-7 thru 3-7.24: District Board~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 8/15/78~~

~~Amended: 10/12/95~~

~~Amended: 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE~~

~~Palos Hills, Illinois~~

Bylaws of the Board

College Health Insurance for Board Members

~~No member of the Board of Trustees of Moraine Valley Community College will be permitted to participate in the college provided health insurance plan.~~

Policy

~~Adopted: 5/17/88~~

~~Amended: 10/12/95~~

~~Reviewed: 9/17/13~~

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the Board

Officers and Appointees of the Board

Legal Reference: ~~—————~~ *Illinois Public Community College Act*
~~110ILCS 805/3-10: Chairman, Vice Chairman, Chairman~~
~~Pro Tempore, Secretary of Board.~~
~~110ILCS 805/3-18: Treasurer of Board, Appointment,~~
~~Qualifications, Compensation~~

Policy

~~Adopted: ————— 4/20/70~~
~~Amended: ————— 8/15/78~~
~~Amended: ————— 10/12/95~~
~~Amended: ————— 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE~~
~~Palos Hills, Illinois~~

Bylaws of the BoardChairman

The Board shall elect a Chairman from its members as prescribed by law. His/her principal duties shall be:

1. ~~To provide leadership in planning the work of the Board.~~
2. ~~To aid the President in interpreting the educational needs of the community and in devising effective ways to present them to the Board.~~
3. ~~To preside at meetings of the Board.~~
4. ~~To appoint special and ad hoc committees composed of Board members.~~
5. ~~To act for the Board when such action is required by law in signing contracts and other official documents.~~
6. ~~To represent the Board or to designate a representative upon occasions when such representation is deemed desirable.~~
7. ~~To perform such other duties as may be prescribed by law or state regulations or assigned to him/her by the Board.~~

Legal Reference: ~~Illinois Public Community College Act~~
~~110ILCS 805/3-10: Chairman, Vice Chairman, Chairman~~
~~Pro Tempore and Secretary of Board~~

Policy

~~Adopted: 4/20/70~~
~~Amended: 8/15/78~~
~~Amended: 10/12/95~~
~~Reviewed: 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE~~
~~Palos Hills, Illinois~~

Bylaws of the Board

Vice Chairman

Legal Reference: ~~Illinois Public Community College Act~~
~~110ILCS 805/3-10: Chairman, Vice Chairman, Chairman~~
~~Pro Tempore and Secretary of Board~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 8/15/78~~

~~Amended: 10/12/95~~

~~Reviewed: 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE~~

~~Palos Hills, Illinois~~

Bylaws of the Board

Secretary

1. ~~The Board shall elect the Secretary from its membership.~~
2. ~~Shall sign the minutes and records of all meetings of the Board. Shall sign all communications from the Board except where the Board shall otherwise order.~~
3. ~~Shall perform such other duties as may be prescribed by law or lawful regulations or delegated by the Board.~~
4. ~~Shall identify standing rules after minutes have been approved and will notify the Recorder who will categorize the rule.~~

Recorder for the Board

The Board shall appoint a Recorder at its organizational meeting at which time the Board will fix the compensation for the position. The duties of the Recorder shall be as follows:

1. ~~The Recorder shall attend regular monthly meetings of the Board and other meetings as requested by the Chairman of the Board or the President of the college and shall record the minutes of those meetings.~~
 2. ~~After transcribing the minutes of Board meetings, the Recorder shall send copies of the "unapproved minutes" to each Board member.~~
 3. ~~Upon approval of those minutes, the Recorder shall type a final draft, copies of which will be distributed to the Board members.~~
 4. ~~The Recorder shall be responsible for sending copies of approved minutes to the Library, Police Department, and Marketing & Creative Services for posting on the website.~~
 5. ~~The Recorder shall submit the approved minutes to the Chairman and the Secretary for their signatures and shall be responsible for maintaining the official permanent records including the minutes and supporting documents.~~
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~~6. The Recorder shall record official Board requests for information made at Board meetings and shall furnish Board members with a list of those requests, keeping on the list those items for which no response has been given and deleting the items as the requested information is furnished.~~

~~Legal Reference: Illinois Public Community College Act
110ILCS 805/3-10: Chairman, Vice Chairman, Chairman
Pro Tempore and Secretary of Board~~

~~Policy~~

~~Adopted: 4/20/70
Amended: 11/18/75
Amended: 8/15/78
Amended: 10/12/95
Reviewed: 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Bylaws of the BoardTreasurer

~~The Board shall appoint and fix the compensation of a Treasurer for the Board who shall not be a member of the Board. The Treasurer shall hold no office or serve as a director in any bank in which the college has deposited funds or contracted investments. The Treasurer shall report directly to the Board and may consult with the President on relevant matters.~~

- ~~1. The Treasurer shall serve at the pleasure of the Board and shall keep the Board informed regarding the financial condition of the college.~~
- ~~2. The Treasurer shall receive the taxes of the district and shall notify the collectors in writing accordingly.~~
- ~~3. The Treasurer shall sign all checks issued in payment of salaries and bills approved by the Board and shall be responsible to the Board as custodian for all cash investments which shall be held in the name of the Board in such form and such bank accounts as may be designated by the Board from time to time and that no depository of any college funds be used when any Board member is an officer, director, employee or stockholder of said bank.~~
- ~~4. The Treasurer shall execute an appropriate bond in accordance with state statutes; said bond to be paid for by the Board.~~
- ~~5. The Treasurer shall attend regular monthly meetings of the Board and other meetings as requested by the Chairman of the Board or the President of the college.~~
- ~~6. The Treasurer of the Board shall be responsible for the investment of college funds and for a monthly report to the Board on investments.~~
- ~~7. At the end of each fiscal year, the Treasurer shall provide a report for the Board showing interest earned by fund for that fiscal year.~~
- ~~8. The Treasurer shall give the Board such information as it requests concerning investments.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-18: Treasurer of Board—Appointment,
Qualifications, Compensation
110ILCS 805/3-19: Treasurer of Board—Bond~~

~~Policy~~

~~Adopted: 4/20/70
Amended: 4/26/71
Amended: 6/14/71
Amended: 8/28/73
Amended: 8/15/78
Amended: 1/19/82
Amended: 10/12/95
Reviewed: 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Bylaws of the BoardLegal Counsel

~~The Board shall appoint legal counsel to serve at the pleasure of the Board. Counsel shall provide legal advice when requested by the Board, the President, or by an employee designated by the President.~~

- ~~1. Legal counsel shall be present at regular and special meetings of the Board when legal advice is needed and counsel has been notified by the Chairman of the Board or the President.~~
- ~~2. Approved legal counsel shall furnish written opinions to the Board on all matters referred for opinion by action of the Board, by the President of the college, or by an administrator designated by the President.~~
- ~~3. Approved legal counsel shall act in behalf of the Board in all court proceedings, and matters requiring legal expertise, and perform any other appropriate duties which shall be prescribed by the Board or deemed necessary by the President.~~

~~Legal Reference: *Illinois Public Community College Act*~~

Policy

~~Adopted: 4/20/70
Amended: 2/22/71
Amended: 1/17/76
Amended: 8/15/78
Amended: 10/12/95
Reviewed: 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Bylaws of the BoardAuditor

~~An independent certified public accountant (individual or firm) registered in the State of Illinois shall be appointed by the Board to conduct an audit of any or all funds for which the Board shall be directly or indirectly accountable and shall perform other appropriate services requested by the Board, the President, or an employee designated by the President.~~

- ~~1. The auditor shall serve at the pleasure of the Board and shall be required to present an annual audit in accordance with accepted practices after the end of the fiscal year.~~
- ~~2. When deemed necessary by a majority vote of the Board at a regular meeting or a special meeting, audits in addition to the annual audit may be required.~~
- ~~3. The auditor (or any member of his/her firm) shall not be a member of the Board nor an employee of a member of the Board or of the college.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-22.1: Audits~~

Policy

~~Adopted: 4/20/70
Amended: 1/23/76
Amended: 8/15/78
Amended: 10/12/95
Reviewed: 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Bylaws of the Board

Committees

~~From time to time, standing or special committees shall be appointed by the Chairman, with approval of the elected officers, as deemed necessary to carry on the work of the Board. The Chairman shall be ex officio member of all committees.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-10: Chairman, Vice Chairman, Chairman
Pro Tempore and Secretary of Board~~

Policy

- ~~Adopted: 4/20/70~~
- ~~Amended: 9/25/73~~
- ~~Amended: 8/15/78~~
- ~~Amended: 2/24/82~~
- ~~Amended: 10/12/95~~
- ~~Amended: 2/21/96~~
- ~~Reviewed: 9/17/13~~

~~MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Bylaws of the Board

Investments

Investments shall follow the guidelines below:

1. ~~Except for investments in securities of the United States Government, and investment of bond proceeds for capital construction projects, at least six financial institutions shall be contacted and requested to bid and the interest rate bid by each shall be kept recorded. The bidding may be conducted orally but shall be verified in writing. The Treasurer's monthly report shall include the names of all financial institutions requested to bid on any investments made since the previous report.~~
2. ~~No certificate of deposit or time deposit in any bank shall be in an amount exceeding 75 percent of the capital stock and surplus of the bank. All banks, regardless of the size of the investment, shall be required to collateralize the investments to the full amount of the principal and interest to accrue thereon.~~
3. ~~The maximum amount of deposit to be placed in any bank for investment, which has capital stock and surplus of less than \$1,500,000, shall not exceed \$500,000 except by specific Board authorization. Except by specific authorization of the Board, the maximum amount of investment in any one bank shall not exceed the amount referenced in the current Board Investment Policy #8310.~~
4. ~~No investment made shall exceed a period of five years. Prior approval of the Board of Trustees must be secured for an investment exceeding that period.~~
5. ~~The investment shall be made with the institution providing the most favorable rate to the district subject to the provisions contained in this policy.~~
6. ~~The Board shall determine the banks to be invited to submit bids.~~
7. ~~The Treasurer shall determine the most favorable period for the investment unless the Board had previously specified to the Treasurer an investment period. Investment periods are subject to sub-paragraph 4.~~

- ~~8. Other investments as allowed by law will be considered.~~
- ~~9. No bank shall be used as a depository of any college funds when any Board member is an officer, director, employee, or stockholder of said bank.~~

Policy

~~Adopted: 9/25/73~~
~~Amended: 2/19/74~~
~~Amended: 12/23/75~~
~~Amended: 7/19/77~~
~~Amended: 8/15/78~~
~~Amended: 1/19/82~~
~~Amended: 7/20/82~~
~~Amended: 10/19/82~~
~~Amended: 5/21/85~~
~~Reviewed: 10/12/95~~
~~Amended: 1/19/00~~
~~Amended: 3/19/03~~
~~Amended: 12/17/03~~
~~Amended: 11/16/06~~
~~Reviewed: 9/17/13~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the Board

Organizational Meetings

Legal Reference: ~~Illinois Public Community College Act
110ILCS 805/3-8: District Board, Organization, Meetings, Notice~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 5/28/74~~

~~Amended: 8/15/78~~

~~Amended: 10/12/95~~

~~Reviewed: 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Bylaws of the Board

Term Length for Officers

~~No person may serve more than three consecutive terms or six consecutive years, whichever is longer, as Chairman, Vice Chairman, or Secretary of the Board.~~

Policy

~~Adopted: 10/16/90~~

~~Amended: 10/12/95~~

~~Amended: 2/17/11~~

~~Reviewed: 9/17/13~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the Board

Regular Meetings

Legal Reference: ~~Illinois Public Community College Act
110ILCS 805/3-8: District Board, Organization, Meetings, Notice~~

~~Illinois Revised Statutes
5ILCS 120/2.02: Public Notice
5ILCS 120/2.03: Schedule of Meetings~~

Policy

~~Adopted: 4/20/70
Amended: 8/15/78
Amended: 10/12/95
Reviewed: 9/17/13~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the Board

Special Meetings

Legal Reference: ~~Illinois Public Community College Act
110ILCS 805/3-8: District Board, Organization, Meetings, Notice~~

~~Illinois Revised Statutes
5ILCS 120/2.02: Public Notice~~

Policy

~~Adopted: 4/20/70
Amended: 8/15/78
Amended: 10/12/95
Reviewed: 9/17/13~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the Board

Closed Session

Legal Reference: ~~Illinois Revised Statutes~~
~~5ILCS 120/2: All official meetings open to the public—Exceptions~~

Policy

~~Adopted: 4/20/70~~
~~Amended: 8/15/78~~
~~Amended: 10/12/95~~
~~Reviewed: 9/17/13~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the Board

Attendance of the President

~~It is the expectation of the Board that the college President or his/her designee will attend all regular and special meetings of the Board.~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 8/15/78~~

~~Amended: 10/12/95~~

~~Amended: 9/17/13~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the BoardAgenda

~~The President, with the assistance of the Chairman of the Board, shall prepare an agenda with necessary supporting reports and documents for each meeting. The agenda with supporting materials shall be available for each member of the Board prior to the day of the meeting. The agenda may be modified by decision of the Board.~~

~~A typical agenda of a regular meeting shall include the following:~~

- ~~I. Call to Order~~
- ~~II. Roll Call~~
- ~~III. Minutes~~
- ~~IV. Audience Participation~~
- ~~V. Board Reports and/or Requests~~
- ~~VI. Reports of Administration~~
- ~~VII. Communications~~
- ~~VIII. Financial Statements~~
- ~~IX. Warrants~~
- ~~X. Reports of Personnel~~
- ~~XI. Unfinished Business~~
- ~~XII. New Business~~
- ~~XIII. Miscellaneous Business and/or Discussion~~
- ~~XIV. Audience Participation~~
- ~~XV. Adjournment~~

Policy

~~Adopted: 4/20/70~~
~~Amended: 8/15/78~~
~~Reviewed: 10/12/95~~
~~Reviewed: 9/17/13~~

MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois

Bylaws of the BoardParliamentary Authority

~~As a general policy, an effort shall be made to arrive at decisions in the Board meetings by consensus. When issues arise in which major differences regarding Board business occurs, the procedures as given in Robert's Rules of Order, current issue, shall be followed in the conduct of meetings.~~

Policy~~Adopted: 4/20/70~~~~Amended: 8/15/78~~~~Amended: 10/12/95~~~~Reviewed: 9/17/13~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Bylaws of the BoardQuorum/Remote Participation at Meetings

~~A majority of the Board (four (4) members) shall constitute a quorum for the transaction of business and must be physically present at the meeting. When, through temporary absence of members during a meeting, the Board is reduced below a quorum, a recess may be taken until a quorum is present.~~

~~Remote participation by Board members at a regular, special, or committee meeting of the Board of Trustees may occur under the following circumstances:~~

~~A. Permissible Reasons. A Board member may participate in a meeting by video or audio conference if that Board member's absence is necessitated by one of the following:~~

- ~~1. Personal illness or disability of the Board member.~~
- ~~2. Employment purposes of the Board member.~~
- ~~3. The Board member's participation in a matter relating to the business of the college.~~
- ~~4. Family or other emergency involving the Board member.~~

~~B. Prior Notice. A Board member desiring to participate at a meeting by video or audio conferencing must advise the President's Office as soon as is reasonably possible in order to facilitate the audio or video conferencing.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-9: District Board, Quorum, Majority Vote~~

Policy

~~Adopted: 4/20/70
Amended: 8/15/78
Amended: 5/18/93
Amended: 10/12/95
Amended: 11/16/06
Reviewed: 9/17/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Bylaws of the BoardGeneral Public Attendance at Board Meetings

~~Individuals who wish to address the Board shall sign in with the Board Secretary or Recorder before the meeting begins with their name, address, and topic. An individual's comments shall not exceed three minutes per meeting.~~

~~The Board shall take public comments under advisement but shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.~~

~~The Board shall not tolerate disruption of any public meeting by members of the audience. If, after at least one warning, an individual's actions or words continue to disrupt the meeting, the individual may be asked to leave.~~

Policy

~~Adopted: _____ 4/20/70~~

~~Amended: _____ 8/15/78~~

~~Reviewed: _____ 10/12/95~~

~~Reviewed: _____ 9/17/13~~

~~Amended: _____ 4/16/24~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Bylaws of the BoardConduct at Board Meetings

~~The Board of Trustees finds that in order for the Board to operate efficiently in the public interest and in order for the public to be assured that the Board is doing the peoples' business during the course of a meeting, it is necessary and appropriate that Board Members focus undivided attention to Board business. To that end:~~

- ~~A. Board Members shall not utilize mechanical devices such as televisions, radios, computers, tablets, cellular telephones or iPods while at the Board dais during the course of any Board meeting except when used in the performance of Board business.~~
- ~~B. If the Board finds that a Board member fails to devote full attention to Board business or utilizes extraneous communication devices such as those described above, the Board may take appropriate action, including directing that such Board Member cease and desist; censuring said Board Member; and declining to approve conferences and travel reimbursement.~~

Policy

~~Adopted: 7/12/07~~

~~Reviewed: 9/17/13~~

~~Amended: 11/13/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Bylaws of the BoardAmendment of Bylaws and Board Policies

~~Bylaws may be amended at any regular meeting of the Board by four (4) affirmative votes, said amendment having been proposed at a previous legally called meeting of the Board. A minimum of fourteen (14) days shall transpire between the time of proposal and approval.~~

~~Bylaws may be suspended at any special or regular meeting of the Board by the affirmative vote of all seven (7) Board members and such action shall apply to that meeting only.~~

~~Board policies may be changed or amended and additional policies may be adopted at any regular meeting of the Board by four (4) affirmative votes, provided that notice of the intention to change, amend or add to the policies, in whole or in part, shall have been included in the agenda for that meeting.~~

~~Board policies may be suspended at any special or regular meeting of the Board in the same manner as prescribed for the suspension of the bylaws.~~

Legal Reference: ~~—————~~ *Illinois Public Community College Act*
~~—————~~ 110ILCS 805/3-9: District Board, Quorum, Majority Vote

Policy

~~Adopted: ————~~ 4/20/70

~~Amended: ————~~ 8/15/78

~~Amended: ————~~ 10/12/95

~~Reviewed: ————~~ 9/17/13

~~Amended: ————~~ 6/17/15

~~MORAIN VALLEY COMMUNITY COLLEGE~~

~~Palos Hills, Illinois~~

Functions and Organization of the Board

Role of the Board

~~As the legally constituted authority for the operation of Moraine Valley Community College, the Board recognizes its ultimate responsibility for all aspects of the college. It considers this responsibility to be best discharged through~~

- ~~1. Active participation in formulating and authorizing the major purposes which the college shall serve.~~
- ~~2. The periodic reevaluation of these purposes.~~
- ~~3. The selection of a chief executive officer to whom it delegates responsibility for recommending and developing appropriate programs to serve the approved purposes and for selecting and recommending competent personnel to carry out the programs. The Board also recognizes its major responsibility for interpreting the programs of the college to the community and for defining and supporting the interests and needs of the college at all levels of government.~~

~~The Board will not undertake administrative work; this is done by the professionally trained administrative staff of the college. If information is found by the Board to be inadequate for decisions on certain recommendations, the Board will request the President to secure what is needed. If information is frequently inadequate or inaccurate in certain areas, the Board will request the President to appraise the soundness of the administrative organization and the competence of personnel and to make recommendations for improvement.~~

~~No member of the Board can be an employee of the college.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-26: Chief administrative officer, personnel and teachers Appointment and salaries~~

Policy

~~Adopted: 4/20/70
Amended: 10/12/95
Amended: 11/13/13~~

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Functions and Organization of the Board

Duties of the Board

~~The Board is responsible for all duties as defined by law and delineated in the *Illinois Public Community College Act*.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-21: Duties of Board~~

Policy

~~Adopted: 4/20/70
Amended: 6/28/71
Amended: 3/16/95
Amended: 10/12/95
Amended: 11/13/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Functions and Organization of the Board

Powers of the Board

~~The Board retains all powers and authority as defined in Illinois law and delineated in the *Illinois Public Community College Act*.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-30: Powers of Board~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 10/12/95~~

~~Amended: 11/13/13~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Functions and Organization of the BoardLegal Responsibilities

~~The Board recognizes its responsibility for the direct implementation of steps of organization and administration specifically defined by the laws and regulations of the State of Illinois.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-11: District board—Entity—Procedural capacity—
number~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 10/12/95~~

~~Reviewed: 11/13/13~~

MORAINÉ VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Functions and Organization of the Board

Policy and Bylaw Development

~~Within the context of current law, the College shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to employees, students, and community residents.~~

Harmony with Law and Severability

~~Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law. If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application. To this end, the provisions of this policy manual are declared to be severable.~~

Policy Development

~~Policies and policy amendments shall be recommended for the Board's consideration by the College President after a thorough review process in accordance with administrative procedures. Board members who wish to discuss a policy or policy amendments shall notify the Board Chair and College President. Policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and it has been placed on the agenda for such meeting. Policies shall become effective at the time of adoption.~~

Official Policy Manual

~~The Board shall designate one copy of the policy manual as the official policy manual of the College. The official copy shall be kept in the central administration office, and the College President shall be responsible for its accuracy and integrity and shall maintain a historical record of the College's policy manual.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-25~~

Policy
Adopted: 11/19/24

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Functions and Organization of the BoardBoard Control and Professional Competence

~~The Board recognizes that the operation of a higher institution of learning requires the contribution of professionally trained persons with diverse, highly developed competencies. The reserve authority of the Board shall be recognized.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-26: Chief administrative officer, personnel and teachers—Appointment and salaries~~

~~Policy~~~~Adopted: 4/20/70~~~~Amended: 10/12/95~~~~Reviewed: 11/13/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Functions and Organization of the Board

Formulation of Policies

~~The Board considers that policy making and administrative procedures are inextricably interrelated. It is expected that all employees of the college will at times be involved in policy formulation as well as in carrying out the procedures essential to the positions to which they are assigned. However, it is expected as a characteristic of good organization and administration that the Board will be more extensively concerned with policies than with procedures, and the employees of the college will be more extensively concerned with procedures for carrying out their assignments than with policy formulation.~~

Policy

~~Adopted: _____ 4/20/70~~

~~Amended: _____ 10/12/95~~

~~Amended: _____ 11/13/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Functions and Organization of the BoardChanging Policies

~~When policies are found to be inadequate, contradictory or unclear, the President and/or Board members shall propose a policy for consideration by the Board for adoption to guide future related action. Such new policies as are adopted shall be incorporated in the policies handbook.~~

Policy~~Adopted: _____ 4/20/70~~~~Amended: _____ 10/12/95~~~~Reviewed: _____ 11/13/13~~~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Functions and Organization of the BoardFormulation of Administrative Regulations

~~Administrative regulations and procedures for implementing policies approved by the Board shall be drafted by the President and his/her administrative staff and made available to all personnel concerned. Since administration is a function of the President, these regulations and procedures need not be approved by the Board, but the Board reserves the right to review them whenever it deems necessary. All regulations shall be consistent with Board Policy and must be approved by the President.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-25: Adoption and enforcement of rules~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 10/12/95~~

~~Reviewed: 11/13/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Functions and Organization of the Board

Orientation of Board Members

~~It shall be a responsibility of the Chairman of the Board and the President to plan a program to inform new members of the Board about the goals of the college, the general organization and administration of its programs, the major problems it faces, programs of development in progress, and the way in which the Board functions. Such a program shall be planned and carried out after each election.~~

Policy

~~Adopted: 4/20/70~~

~~Reviewed: 10/12/95~~

~~Reviewed: 11/13/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Functions and Organization of the Board

Opportunities for Development

Since the needs and nature of education at the community college level are developing with exceptional rapidity, it shall be the policy of the Board of Moraine Valley Community College to utilize, on a planned basis, means of keeping the Board abreast of new needs and practices. The Chairman of the Board and the President shall recommend to the Board resources including but not limited to:

1. ~~Consultants who may desirably confer with the Board and the administration on particularly significant areas.~~
2. ~~Professional meetings on a state and national basis which should be attended.~~
3. ~~Books and magazine articles that are of particular relevance.~~
4. ~~Reports and publications from the staff of the college with which the Board should be familiar.~~
5. ~~The work of comparable colleges elsewhere in which new practices of such significance are developing that representative Board members should visit and observe.~~

~~The expenses incident to carrying out much of the foregoing and similar plans as are approved by the Board shall be considered a cost of administering the college and budgetary provision shall be made to cover such cost. Expense accounts shall be submitted to the President and the established methods of approval and accounting followed.~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 10/12/95~~

~~Amended: 11/13/13~~

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Functions and Organization of the Board

Conflict of Interest

~~No member of the Board shall have any financial or professional business with the college by which he shall receive any pecuniary reward or compensation out of the funds of the college, but each member, in the discretion of the Board, may be reimbursed for reasonable and necessary expenses incurred in the discharge of his official duties.~~

Legal Reference: ~~Illinois Revised Statutes
110ILCS 805/3-48: Interest in contracts and business prohibited;
exceptions
5ILCS 420/4A: Disclosure of economic interests~~

Policy

~~Adopted: 4/20/70
Amended: 10/12/95
Amended: 11/13/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Functions and Organization of the Board

Relations Between the Board and the President

~~Since the President is the chief executive officer of the college, all communications and recommendations from the staff of the college shall be conveyed through him/her to the Board. Should the Board wish information or opinions not made available by President, the Board shall request him/her to make arrangements for its provision. Communications from the Board to any and all members of the staff of the college shall be transmitted through the President. Individual Board members shall recognize that agreements with members of the college staff shall not be made and individual staff members shall recognize that agreements shall not be made without appropriate Board action.~~

Legal Reference: ~~—————~~ *Illinois Public Community College Act*
~~—————~~ 110ILCS 805/3-26: Chief administrative officer, personnel and
~~—————~~ teachers — Appointment and salaries

Policy

~~Adopted: ————~~ 4/20/70

~~Amended: ————~~ 10/12/95

~~Reviewed: ————~~ 9/17/13

~~MORAIN VALLEY COMMUNITY COLLEGE~~
~~Palos Hills, Illinois~~

Functions and Organization of the Board

Relations Between the Board and College Employees

~~Any employee shall attend meetings of the Board when requested by the executive officer or the Chairman of the Board, or the Board when requested through the executive officer. Should the executive officer fail to make the request or be unable to do so, such request shall be made by his/her administrative assistant. In his/her capacity as a citizen of the district, any employee may attend any public meeting of the Board.~~

Policy

~~Adopted: _____ 4/20/70~~
~~Amended: _____ 10/12/95~~
~~Amended: _____ 11/13/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Function and Organization of the Board

Disposal of College Property

~~All personal property that is not needed for community college purposes shall be disposed of to maximize the benefit to the college or to the college's community. To that end, when purchasing replacement items, the administration shall attempt to trade in existing personal property and seek the maximum trade-in value. Personal property with minimal trade-in value shall be sold via a bid or auction process or shall be donated subject to Board approval.~~

~~Sales of college-owned personal property may not be made to employees or to members of the Board of Trustees.~~

~~All completed sales are to be reported to the Board of Trustees.~~

~~Personal property with no residual value or remaining usefulness shall be recycled to the greatest extent possible.~~

~~Any real property, regardless of its value, shall not be sold without approval from the Board of Trustees.~~

Policy

~~Adopted: _____ 9/19/78~~

~~Amended: _____ 12/16/80~~

~~Amended: _____ 1/21/81~~

~~(formerly #2600)~~

~~Reviewed: _____ 10/12/95~~

~~Amended: _____ 11/13/13~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

BOARD POLICY UPDATES:
STUDENTS

The revised policies are attached.

Recommended Action:

It is recommended that the Board approve the new Article 4 (Students), which replaces the current Article 4 (Student Development), as presented.

ARTICLE 4

STUDENTS

(Series 4000)

	Policy Number
Equal Educational Opportunity	4100
Admissions	4200
Tuition and Fees	4300
Residency	4310
Cooperative Agreements & Contracts	4320
Student Records	4400
Student Evaluation	4410
Awarding Credit for Prior Learning and Transfer	4420
Graduation	4430
Student Support Services	4500
Health and Wellness Services	4510
Insurance and Other Health Requirements	4520
Student Employment	4530
Student Rights and Responsibilities	4600
Hazing Prohibited	4610
Religious Observances	4620
Volunteer Emergency Worker Accommodation	4630
Students Called to Military Service	4640
Student Activities and Athletics	4700
Student Publications and Media	4710

StudentsEqual Educational Opportunity*Purpose Statement*

To affirm equal educational opportunity rights in accordance with the law.

Policy Statement

The College is committed to maintaining a safe and healthy educational and working environment free from discrimination and harassment. No person shall be denied admission to any educational program or activity, or be denied employment, on the basis of race, color, sex, national origin, religion, disability, age, military status, or any other legally protected characteristic.

Legal Reference:

Equal Educational Opportunities Act of 1974
 20 U.S.C. § 70 et seq. 34 CFR Part 644
Title VI of the Civil Rights Act of 1964
 42 U.S.C. § 2000d et seq. 34 C.F.R. 100
Title IX of the Educational Amendments of 1972
 20 U.S.C. 1681 et seq. C.F.R. 106.31
Age Discrimination in Federally Assisted Programs
 42 U.S.C. 6102 et seq. 34 C.F.R. 110
Americans with Disabilities Act of 1990
 42 U.S.C. 12132 et seq. 8 C.F.R. 35
Section 504 of the Rehabilitation Act of 1973
 29 U.S.C. 794 et seq. 28 C.F.R. 35
Illinois Constitution
 Article I – Bill of Rights – Sections 18, 19, 20
 Article X - Education
Illinois Human Rights Act
 775 ILCS 5/
Retention of Illinois Students and Equity Act
 110 ILCS 986/

Policy
 Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois

Students

Admissions

Purpose Statement

To set forth admissions and recruitment standards in accordance with the law and delegate administrative authority.

Policy Statement

The College is committed to an "open door" admissions policy to ensure that all persons who can benefit from postsecondary education have an opportunity to enroll, subject only to space limitations.

No person shall be denied admission to the college or any of its programs on the basis of race, color, sex, national origin, religion, disability, age, military status, or any other legally protected characteristic. [See 4100]

A student may be required to satisfy certain requirements before enrolling in a certain course or program of study. Additional admission requirements for special or limited enrollment programs shall be developed by the Vice President of Academic Affairs, appropriate academic dean, and faculty.

Secondary school students may be admitted through a dual credit or dual enrollment program authorized by their secondary school. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to enroll.

Recruitment and enrollment activities shall be conducted ethically and in accordance with state and federal law. The College, including all units, employees, and agents, shall refrain from the following activities, unless otherwise allowed by law:

- Offering an inducement (including a gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other items) to any individual or entity or its agents, to secure enrollment of students or obtain access to federal financial aid or tuition assistance funds.
- Providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollment of federal financial aid to any person or entities engaged in student recruiting, or admission activities.
- Using high-pressure recruitment tactics, such as making multiple (three or more) unsolicited contacts by phone, email, or in-person to secure enrollments.
- Engaging in same-day recruitment and registration to secure enrollments.
- Substantially misrepresenting the nature of the College's educational programs, financial charges, or employability of graduates.

The Dean of Enrollment Services shall develop procedures to implement this policy. The procedures shall be published in the catalog and other relevant publications.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-17 and 3-28

Ill. Admin. Code tit. 23, § 1501.402 (2018): Admission of Students

Ill. Admin. Code tit. 23, § 1501.313 (2023): Dual Credit

Higher Education Fair Admissions Act
110 ILCS 29/

Public Higher Education Act
110 ILCS 167/15: Admission based on legacy or donor relation prohibited.

Student Assistance General Provisions
34 C.F.R. 668.71-75 and 668.14

Veterans' Benefits
38 U.S. Code §3679 and §3696

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

StudentsTuition and Fees*Purpose Statement*

To set forth tuition and fee standards in accordance with the law and delegate administrative authority.

Policy Statement

Upon recommendation by the College President, tuition rates for in-district, out-of-district, and out-of-state residents shall be set annually by the Board and published in the catalog and other appropriate publications.

The College shall publish in the catalog and other appropriate publications:

1. The tuition and fee waivers the College is required by law to grant; and
2. Any legally authorized tuition and fee waiver adopted by the Board.

Student-athletes and distinguished scholars may receive a tuition waiver or discounted tuition in accordance with administrative procedures developed by the Vice President of Student Development or designee.

The Board delegates to the Vice President of Financial and Business Services/College Treasurer or designee the establishment of special fees associated with any instructional offering of the college, including dual credit.

The Vice President of Financial and Business Services/College Treasurer or designee shall develop procedures for the collection of tuition and fees, and refunds. The procedures shall be published in the catalog and other relevant publications.

Legal Reference: *Illinois Public Community College Act*
 110ILCS 805/3-45: Tuition
 110ILCS 805/6-4: Variable Rates & Fees

Ill. Admin. Code tit. 23, § 1501.505 (2018): Student Tuition

Policy

Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois

StudentsResidency*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

The Dean of Enrollment Services or designee shall determine the legal residence of each applicant for tuition purposes in accordance with administrative procedures and state law.

Legal Reference:

Illinois Public Community College Act

805/3-17: Admission of Students

805/3-28: Regulation of Admission of Students

805/6-4.1: Admission of Students not Qualified for Financial Support: Out-of-State Students

805/6-4.2: In-district Tuition Charge

Ill. Admin. Code tit. 23, § 1501.501 (2023)

Ill. Admin. Code tit. 23, § 1501.505 (2018)

Policy

Adopted:

MORAIN VALLEY COMMUNITY COLLEGE

Palos Hills, Illinois

StudentsCooperative Agreements & Contracts*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

The College may enter into cooperative and contractual agreements to provide more accessible instructional services to students and increase efficiency in using educational resources. Copies of cooperative and contractual arrangements and the other institutions' catalogs shall be kept on file in the Dean of Enrollment Services office.

Legal Reference: *Illinois Public Community College Act*
110 ILCS 805/6-1.5: Attending community college outside of resident
district
Ill. Admin. Code tit. 23, § 1501.307 (2020)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

StudentsStudent Records*Purpose Statement*

To affirm student privacy rights and delegate administrative authority to ensure compliance with the law.

Policy Statement

The Dean of Enrollment Services or designee shall develop and maintain a comprehensive system of student records and shall ensure through reasonable procedures that records are only accessed by authorized persons. The Assistant Dean of Enrollment Services shall be the custodian of all records for currently enrolled students, all official academic records, and academic status records. Procedures to implement this policy shall be published in the catalog and included in the Annual Notice of Student Rights under 20 U.S.C. 1232g.

Legal Reference: Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. § 1232g, as amended

Ill. Admin. Code tit. 23, § 1501.404: Academic Records

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

StudentsStudent Evaluation*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

The Vice President of Academic Affairs or designee shall develop and maintain a system for evaluating and recording student performance in courses in accordance with state law and administrative procedures. Faculty shall have complete and sole discretion in determining and issuing academic credit and grades, subject to departmental policy and the Division of Academic Affairs procedures. The grade point average values shall be published in the catalog and other relevant publications.

Legal Reference:

Ill. Admin. Code tit. 23, § 1501.405

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

StudentsAwarding Credit for Prior Learning and Transfer*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

Credit for Prior Learning

Currently enrolled students who have completed certain noncredit learning or training or who can demonstrate their knowledge through a written examination, interview, or performance test may be awarded credit toward a degree/certificate in accordance with procedures developed by the Dean of Academic Services and Dean of Enrollment Services. Procedures to implement this policy shall be published in the catalog and other relevant publications.

Transfer

Undergraduate credits earned from regionally accredited colleges and universities shall be evaluated for transfer credit upon receipt of an official transcript in accordance with procedures developed by the Dean of Enrollment Services or designee. Procedures to implement this policy shall be published in the catalog and other relevant publications.

Legal Reference:

Credit for Prior Learning Act

110 ILCS 160/

Ill. Admin. Code tit. 23, § 1501.311 (2023): Credit for Prior Learning

Policy

Adopted:

MORAIN VALLEY COMMUNITY COLLEGE

Palos Hills, Illinois

StudentsGraduation*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

The Vice President for Academic Affairs shall establish graduation requirements consistent with applicable law, institutional accrediting standards, and programmatic accreditation/approval standards. The catalog shall address the degrees and certificates, the semester credit hours or units of instruction, and other requirements that must be satisfied to obtain each degree or certificate awarded by the college.

To be eligible for graduation, a student must first submit an application in accordance with procedures established by the Dean of Enrollment Services and published in the catalog.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

StudentsStudent Support Services*Purpose Statement*

To delegate administrative authority for the development and oversight of student services.

Policy Statement

The Vice President for Student Development or designee shall develop administrative procedures addressing student services and resources. Information required by policy or that students need to be successful shall be published in the catalog and other relevant publications.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

StudentsHealth and Wellness Services*Purpose Statement*

To delegate administrative authority for the development and oversight of student health and wellness services.

Policy Statement

The Vice President of Student Development or designee shall develop services to support student health and wellness including but not limited to health education and awareness programming, personal counseling, and fitness/recreation services.

Legal Reference:

Public Community College Act

110 ILCS 805/3-29.13: Mental health resources.

Mental Health Early Action on Campus Act

110 ILCS 58/

Student Optional Disclosure of Private Mental Health Act

110 ILCS 74/

Policy

Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

StudentsInsurance and Other Health Requirements*Purpose Statement*

To set forth insurance and other health requirements and delegate administrative authority.

Policy Statement

International students shall be required to purchase college-provided group insurance or provide proof of comparable coverage as determined by a third-party provider in accordance with administrative procedures developed by the Dean of Student Services or designee.

Students enrolled in a healthcare program shall be required to provide proof of health insurance and satisfy clinical health requirements, including immunizations. Exemption from immunization(s) or another clinical health requirement for medical or religious reasons shall be evaluated on an individual basis. The Vice President of Academic Affairs or designee shall develop administrative procedures to implement this policy.

Student-athletes shall be required to provide proof of health insurance, if applicable, in accordance with administrative procedures developed by the Director of Athletics or designee. The College shall provide group accident insurance at no cost to student-athletes. The college-provided group accident insurance policy covers claims for an accident that occurs while that student-athlete is practicing, playing, or traveling while representing the college. A student-athlete's health insurance will be the primary insurance and the college-provided accident insurance will be the secondary insurance. Additionally, the college shall employ a state-licensed and board-certified athletic trainer who specializes in preventing, evaluating, treating, and rehabilitating injuries sustained by student-athletes.

Legal Reference: *Health Care Right of Conscience Act*
745 ILCS 70/

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

StudentsStudent Employment*Purpose Statement*

To set forth standards for student employment and delegate administrative authority to ensure compliance with the law.

Policy Statement

The College may employ eligible students depending upon both the availability of appropriate work and funds. Student employees shall be enrolled and remain enrolled in a degree or certificate program or remedial/developmental education at least half-time during the semester/term of employment (i.e., fall/spring semester is 6 credit hours and summer session is 3 credit hours). Student employees shall be ineligible for all benefits except as provided by law. Administrative procedures, including other eligibility criteria, shall be determined by the Vice President of Student Development or designee.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

StudentsStudent Rights and Responsibilities*Purpose Statement*

To delegate administrative authority for student rights and responsibilities, including a code of student conduct.

Policy Statement

The Vice President for Student Development or designee shall develop administrative procedures addressing student rights and responsibilities. Information required by policy or that students need to be successful shall be published in the catalog and other relevant publications.

Code of Student Conduct

Each student shall be charged with notice of, and be required to comply with, the contents and provisions of the college's rules and regulations concerning student conduct. The Vice President for Student Development or designee shall develop a Code of Student Conduct that defines prohibited conduct and procedures for addressing alleged misconduct following the principles of due process. The Code of Student Conduct shall be published on the college's intranet, publicly accessible website, and other relevant publications.

Policy

Adopted: 10/20/69
 Amended: 1/25/71
 Amended: 10/12/95
 Amended: 11/13/12
 Amended: 3/19/14

MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois

Students

Hazing Prohibited

Purpose Statement

To adopt a policy addressing hazing and delegate administrative authority to ensure compliance with the law.

Policy Statement

The College prohibits hazing. The term “hazing” means any intentional, knowing, or reckless act committed by a person (individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate that:

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as physical preparation in an athletic team), of physical or psychological injury including, but not limited to:
 - a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;
 - b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - d. causing, coercing, or otherwise inducing another person to perform sexual acts;
 - e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; and
 - f. any activity against another person that includes a criminal violation of local, state, tribal, or federal law.

For the purposes of this policy, the term “student organization” includes a club, society, association, intercollegiate athletic team, club sports team, music/theater ensemble, or student government in which two or more of the members are students enrolled at the College whether or not the organization is established or recognized by the College.

Incident Reporting

A student who believes they have experienced hazing or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Dean of Students and Compliance Officer or designee in accordance with the Code of Student Conduct.

A student or group of students who believe they have experienced hazing may also choose to report the alleged acts to the College police department in accordance with state law.

StudentsReligious Observances*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

The College shall reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. “Religious observance” includes all aspects of religious observances and practices, as well as belief. Students needing accommodations shall notify the faculty member or instructor before the absence or conflict in accordance with administrative procedures. A student who believes they have been denied reasonable accommodations for religious observances may seek redress through the Student Complaint process.

The Vice President of Student Development and the Vice President of Academic Affairs shall develop administrative procedures to implement this policy. The procedures shall be published in the catalog and on the publicly accessible website.

Legal Reference: *University Religious Observances Act*
110 ILCS 110/

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

StudentsVolunteer Emergency Worker Accommodation*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

The College shall reasonably accommodate a student's absence from class caused by their duties as a voluntary emergency worker. A student who believes they have been denied reasonable accommodations may seek redress through the Student Complaint process. The Vice President of Student Development and the Vice President of Academic Affairs shall develop administrative procedures to implement this policy.

Legal Reference: *Volunteer Emergency Worker Higher Education Protection Act*
 110 ILCS 122
 Volunteer Emergency Worker Job Protection Act
 50 ILCS 748

Policy
 Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois

Students

Students Called to Military Service

Purpose Statement

In accordance with the state law(s) referenced below, the governing board of each public institution of higher education is required to adopt a policy addressing students called to military service.

Policy Statement

The College shall reasonably accommodate a student's absence from class caused by their duties as a member of the National Guard of any state, the District of Columbia, a commonwealth, or a territory of the United States or any reserve component of the Armed Forces of the United States. Reasonable accommodations shall include the ability to submit classwork and complete any other class assignments missed due to the student participating in a drill or other military obligation.

Students who are active military personnel or reservists in any branch of the U.S. Armed Forces or National Guard and are called to active duty may choose to withdraw and complete unfinished courses at no additional charge or receive a refund in accordance with the law and individualized benefits eligibility.

The Coordinator of Veteran Services shall oversee administrative procedures to implement this policy, which shall be published in the catalog and website.

Legal Reference: *Service Member's Tenure Act*
 330 ILCS 60/5.2: School attendance and tuition
 Public Community College Act
 110 ILCS 805/3-26.5: Students called to active military service
 Public Higher Education Act
 110 ILCS 167/15: National Guard and reservist classwork policy

Policy
 Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois

Students

Student Activities and Athletics

Purpose Statement

To delegate administrative authority for extracurricular activities and athletics to ensure compliance with the law.

Policy Statement

The Vice President for Student Development or designee shall develop administrative procedures addressing extracurricular activities and athletics. Information required by policy or that students need to be successful shall be published in the catalog and other relevant publications.

Activities

The Vice President of Student Development or designee shall develop procedures regarding the sponsorship or sanction of student activities and related requirements consistent with the mission and objectives of the college.

Activities Fund Management

The college shall serve as the depository and fiscal agent for all registered student organizations. The Vice President of Business and Financial Services/College Treasurer or designee shall develop procedures for the budgeting and accounting for income and expenditures of each organization's funds.

Athletics

The Vice President of Student Development or designee shall be responsible for, and shall exercise appropriate control over, the college's intercollegiate athletics program.

Modification of Athletic or Team Uniform

A student-athlete may modify their athletic or team uniform due to religious, cultural, or modesty values in accordance with administrative procedures developed by the Director of Athletics or designee.

Student-Athlete Endorsement Rights

The College shall neither promote nor prevent a student-athlete from earning compensation as a result of the use of the student-athlete's name, image, likeness, or voice.

Legal Reference: *Illinois Public Community College Act*
110 ILCS 805/3-27
Illinois Public Community College Act
110 ILCS 805/3-29.14
Student-Athlete Endorsement Rights Act
110 ILCS 190/

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Students

Student Publications and Media

Purpose Statement

To affirm the constitutional rights of students and the rights afforded by state law.

Policy Statement

Student publications and media produced primarily by students shall be a public forum for expression by student journalists and editors of the College. Student editors shall be responsible for determining the content, including advertisements, of student publications and media. Expression made by student journalists, student editors, or other contributors in student publications or media is neither an expression of College policy nor speech attributable to the College. Student publications and media, whether college-sponsored or noncollege-sponsored, shall not be subject to review by College officials. Nothing in this policy prohibits the imposition of discipline for harassment, threats, or intimidation, unless constitutionally protected, or for speech that is not constitutionally protected, including obscenity or incitement in accordance with the Code of Conduct. Advisors of student publications and media may teach professional standards of grammar and journalism. A student publication or media advisor shall not be terminated, transferred, removed, or otherwise retaliated against for refusing to suppress protected free expression rights of student journalists and student editors.

For student publications and media created by college-sponsored student clubs/organizations or noncollege-sponsored groups, the Vice President of Student Development or designee shall develop administrative procedures to implement this policy. For student publications and media created in the context of an academic program or course, the Vice President of Academic Affairs or designee shall develop administrative procedures to implement this policy. Administrative procedures shall be consistent with Board Policy 1100 – Freedom of Speech, Expression and Assembly: Time, Place and Manner.

Legal Reference: *United States Constitution, First Amendment*
 U.S. Const. Amend. I
 College Campus Press Act
 110 ILCS 13/

Policy
 Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois

Student Development

Role of the Student

~~Moraine Valley Community College exists to educate the whole person according to a philosophy that values the physical, social, intellectual, emotional, and ethical dimensions and recognizes our responsibilities to one another and to the world we share. The student must be encouraged to bear responsibility for achieving educational goals and pursuing academic excellence to the limits of one's ability. The students' obligation, therefore, is to use those resources that the college offers to further their growth and development. First and foremost, students should be active participants in the learning process. They possess knowledge and experiences that augment the classroom environment. In addition, students have expectations, which they believe the college should satisfy. These ideas and expectations significantly affect their education.~~

~~Because students can express their own expectations better than anyone else, their involvement in various committees, as appropriate, is encouraged.~~

~~Such student involvement provides experiences not available through normal class assignments. The experience in helping to make decisions relative to the pertinent issues of the college provides an added dimension to their education and a means of fulfilling one of the important objectives of Moraine Valley Community College. Probably, the greatest gain from student involvement is the opportunity to develop responsibility, a training seriously needed in our society to evoke greater capability to solve problems intelligently.~~

~~The student and the institution, aware that the world is rapidly changing, culturally and technologically, must search together for the truth concerning the heritage of our nation as it pertains to the dignity and freedom of individuals of all cultures. This search should enhance the student's awareness of the responsibility as a citizen of a community, a state, a nation, and the world.~~

Policy

~~Adopted: _____ 11/23/70~~

~~Amended: _____ 10/12/95~~

~~Amended: _____ 3/19/14~~

~~MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Student Development

Role of Student Development

The Student Development Division supports Moraine Valley Community College's mission by facilitating the education, growth, and development of the whole person in a student-centered, learning-focused, and multicultural community. The Student Development staff members are dedicated to working collaboratively to provide innovative, relevant, high-quality programs and services that meet the needs of its diverse students and the community, and exemplify our core values of integrity, fairness, respect, responsibility, and diversity. We are committed to student learning, student development and student success.

Policy

~~Adopted: 11/23/70~~
(formerly #4220)

~~Amended: 10/25/71~~

~~Amended: 10/12/95~~

~~Amended: 3/19/14~~

~~MORAIN VALLEY COMMUNITY COLLEGE~~
~~Palos Hills, Illinois~~

Student DevelopmentRole of the Staff

The staff will uphold Moraine Valley Community College's mission, purpose, core values and promise statements to:

1. ~~Promote a dynamic, caring, challenging, and safe environment.~~
2. ~~Offer high quality services, which are accessible, accurate, clear, and timely, to our current and prospective students.~~
3. ~~Foster self-discovery and personal growth leading to meaningful goals and values for life-long learning.~~
4. ~~Maximize students' potential by inspiring, motivating, and engaging students through purposeful, stimulating, and enriching programs and services.~~
5. ~~Teach students to become partners in the learning process and to make connections with appropriate faculty, staff and resources to fulfill their goals and expand their opportunities.~~
6. ~~Embrace and integrate diversity through an environment of respect that affirms the value of each individual.~~
7. ~~Teach life skills that enhance self-reflection, self-direction and self-sufficiency.~~

Policy

~~Adopted: 11/23/70~~
(formerly #4210)

~~Amended: 10/12/95~~

~~Amended: 3/19/14~~

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Student DevelopmentResidency

~~The Dean of Enrollment Services or designee shall determine the legal residence of each applicant for tuition purposes in accordance with administrative procedures and state law.~~

Legal Reference: ~~Illinois Public Community College Act
805/3-17: Admission of Students
805/3-28: Regulation of Admission of Students
805/6-4.1: Admission of Students not Qualified for Financial Support: Out of State Students
805/6-4.2: In-district Tuition Charge
Ill. Admin. Code tit. 23, § 1501.501 (2023)
Ill. Admin. Code tit. 23, § 1501.505 (2018)~~

Policy

~~Adopted: 4/20/70
Amended: 3/23/76
Amended: 3/16/95
Amended: 10/12/95
Amended: 3/19/14
Amended: 11/19/24~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Student DevelopmentAdmissions

~~Moraine Valley Community College is committed to an "open door" admission policy. It shall admit all high school graduates or the equivalent who demonstrate an ability to benefit from one of its programs, subject only to space limitations. Admission may be denied to an applicant when it is not in the best interest of the college or of the applicant to grant admission.~~

~~No person will be denied admission to the college or any of its programs on the basis of sex, race, age, national or ethnic origin, religion, disability, or other legally protected characteristics or conduct as stated by federal and state law(s).~~

~~Students under 16 are not admitted to college classes unless they are enrolled in a specialized Dual Credit Program. Dual credit enrolled students must submit a completed admission application and provide a high school student authorization form signed by the appropriate high school official.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-17: Admission of Students~~

Policy

~~Adopted: 4/20/70~~

~~Amended: 10/12/95~~

~~Amended: 3/19/14~~

~~MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Student DevelopmentRegistration and Fees

~~Registration processes and procedures, including tuition payment schedules, are developed by the Dean of Enrollment Services and reviewed by the Student Development Division.~~

- ~~1.— The Board of Trustees shall establish the tuition rates for in-district, out-of-district, and out-of-state residents in accordance with the state policies prescribed in the Illinois Community College Act (110ILCS 805/64). The Board may allow tuition waivers and in-district tuition rates for eligible students representing the college in athletics and co-curricular events.~~
- ~~2.— The Board of Trustees shall delegate to the administration the establishment of special fees associated with any instructional offering of the college, including dual credit.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-45: Tuition
110ILCS 805/6-4: Variable Rates & Fees~~

Policy

~~Adopted: 12/23/70
Amended: 10/25/71
Amended: 10/12/95
Amended: 3/19/14~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Student DevelopmentStudents Called to Military Service*Purpose Statement*

~~In accordance with the state law(s) referenced below, the governing board of each public institution of higher education is required to adopt a policy addressing students called to military service.~~

Policy Statement

~~The College shall reasonably accommodate a student's absence from class caused by their duties as a member of the National Guard of any state, the District of Columbia, a commonwealth, or a territory of the United States or any reserve component of the Armed Forces of the United States. Reasonable accommodations shall include the ability to submit classwork and complete any other class assignments missed due to the student participating in a drill or other military obligation.~~

~~Students who are active military personnel or reservists in any branch of the U.S. Armed Forces or National Guard and are called to active duty may choose to withdraw and complete unfinished courses at no additional charge or receive a refund in accordance with the law and individualized benefits eligibility.~~

~~The Coordinator of Veteran Services shall oversee administrative procedures to implement this policy, which shall be published in the catalog and website.~~

~~Legal Reference: *Service Member's Tenure Act*
 330 ILCS 60/5.2: School attendance and tuition
Public Community College Act
 110 ILCS 805/3-26.5: Students called to active military service
Public Higher Education Act
 110 ILCS 167/15: National Guard and reservist classwork policy~~

Policy

~~Adopted: 2/25/91
 Reviewed: 10/12/95
 Amended: 3/19/14
 Amended: 2/18/25~~

MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois

Student DevelopmentCooperative Agreements & Contracts

~~The College may enter into cooperative and contractual agreements to provide more accessible instructional services to students and increase efficiency in using educational resources. Copies of cooperative and contractual arrangements and the other institutions' catalogs shall be kept on file in the Dean of Enrollment Services office~~

~~Legal Reference: *Illinois Public Community College Act*
110 ILCS 805/6-1.5: Attending community college outside of resident-
district
Ill. Admin. Code tit. 23, § 1501.307 (2020)~~

Policy~~Adopted: 11/23/70~~~~Amended: 10/12/95~~~~Amended: 3/19/14~~~~Amended: 11/19/24~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Student DevelopmentHealth Services

~~The Board approves the policy of providing general health information to students. Such services may include instruction, first aid, conferences with students and/or parents on health problems, but shall not include any medical practice or the administration of drugs.~~

~~International students and students who enroll in any of the health science programs shall be required to purchase appropriate insurance as a condition of acceptance.~~

~~All student athletes will be informed of the secondary accident insurance policy that the college purchases for them. This policy will cover costs related to a claim for an accident that occurs while that student is practicing, playing or traveling in an official capacity representing the college. The student athletes primary insurance will be used as the first/primary insurance in these situations.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-31.1: Auxiliary Services for Students and Employees~~

Policy

~~Adopted: 11/23/70
(formerly #4830)~~

~~Amended: 6/14/71~~

~~Amended: 3/19/14~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Student DevelopmentAssessment of Student Progress

~~Since an "open door" policy of admission prevails, a system of assessing student progress shall be developed and used, which will clearly define standards of academic progress, offer the student assistance in setting realistic goals, and outline the role and responsibility of students and college personnel in promoting academic success.~~

~~The assessment system shall be non-punitive, shall encourage the positive growth of all students, and reflect their readiness to meet objectives relative to the learning experiences they select.~~

~~It shall be the policy of the Board to encourage the enrollment of students as long as they have a reasonable chance of success.~~

~~To this end, the President, with appropriate staff involvement, is charged with developing a system of assessing student progress, which is consistent with the preceding provisions.~~

Policy

~~Adopted: 11/23/70~~~~Amended: 10/12/95~~~~Amended: 3/19/14~~~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Student DevelopmentStudent Records

~~Moraine Valley Community College will comply with all rules and regulations issued by the United States Department of Health and Human Services with respect to privacy rights of parents and students. Students have the right to inspect and review all records that meet 1974 Family Educational Rights and Privacy Act's (FERPA) definition of "education records." The Director of Registration, acting as the college's registrar, will ensure consent is obtained before information is disclosed to third parties.~~

~~Legal Reference: Family Educational Rights and Privacy Act of 1974~~

Policy

~~Adopted: 11/23/70~~

~~Amended: 10/12/95~~

~~Amended: 3/19/14~~

~~MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Student Development

Graduation

~~Graduation from Moraine Valley Community College implies that the student has met the academic requirements set by the college. It also implies that each student has grown in a satisfactory manner in respect to the purposes, functions and objectives of the college.~~

~~The staff will establish, and the Board shall approve, the requirements for graduation to agree with the above objectives, and the Director of Registration shall certify when these requirements have been met.~~

Policy

~~Adopted: 11/23/70
Amended: 10/12/95
Amended: 3/19/14~~

~~MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

~~Student Development~~

~~Admissions/Transfer Credit Acceptance~~

~~Moraine Valley Community College is committed to maintaining strict standards of academic excellence in all coursework.~~

~~Students intending to obtain transfer credit must submit an official college transcript from each college or university attended to the Records Office.~~

~~Transfer credit earned from regionally accredited colleges and universities will be accepted according to established Moraine Valley Community College admissions policies and procedures.~~

~~Legal Reference: *Illinois Public Community Act*
 110ILCS 805/3-17: Admission of Students
 NCA Handbook of Accreditation
 GIR 17: Admission Policies and Practices~~

~~Policy~~

~~Adopted: 8/11/99~~

~~MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois~~

Amended: 3/19/14

Student Development

Policies, Procedures, and Regulations Governing Student Development

~~The Vice President for Student Development is responsible for developing policies, procedures, regulations, and sanctions concerning student conduct at Moraine Valley Community College according to the principles embodied in the college's Code of Student Conduct. All regulations and procedures will include students and staff involvement and be submitted to the President for approval. The college expects students to govern themselves in terms of acceptable behavior with emphasis on self-respect and respect for others. Policies, rules, and regulations shall concern themselves with student conduct, which occurs on college premises, off-campus instructional sites, or off-campus college-sponsored events; and for off-campus conduct which materially and substantially interferes with the college's operational and educational programs, or the safety and welfare of the college community. In most cases, off-campus matters are the concern of local communities and for minors, the parents of students.~~

~~The Moraine Valley Community College Code of Student Conduct outlines student conduct proceedings and appeals process that allows due process rights for students accused of violating rules and regulations of the college.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-25: Adoption and Enforcement of Rules~~

Policy

~~Adopted: 10/20/69~~

~~Amended: 1/25/71~~

~~Amended: 10/12/95~~

~~Amended: 11/13/12~~

~~Amended: 3/19/14~~

~~MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Student DevelopmentStudent Religious Observances

~~In accordance with the *University Religious Observances Act*, 110 ILCS 110/, the College will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements, provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or pending conflict. A student who believes that he or she has been denied an educational benefit due to his or her religious belief or practices may seek redress through the Student Complaint process.~~

~~The Vice President of Student Development, with the Vice President of Academic Affairs, is charged with implementing procedures consistent with this policy.~~

~~Legal Reference: *University Religious Observances Act*
110 ILCS 110/~~

Policy

~~Adopted: 12/20/16~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Student Development

Freedom of Speech, Expression and Assembly: Time, Place and Manner Policy

~~It is the policy of Moraine Valley Community College that students, faculty and staff, and members of the public shall be free to exercise their rights of free expression, subject to the limitations set forth in this Policy and applicable law. This exercise of free speech, not to include advertising or solicitation of for-profit products and services, may take place when the college is in session.~~

~~The administrative procedures set forth below shall not prohibit the right of students, faculty and staff, and members of the public to exercise free expression and the distribution of printed materials or petitions and demonstrations in those parts of the college campus designated as public forums.~~

~~A. Areas Which Are Available for Expressive Activities~~

~~All areas of the college campus, which are generally open to the public are considered to be “public forums,” are generally available to students, faculty and staff, and members of the public to engage in expressive activity. These areas include park areas, streets, sidewalks, the U Building cafeteria, and other common areas.~~

~~B. Areas Which Are Not Available for Expressive Activities~~

~~On the other hand, areas within college buildings are reserved for the business of the college and are not available for expressive activity. These areas include, for example, campus office areas, library, classrooms, maintenance facilities, athletic facilities, and inside walkways to and from these areas.~~

~~C. Scheduling Activities~~

~~Use of any of the designated areas is generally on a first come, first served basis. Any individual or group interested in engaging in expressive activities at a particular time and location may schedule their activity (except for the U Building Cafeteria) with the Assistant Director of Communications. In the event the area sought to be used for expressive activities has already been reserved for another activity, the college will offer alternative available areas or if none are available, offer alternative dates. The college does not provide any equipment.~~

~~D. Limitations~~

~~All students, faculty and staff, and members of the public must abide by the general requirement that no demonstrations and other exercises of free speech and assembly in the designated public forums may interfere with, disrupt, or impede the normal operations of the college or otherwise interfere with or infringe on the rights of others.~~

~~Individuals and groups using designated public forums shall not:~~

- ~~(1) Obstruct vehicular, bicycle, pedestrian traffic.~~
- ~~(2) Obstruct entrances or exits to buildings or driveways or impede entry to or exit from any building or parking lot or vehicular path.~~
- ~~(3) Interfere with educational, research or administrative activities inside or outside any building.~~
- ~~(4) Violate a law, rule, regulation, ordinance, or college policy.~~
- ~~(5) Engage in physically abusive, threatening, or intimidating conduct towards any person.~~
- ~~(6) Obstruct, disrupt, or attempt or physically force the cancellation or continuance of a speaker.~~
- ~~(7) Interfere with scheduled college ceremonies or events.~~
- ~~(8) Interfere with or disrupt college operations.~~
- ~~(9) Damage property.~~
- ~~(10) Utilize sound amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place.~~
- ~~(11) Occupy space overnight.~~
- ~~(12) Erect permanent or semi-permanent structures or affix signage to college structures; temporary signs (such as what are commonly referred to as "yard signs") may be placed on grassy areas, but must be removed when the event is over.~~
- ~~(13) Create a safety hazard.~~
- ~~(14) Touch, strike, or physically impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.~~
- ~~(15) In addition, all signs and posters are to remain with the persons within the designated public forum. Persons using the designated public forum are to respect the rights of all persons on campus, including but not limited to, their right not to receive literature and their right not to engage in dialogue.~~

~~(16) Materials distributed in the designated public forums that are discarded or dropped in or around the areas designated as such, other than in an appropriate receptacle, must be retrieved and removed or properly discarded that day by those individuals distributing the material prior to their departure from the campus.~~

~~E. Violation of Policy~~

~~Students and college staff who engage in activities that violate this policy shall be subject to disciplinary action and/or subject to the control of the campus police department. Persons who are not members of the student body or college staff who violate this policy shall be subject to the control of the campus police department.~~

Policy

~~Adopted: 10/20/69~~

~~Amended: 10/12/95~~

~~Amended: 3/19/14~~

~~Amended: 11/14/17~~

~~Amended: 3/20/18~~

~~MORAIN VALLEY COMMUNITY COLLEGE~~

~~Palos Hills, Illinois~~

Student Development

Guest Speakers

~~Colleges and universities are expected to be institutions of learning, giving attention both to history and current affairs, and examining both in a spirit of inquiry and free discussion. In a democratic society, freedom of speech, inquiry, and expression are guaranteed to all citizens. One of the important responsibilities of the college is to assist students to become objective in their evaluation of what they hear and read, exposing them to the opposing sides of controversial issues, and helping them to analyze positions and arguments.~~

~~To this end, student organizations and clubs, after consultation with their advisors as well as members of the staff, should be encouraged to invite to the campus, persons known to be outstanding in their respective fields and competent to make significant contributions to the search for and dissemination of ideas, and to the advancement of critical thinking. It is equally true that individuals who would directly or indirectly undermine the purposes, functions, and objectives of the college, and especially those not competent to make a contribution to the goals of the college, should not be invited to the campus. A good criterion to determine whom to invite to speak would be, "Will the speaker be advantageous to the education of Moraine Valley Community College students?"~~

~~The policy of the institution for inviting speakers dictates that the college does not associate itself with the opinions, facts or recommendations expressed by a speaker. On issues of significant controversy, the sponsoring office, or student organization will make an effort to invite speakers on different sides of the issues, but whether this is possible will not be a criterion for inviting or refusing to invite a particular speaker.~~

~~Audience members have the obligation to treat a guest speaker as a guest and listen to him or her in a courteous manner, no matter how firmly they may oppose the speaker's opinions. To do otherwise is to deny equal rights of expression to one's opponents.~~

~~(Please refer to Policy #4620, Guidelines for Leafleting, Free Speech and Demonstrations.)~~

Policy

~~Adopted: _____ 11/23/70
(formerly #4820)~~

~~Amended: _____ 10/12/95~~

~~Amended: _____ 3/19/14~~

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Student DevelopmentVolunteer Emergency Worker Accommodation

~~The College shall reasonably accommodate a student's absence from class caused by their duties as a voluntary emergency worker. A student who believes they have been denied reasonable accommodations may seek redress through the Student Complaint process. The Vice President of Student Development and the Vice President of Academic Affairs shall develop administrative procedures to implement this policy.~~

~~Legal Reference: *Volunteer Emergency Worker Higher Education Protection Act*
 110 ILCS 122
Volunteer Emergency Worker Job Protection Act
 50 ILCS 748~~

Policy

~~Adopted: 11/19/24~~

~~MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois~~

Student DevelopmentStudent Government

~~Participation in the student government of the college shall consist of an elected or appointed student representation. In addition, students are encouraged to participate on college wide committees, special interest boards and councils, and organizations, as appropriate.~~

~~The Student Government Association will represent the interests of students as individuals in the college community. This body will be responsible to the students for~~

- ~~1. Providing a means of participation in college affairs and activities appropriate for such an organization.~~
- ~~2. Providing a means whereby the staff of this college may be made aware of student needs, opinions, and attitudes.~~
- ~~3. Assisting the College Activities office in the development and maintenance of co-curricular programs.~~
- ~~4. Providing a means to enable all members of the student body to participate in the activities of the college.~~

~~The Student Government Association may provide for the selection of students for college committees. The Student Government Association will operate under a constitution and by laws.~~

Policy

~~Adopted: 11/23/70~~

~~Amended: 10/12/95~~

~~Amended: 3/19/14~~

~~MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Student Development

Student Trustee

~~A student trustee serves as a member of the Board of Trustees for a one-year term, beginning April 15 of each year, as provided by the *Illinois Public Community College Act* (110 ILCS 805/3-7.24). The student trustee assumes all the rights and responsibilities of a district-elected board member with the exception of his/her non-voting status. The student trustee has the right to make and second motions, to attend all sessions of the Board, to receive all materials district-elected Board members do, and to cast an advisory vote.~~

ELIGIBILITY

~~To be eligible and to maintain eligibility, the student trustee must:~~

- ~~1. Meet the qualifications of an elected board member as described in 110 ILCS 805/3-7(c), on the day of his/her election, including but not limited to:

 - ~~a. Be a citizen of the United States;~~
 - ~~b. Be of the age of 18 years or older; and~~
 - ~~c. Be a resident of the state and the territory included in the community college district for at least one year immediately preceding his/her election.~~~~
- ~~2. Meet all additional eligibility requirements established by Moraine Valley Community College, as published in the Student Government Constitution.~~

TERMS

~~The student trustee shall be limited to one (1) one-year term and may not be re-elected. However, a student who serves as student trustee for the remainder of an unexpired term of less than seven (7) months shall be eligible to be elected as the student trustee for a subsequent one-year term.~~

ELECTION AND VACANCY

~~The student trustee shall be elected by the student body pursuant to the established election procedures. In the event that the student trustee vacates the position or is recalled for non-performance of duties or not maintaining the eligibility requirements, a new student trustee may be selected pursuant to established procedures.~~

Policy

Adopted: 3/19/14

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Student DevelopmentInter-Club Council

~~The Inter-Club Council comprises representatives of each college-recognized student club. This body supports the Manager of Student Life:~~

- ~~1. Approve the constitution and amendments of recognized campus clubs.~~
- ~~2. Plan the club activity calendar.~~
- ~~3. Submit budget requests from all student clubs and intramurals to the Manager of Student Life and/or the Director of Campus Recreation for approval.~~
- ~~4. Supervise recognized student clubs.~~

~~As a minimum, the following criteria must be considered by clubs that seek recognition as a student organization at Moraine Valley Community College:~~

- ~~1. The club's purpose must be compatible with the philosophy and educational objectives of the college.~~
- ~~2. The club must serve an area of student activity need.~~
- ~~3. The membership provisions must not exclude anyone because of sex, race, age, religion, national or ethnic origin, or disability.~~
- ~~4. The club must agree to abide by the regulations and policies of the college.~~

~~Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-27: Payment of Orders and Bills;
Revolving Funds Collection of Funds~~

Policy

~~Adopted: 11/23/70
Amended: 10/12/95
Amended: 3/19/14~~

~~MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois~~

Student Development

Student Publications

~~Responsibility for editorial or other content, finance and distribution shall lie with the sponsoring group, organization, or individual. Every student publication shall identify the sponsoring group, organization, or individual. Student publications shall have access to the designated newsstands located on campus and established for the distribution of publications. Distribution in any other area must be approved by the Dean of Students and Compliance Officer. Students distributing materials through unauthorized channels on campus will be guilty of an infraction of college rules and regulations.~~

~~Institutional authorities, in consultation with students and staff, have a responsibility to provide written clarification of the role of student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:~~

- ~~1. The student press should be free of censorship and advance approval of copy from administration, and its editors and managers should be free to develop their own editorial policies and news coverage.~~
- ~~2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, staff, or public disapproval of editorial policy or content. Only for proper and stated cause should editors and managers be subject to removal, and then by orderly and prescribed procedures.~~
- ~~3. All college published and financed student publications should explicitly state on the editorial page that the opinions therein expressed are not necessarily those of the college or the student body.~~

Policy

~~Adopted: 11/23/70
Amended: 10/12/95
Amended: 3/19/14
Amended: 11/14/17~~

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

MVCC EAST CAMPUS SITE
ANALYSIS PROPOSAL

Recommended Action:

It is recommended that the Board approve the MVCC east campus site analysis proposal.

EMERGENCY FUNDING FOR
BUILDING B ELEVATOR REPAIR

Recommended Action:

It is recommended that the Board approve the repair proposal from Urban Elevator Service for the emergency repair of the elevator in Building B.