

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

Governing Board of Moraine Valley Community College, Community College District #524,
Regular Meeting Immediately Following Public Hearing on the Tax Levy, 6:00 PM, Thursday,
December 18, 2025, Board Room D219 9000 West College Parkway Palos Hills, IL 60465.
Virtual access is provided by teleconference online via www.morainevalley.edu/BOTDec18 or
by phone 1-945-468-5504 with Phone Conference ID 403 573 758#.

A G E N D A

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **MINUTES**
 - 1) Unapproved Minutes - Committee of the Whole Meeting - November 20, 2025
 - 2) Unapproved Minutes - Regular Meeting - November 20, 2025
 - 3) Unapproved Minutes - Closed Session - November 20, 2025
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
 - 1) Student Trustee Report – G. Weigel
6. **REPORTS OF ADMINISTRATION**
 - 1) Presentation to Susan Tuxford (retirement)
 - 2) President's Report
 - Certificate of Achievement for Excellence in Financial Reporting
 - Annual Grants Report
 - Community Engagement Presentation by EOSullivan Consultants and Discussion
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
- 2) * Part-Time/Supplemental/Other
- 3) Salary Revisions
- 4) Leave of Absence (LOA)
- 5) * Resignations/Terminations
 - a. * Retirements – Professional Staff
 - b. * Retirements – Support Staff
- 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)
 - a. * Department Chair Appointment
- 7) * President’s Contract
- 11. **UNFINISHED BUSINESS**
- 12. **NEW BUSINESS**
 - 1) * Release of Closed Session Written Minutes and Destruction of Closed Session Audio Recordings
 - 2) * New Certificate Programs - Digital Art-Design Fundamental and Digital Art-Design Professional
 - 3) * Automotive Technology Bench Brake Lathe Purchase
 - 4) * FANUC Industrial Robot Equipment Purchase
 - 5) * Fire Science Firefighting Gear Equipment Purchase
 - 6) * GE Gold Seal GS Navigate Digital Portable X-Ray Machine Purchase
 - 7) * Police Vehicle Purchase
 - 8) * Adoption of Resolution Setting Forth Tax Levies for 2025 And Approval of Certificate of Tax Levy for 2025
 - 9) * Property Tax Limitation Resolution
 - 10) * Resolution abating the tax heretofore levied for the year 2025 to pay debt service on General Obligation Refunding Bonds (Alternative Revenue Source), Series 2022, of Community College District No. 524, County of Cook and State of Illinois
 - 11) * Board Policy Updates – New Article 3 – Community and Governmental Relations replaces current Article 3 – Organization and Administration of the College
 - 12) * Board Policy Updates – New Article 5 – Curriculum and Instruction replaces current Article 5 - Curriculum and Instruction
 - 13) * Revised Board Policy - 2400 - Board Meetings
 - 14) * Revised Board Policy - 2800 - Policy and Bylaw Development
- 13. **MISCELLANEOUS**
- 14. **ADJOURNMENT**

MINUTES

3.1 Approved Minutes - Regular Meeting, October 16, 2025 Enclosed

3.2 Approved Minutes – Closed Session Meeting, October 16, 2025

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Regular Meeting was held on Thursday, October 16, 2025, in Building D, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois, 60465.

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Beth McElroy Kirkwood asked meeting attendees to rise and join her in reciting The Pledge of Allegiance. The meeting was called to order by Chair Beth McElroy Kirkwood at 6:00 p.m.

II. ROLL CALL

Present: Beth McElroy Kirkwood, Chair; Walter Fronczek; Eileen Kerlin Walsh; Patricia Joan Murphy; Jaclyn O’Day; Diane Shaar; Tracy M. Sullivan

Absent: Garrett Weigel, Student Trustee

III. MINUTES

It was moved by Secretary Kerlin Walsh and seconded by Trustee Fronczek to approve the unapproved minutes of the Committee of the Whole meeting, September 3, 2025; and the unapproved minutes of the regular meeting on September 18, 2025.

ROLL CALL VOTE taken on the unapproved minutes of the Committee of the Whole meeting, September 3, 2025; and the unapproved minutes of the regular meeting on September 18, 2025:

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

Absent: None.

Student

Advisory: Absent.

Motion carried.

IV. AUDIENCE PARTICIPATION

None.

V. BOARD REPORTS AND/OR REQUESTS

None.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

- Enrollment Report: Dr. Sadya Khan, executive director of Institutional Research, Planning and Effectiveness, provided the college's enrollment report. Dr. Khan noted that enrollment for fall 2025 has increased, with a 4% rise in headcount and 3% rise in credit hours compared to the previous year. She provided a breakdown of enrollment status, noting that approximately 64% of students are enrolled part-time, while 36% are enrolled as full-time students. Dr. Khan said the enrollment figures presented are as of the census date and stressed that additional enrollments occur after the initial count. She reported an 11% increase in headcount and 9% increase in credit hours over the past five years. Dr. Kahn provided a breakdown of credit hours by modality, reporting that approximately 65% of classes are taken face-to-face, 28% online, and 7% hybrid. The college continues to see a high demand for dual credit courses, with a 3.4% increase in credit hour courses over the past year and a 25.8% increase over the past five years. Dr. Khan noted that the college is implementing a five-year strategic enrollment management plan (2025-2030) focused on recruitment, retention, completion, and community engagement. She stated that the 3.7% increase in credit hour headcount mirrors statewide statistics. Trustee Fronczek noted that the number of part-time students seems large. Dr. Khan explained that the reason the number of part-time enrolled students is so high is that around 40% of part-time students are dual credit students. Dr. Fronczek said he was glad to see a continued increase in the number of face-to-face class offerings.
- Facilities Master Plan Update: Dominick Demonica of Demonica Kemper Architects provided an update on funding options for the proposed CTE Building. He discussed the need for additional space for continued growth for five key programs: Automotive Technology, Welding, Heating and Air Conditioning/HAC Stationary Engineer, Manufacturing, and Fire

Science/Criminal Justice. There is a total space variance of approximately 53,000 square feet required for these programs. The initial proposal for the Facilities Master Plan included the creation of a new CTE Building east of 88th Avenue, as well as renovations to Building T. The total cost of these updates is around \$84 million. Mr. Demonica provided the Board with another option, which included the removal of practice soccer fields, deletion of the addition for vehicle storage, and a reduction in the area of renovation from the plan. Mr. Demonica said this would lower the total costs of the project by approximately \$20.5 million. The total conceptual cost for the revised concept is around \$98 million.

Vice Chair Murphy asked what the difference in costs to taxpayers would be under the revised option. Mike Cipolla, vice president of Financial & Business Services/College Treasurer, said the original proposal was a very minor increase in property tax costs, and the revised option would result in slightly lower property tax costs. Vice Chair Murphy said she believes the college should pursue the proposal from the last meeting because it will provide the college with what it needs while having a very minor impact on taxpayers. Trustee O'Day asked about the timeline and how the college can anticipate the final costs. Mr. Demonica said the numbers used in the conceptual costs include a 10% contingency, which should accurately forecast the project's costs. He noted that costs are anticipated to increase over time and that if the college proceeds sooner with the project, it may see total costs lower than expected. Trustee Sullivan asked whether the total project costs include furniture, fixture, and equipment costs. Mr. Demonica said the total cost does include furniture, fixture, and equipment costs. Trustee O'Day asked Mr. Demonica if there is a preferred construction delivery method for the project. Mr. Demonica suggested using a construction manager for the project because there is so much infrastructure and coordination that must be completed. Dr. Haney said the college can have a third party conduct a community survey to gauge the appetite for pursuing the project. She asked whether the Board agrees to conduct the community survey. Trustee Kerlin Walsh asked whether the college has conducted community surveys in the past. Dr. Haney confirmed that the college has conducted community surveys, which have provided valuable feedback. Trustee Sullivan asked how the community survey will align with the report and how that would affect Board action. Trustee Sullivan asked what the timeline would be for the community survey and Board action for the Facilities Master Plan. Dr. Haney said the college will have a third party conduct the community survey and present the results to the Board during

the November Board meeting. The Board will then take a vote during the December Board meeting.

Dr. Haney said the Chicago Southland awarded the college a tourism award of merit for extraordinary service and partnership in tourism in the Chicago Southland area. She thanked Steve Pappageorge, vice president of Workforce, Strategy and External Affairs, for attending their meetings on behalf of the college.

VII. COMMUNICATIONS

The college was selected as a winner for the 2025 Beautification Contest by the City of Palos Hills. An award ceremony will be held at the Palos Hills Community Center on Saturday, October 25. A representative from the college will be present to receive the award.

VIII. FINANCIAL STATEMENT

8.1 Treasurer's Report

Treasurer's Report showing an ending balance of \$149,111,612.87 will be filed for audit.

(DOCUMENT A - SUPPLEMENT TO MINUTES)

8.2 Budget Report

(DOCUMENT B - SUPPLEMENT TO MINUTES)

8.3 Investments

(DOCUMENT C – SUPPLEMENT TO MINUTES)

CONSENT AGENDA (IX – XII):

Trustee O’Day noted that she had a question regarding Agenda item 12.6, Request for Approval of Additional Funding for the Capital Development Board (CDB). She asked if the project already had gone out to bid. Dr. David Dammon, vice president of Administrative Services, confirmed that Demonica Kemper Architects were selected to complete the project. Dr. Dammon noted that the college is in the process of completing the design and that two additional issues were identified that need to be repaired. He said instead of

having multiple projects, the college would like to add these two repairs to the current project. He said the college has not gone out to bid yet and that the additional repairs may cost less than the requested amount. He said the Capital Development Board is encouraging the college to agree to the requested amount. Trustee O'Day asked if the Capital Development Board would conduct the bidding process. Dr. Dammon confirmed the Capital Development Board would conduct the bidding process.

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

IX. WARRANTS

The warrant summaries are presented to the Board.

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$7,050,222.97
9.3	Operation & Maintenance Fund	1,022,618.17
9.4	Operation & Maintenance Fund (Restricted)	838,069.97
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	1,120,366.87
9.7	Restricted Purpose Fund	11,187,529.85
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	7,013.52
9.10	Audit Fund	25,000.00
9.11	Liability, Protection & Settlement Fund	-0-

(DOCUMENT G - SUPPLEMENT TO MINUTES)

X. REPORT OF PERSONNEL

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

10.1-1 Full-Time

- Samantha Gardner - Departmental Assistant - Effective: 9/22/25
 - Eugene Muhammad - Curriculum Manager - Effective: 10/20/25
 - Molly Pajor - Departmental Assistant - Effective: 10/6/25
 - Linda Sanduski - Secretary II - Effective: 9/22/25
- (DOCUMENT I - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT J - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence (LOA)

Diane Kovacevic - Associate Professor, Nursing - L.O.A. (MEDICAL) –
Effective: 10/23/25-12/5/25

(DOCUMENT K - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Charlotte Bumpers - Accounts Payable Clerk - Effective: 10/9/25

Mollie Burkiewicz - Visual Media Specialist - Effective: 10/3/25

Michael Dengler - Groundskeeper Assistant - Effective: 9/29/25

Nathan Payovich - Director of Disability Services - Effective: 9/26/25

(DOCUMENT L - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Professional Staff

Scott Leturno - Academic Technology Professional and LMS Administrator –
Effective: 12/22/25

(DOCUMENT M - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement – Support Staff

Susan Tuxford - Secretary II - Effective: 12/22/25

(DOCUMENT M - SUPPLEMENT TO MINUTES)

10.1-6 Retirement – Reclassifications

Dionna Bickham – from Human Resources Assistant to Administrative
Assistant - Effective: 10/6/25

Lisa Mittler - from Assistant Professor, Accounting to Associate Professor –
Effective: Academic Year 2025-2026

(DOCUMENT M - SUPPLEMENT TO MINUTES)

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

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

12.1 Affiliation Agreement with Chicago Ridge School District 127.5 (Nursing)

It is recommended that the Board of Trustees approve the Affiliation Agreement with Chicago Ridge School District 127.5 (Nursing).
(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with University of Chicago Medical Center (Nursing)

It is recommended that the Board of Trustees approve the Affiliation Agreement with University of Chicago Medical Center (Nursing).
(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.3 Dean of Nursing Office Furniture Purchase

It is recommended that the Board of Trustees approve Dean of Nursing Office Furniture Purchase as presented.
(DOCUMENT R - SUPPLEMENT TO MINUTES)

12.4 SWEC Juno Nursing Simulated Manikin Purchase

It is recommended that the Board of Trustees approve the SWEC Juno Nursing Simulated Manikin Purchase as presented.
(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.5 Request for Extension of 65th Street Tax Increment Finance District from Village of Bedford Park

It is recommended that the Board of Trustees Request for Extension of 65th Street Tax Increment Finance District from Village of Bedford Park, as presented.

(DOCUMENT T - SUPPLEMENT TO MINUTES)

12.6 Request for Approval of Additional Funding for Capital Development Board (CDB) Project: Building H Locker Rooms and Pool Area Renovation

It is recommended that the Board of Trustees approve Request for Approval of Additional Funding for Capital Development Board (CDB) Project: Building H Locker Rooms and Pool Area Renovation, as presented.

(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, 10.1-2, 10.1-4, 10.1-5, 10.1-5(a), 10.1-5(b), and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5 and 12.6:

- Yes: McElroy Kirkwood, Fronczek, Kerlin Walsh, Murphy, O’Day, Shaar, Sullivan
- Absent: None.
- Student
- Advisory: Absent.

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. AUDIENCE PARTICIPATION

None.

XV. CLOSED SESSION

It was moved by Secretary Kerlin Walsh and seconded by Trustee O’Day to adjourn to a closed session to discuss pending litigation pursuant to Section 2(c)(11) of the Illinois Open Meetings Act.

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

- Yes: McElroy Kirkwood, Fronczek, Kerlin Walsh, Murphy, O’Day; Shaar, Sullivan

Absent: None.
Student
Advisory: Absent.

Motion carried.

Chair McElroy Kirkwood indicated that there would be no additional Board business after the closed session.

The Board moved to closed session at 6:39 p.m. The Board returned to open session at 7:08 p.m.

XV. ADJOURNMENT

The meeting adjourned at 7:09 p.m.

BOARD REPORTS AND/OR REQUESTS

5.1 Student Trustee Report - G. Weigel

Verbal

REPORTS OF ADMINISTRATION

6.1 Presentation to Susan Tuxford (retirement)

6.2 President's Report

Verbal

- Certificate of Achievement for Excellence in Financial Reporting
- Annual Grants Report
- Community Engagement Presentation by EOSullivan Consultants

**MORaine VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
TREASURER'S REPORT
MONTH ENDED NOVEMBER 30, 2025**

FUND	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
EDUCATION FUND	\$ 60,888,828.63	\$ 3,322,045.25	\$ 6,721,969.54	\$ 57,488,904.34
OPERATION & MAINT FUND	11,946,959.28	173,133.52	948,851.02	11,171,241.78
OPERATION & MAINT (RESTR.)	24,089,824.62	352,191.26	435,520.15	24,006,495.73
BOND & INTEREST FUND	6,364,020.88	432,692.13	8,247,268.75	(1,450,555.74)
AUXILIARY FUND	14,074,150.95	1,225,872.23	668,723.46	14,631,299.72
RESTRICTED PURPOSE FUND	9,863,245.71	4,133,203.45	4,027,073.12	9,969,376.04
WORKING CASH FUND	15,351,407.30	15,226.31	-	15,366,633.61
TRUST & AGENCY FUND	139,186.84	3,729.25	3,314.86	139,601.23
AUDIT FUND	79,668.57	388.82	-	80,057.39
LIAB, PROTECT & SETTLE FUND	(277,447.57)	1,497.69	2,266.00	(278,215.88)
TOTAL	<u>\$ 142,519,845.21</u>	<u>\$ 9,659,979.91</u>	<u>\$ 21,054,986.90</u>	<u>\$ 131,124,838.22</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS	\$ 22,250.00
HUNTINGTON BANK	CHECKING ACCT 1,039,883.27
OLD NATIONAL BANK	CHECKING ACCT 1,823,664.48
OLD NATIONAL BANK	TRUST ACCTS 506,239.77
WINTRUST MAXSAFE	MONEY MARKET 18,865,087.32
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET 1,896,068.68
IL METROPOLITAN INVESTMENT FUND	CORE FUND 568,431.63
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS 7,873,182.87
IL PUBLIC TREASURERS FUND	VARIOUS 4,386,114.80
IL PORTFOLIO-IIIT CLASS	VARIOUS 134,573.84
SHORT TERM INVESTMENTS	VARIOUS 50,403,820.70
LONG TERM INVESTMENTS	VARIOUS 43,605,520.86
	<u>\$ 131,124,838.22</u>

**MORAIN VALLEY COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT NO. 524
 ACCOUNT EXPENDITURE SUMMARIES
 MONTH ENDED NOVEMBER 30, 2025**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$ 6,721,969.54
9.3	OPERATION & MAINTENANCE FUND	948,851.02
9.4	OPERATION & MAINTENANCE (RESTR) FUND	435,520.15
9.5	BOND & INTEREST FUND	8,247,268.75
9.6	AUXILIARY ENTERPRISE FUND	668,723.46
9.7	RESTRICTED PURPOSE FUND	4,027,073.12
9.8	WORKING CASH FUND	-
9.9	TRUST & AGENCY FUND	3,314.86
9.10	AUDIT FUND	-
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	2,266.00
	TOTAL	<u>\$ 21,054,986.90</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
10.1-2	Part Time/Supplemental/Other	Enclosed
10.1-3	Salary Revisions	None
10.1-4	Leaves of Absence (LOA)	None
10.1-5	Resignations/Terminations	Enclosed
10.1-5(a)	Retirements – Professional Staff	Enclosed
10.1-5(b)	Retirements – Support Staff	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed
10.1-6(a)	Department Chair Appointment	Enclosed
10.1-7	President’s Contract	Enclosed

SUBJECT REPORT – Full Time

Alyssa Grayson	Human Resources Assistant Human Resources	Effective: 1/12/26
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Alexis Tornez Martinez	Technical Production Assistant Fine and Performing Arts Center	Effective: 11/17/25
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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.

Jiri Jirik
Darice Wright

Director of Education Pathway National Center
Career Connections Adult Program Manager

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.

Krystal Eriks
Michael Gonzalez
Stanley Kostka

Student Success Specialist
Program Coordinator
CAE Regional Resource Center Manager

RECOMMENDED ACTION

That the appointments be renewed for the above individuals.

SUBJECT REPORT – Resignations/Terminations

Patrick Nagle	P.T. Community Service Officer Police Department	Effective: 12/3/25
Rory Smith	Executive Director of Diversity, Equity and Inclusion	Effective: 12/19/25

RECOMMENDED ACTION

That the above be approved as presented.

Retirement – Professional Staff

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

Judy Healy	Accounting Systems Analyst Finance and Accounting	2/6/26
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RECOMMENDED ACTION

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

Retirement – Support Staff

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

Frances Kroll	P.T. Library Assistant III Library	1/29/26
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RECOMMENDED ACTION

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

SUBJECT REPORT – Reclassifications (Promotions, Transfers, Etc.)

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Rafif Abuzaghleh	Education Specialist Learning Enrichment and College Readiness Professionals	Reclassified to: Coordinator of Adult Education Curriculum Administrative, Confidential, Managerial and Supervisory Effective: 1/5/26
Lauren Zajac	Transition Specialist Learning Enrichment and College Readiness Professionals	Reclassified to: Transition Coordinator Administrative, Confidential, Managerial and Supervisory Effective: 1/5/26

RECOMMENDED ACTION

That the above be approved as presented.

Department Chair Appointment for Academic Years
2026-2028

Pursuant to the terms of the 2024-2028 Negotiated Agreement with the Moraine Valley Faculty Association, Section 1.15, the following individual has been recommended as a newly added Department Chair for the 2026-2027 and 2027-2028 academic years.

Liberal Arts:

Dr. Thomas Dow

Department Chair, English

RECOMMENDED ACTION

That the individual named above be appointed Department Chair per the term outlined herein and the terms and conditions of the negotiated agreement.

SUBJECT REPORT – President’s Contract

RECOMMENDED ACTION

It is recommended that the Board of Trustees approve the appointment of Dr. Pamela J. Haney as College President, for the period of three (3) years, commencing on July 1, 2026 and ending on June 30, 2029.

PRESIDENT’S EMPLOYMENT AGREEMENT

July 1, 2026 – June 30, 2029

THIS AGREEMENT hereinafter “Contract”) is made this _____ day of _____, 2025 by and between the Board of Trustees (hereinafter the “Board”), of Moraine Valley Community College District No. 524, County of Cook, State of Illinois (hereinafter the “College”) and Dr. Pamela J. Haney (hereinafter the "President”).

A. EMPLOYMENT

1. Term of Employment

The Board hereby employs the President as chief executive officer of the College with the title of President, for the period of three (3) years, commencing on July 1, 2026 and ending on June 30, 2029. The President hereby agrees to remain employed as the President of the College, subject to the provisions of this Agreement.

2. Authority and Responsibility

Subject to the policies and directives as established by the Board from time to time, the President’s functions shall include ultimate responsibility for management, personnel, staffing, curriculum, planning, building and grounds of the College. The President agrees that she will conduct the business of her office during usual business hours, and at such other times as necessary to properly carry out the functions of her office, including evenings, Saturdays, Sundays and holidays when necessary.

3. Fiduciary Responsibility

During her employment, the President shall devote substantially all of her professional time, attention, skills and energy to the performance of her responsibilities as President of the College. The President shall perform such responsibilities professionally, in good faith and to the best of her abilities.

4. Outside Activities

The President, by prior notice to Board, may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations for appropriate honorarium or other remuneration while on vacation or personal days. Any outside consulting work that the President wishes to perform shall be subject to the reasonable review and approval of the Board Chair.

B. SALARY

1. Annual Salary

The President will receive a salary for the period commencing with the effective date of this Contract through June 30, 2029 in a pro rata bi-weekly amount that is equal to an annualized salary of Two Hundred Ninety Thousand Dollars (\$290,000), subject to applicable payroll deductions. The President will receive an annual salary increase for the 2026 fiscal year, commencing on July 1, 2026 and in all subsequent years of this Agreement in an amount equal to the same salary increase paid by the Board to all other Administrative, Confidential, Managerial, Supervisory (ACMS) college administrators.

C. BENEFITS

1. SURS Contribution

In addition to the annual salary stated in paragraph B.1 of this Agreement, the Board will make a contribution on behalf of the President to the State Universities Retirement System (SURS) in an amount equal to the President's full statutory contribution as required by the SURS statute and regulations. The President does not have any right or claim to this amount contributed by the Board on the President's behalf except as it may become available at the time of retirement from SURS. Both parties acknowledge that the President does not have the option of choosing to receive the contributed amount directly, instead of having such contribution paid by the Board to SURS, and that such contribution is made as a condition of employment to secure the President's future services, knowledge, and experience.

2. Tax Sheltered Annuity

The Board shall annually purchase or provide on behalf of the President a qualified tax shelter annuity pursuant to Section 403(b) of the Internal Revenue Code in the amount of \$15,000.

3. Life Insurance

During each year of this Agreement, the Board shall pay the annual premiums for a policy of term life insurance in the amount of Three Hundred Fifty Thousand Dollars (\$350,000.00) upon the life of the President in favor of such beneficiaries as she may designate.

4. Medical/Dental/Vision Insurance

During the entire term of this Agreement, the Board shall provide and pay 100% of the premiums for medical, hospitalization, vision and dental benefits for the President and dependent members of her family as defined by the applicable insurance policies as provided to other full-time employees.

5. Automobile

The Board will provide the President with the use of a Board-owned or leased automobile for business purposes. All maintenance costs, including gasoline, oil, insurance, and repairs for such automobile shall be paid by the Board. As a condition of her employment, the President shall be required to operate an automobile for business purposes. It is contemplated that the President shall be required to visit the program sites of the Board and to meet with constituents. The President shall pay the expenses for all gasoline and oil relating to personal use of the automobile.

6. Disability Coverage

The Board shall provide the President with a disability income policy which pays 60% of the President's current salary after 90 days of disability.

7. Professional Development and Meetings

The President may, with notice to the Board Chair, attend appropriate professional meetings at the local, state and national levels, and the President shall report to the Board periodically with respect to these meetings. The College shall reimburse the President for reasonable out-of-pocket expenses incurred by the President in connection with such approved activities and events. Should the President be requested or required to attend charity, gatherings or functions related to College business, the College shall pay, up to \$2,500 annually, for the expenses associated with tickets or admission to these functions for the President and her spouse.

D. LEAVES

1. Vacation

During each year of service under this Agreement, the President shall be entitled to a paid vacation of twenty-one (21) days, excluding weekends, in addition to legal holidays. Such vacation days will be accrued and may be carried over as provided by Board policy for administrative and professional personnel. The dates of such vacation shall be determined by mutual agreement between the Board Chair and the President.

Payment for any accrued and unused vacation days will be made thirty (30) days after termination of this Agreement, and thirty (30) days after separation of employment of the President and will be considered a severance payment that will occur after issuance of the President's last paycheck and after the President's last workday.

2. Sick Leave

The President shall also be given sick day benefits equivalent to those provided for administrative and professional personnel under applicable Board policy.

E. ANNUAL EVALUATION

The Board and President agree that during each year of this Agreement there shall be an evaluation of the President's performance under the Agreement. The evaluation shall consider, but not be limited to, examination of the establishment and maintenance of educational goals, administration of personnel, rapport with the Board and such other factors of appraisal as may be established by the parties. The performance of the President shall be appraised by the Board on or before March 31 of each year of this Agreement, and a written evaluation of that performance given to the President on or before April 30 of each year of this Agreement. The parties shall confer on and discuss the evaluation prior to the preparation of the formal evaluation. The President's annual performance criteria and goals shall be posted to the College's website pursuant to the Illinois Public Community College Act, 110 ILCS 805/3-70(5). The President and the Board may adjust the President's goals based on the performance evaluation and appraisal.

F. TERMINATION

1. Termination Due to Disability

The Board shall have the right to terminate the President's employment under this Agreement in the event of a "Disability", which is hereby defined as a mental or physical illness, injury or disability which (i) prevents the President from performing her essential job responsibilities as President of the College for (a) substantially all of the regular working days of any six (6) consecutive month period, or (b) the majority of the regular working days of any twelve (12) consecutive month period, or (ii) is of such a catastrophic nature that it is reasonably certain that the President will be prevented from performing her essential job responsibilities as President of the college for either of the foregoing two periods of time.

2. Mutual Agreement

The President's employment under this Agreement may be terminated at any time by written agreement of the parties.

3. Resignation of the President

The President shall have the right to terminate her employment under this Agreement upon not less than twelve (12) months' prior written notice to the Board, or such shorter notice period as the Board may accept.

4. Termination by the Board for Cause

The Board and President agree that the Board has the right to dismiss the President for cause. Notice of dismissal shall be in writing, stating the specific charges complained of. Failure to meet minimum standards of conduct and work for any of the following listed reasons, which list is not to be considered all inclusive, shall be sufficient cause for dismissal purposes:

- (a) That she has materially breached her duties and responsibilities under this agreement.
- (b) That she has violated any lawful or official direction or rule given her by the Board when such violation or failure to obey amount to insubordination or serious breach of discipline.
- (c) That she has been convicted of a criminal offense involving moral turpitude.
- (d) That she has through willful misconduct caused damage to public property or waste of public supplies.
- (e) That she has engaged in any other full-time employment outside her employment or any other employment which interferes with her duties under this Agreement.
- (f) That she has received any monies, gratuities, property or considerations outside of her salary, for her services or duties as President, except pursuant to this Agreement.
- (g) That she has campaigned for a political officer during her hours of employment.
- (h) That she has run for political office without taking a leave of absence.

Upon written request, the President may be granted a hearing before the Board with respect to any charge made against her for dismissal. Within a reasonable time after such hearing, the Board will inform the President in writing of its final decision. No severance pay is due upon termination of the Agreement under this provision.

5. Termination Without Cause

The Board and President agree that the Board has the right to terminate this contract at any time without cause upon tendering in writing a notice to the President no less than 90 days (ninety days) prior to the date of termination without cause. In the event that Board so acts, both parties agree that the President shall be paid twenty (20) weeks' severance at the President's then current annual salary rate, and twenty (20) weeks of Board health insurance at Board's expense.

6. Effect of the Termination

As of the effective date of this termination of the President's employment for any reason, all rights and obligations of the parties under this Agreement shall immediately cease. This Agreement is only for the period stated and the Board and the President agree that the execution of this Agreement does not create any expectancy of continued employment

beyond the date of employment specified herein, and agrees that the Board has sole power and discretion to determine whether to continue the President's employment beyond the termination date of this Agreement.

G. INDEMNIFICATION

The Board shall defend, indemnify and hold the President harmless from and against any and all claims, demands, causes of action, suit, proceedings, damages, liabilities, judgments, costs and expenses suffered, sustained or incurred by the President as the result of or arising out of the President's good faith performance of her responsibilities as President of the College and her obligations under this Agreement. Provided, however, that the foregoing right of indemnification shall not apply in the case of any claim by the Board or College alleging that the President has breached one or more of her obligations under this Agreement, unless a court of competent jurisdiction determines that such claim by the Board or the College is without merit. The President shall give prompt notice to the Board of any claim asserted or threatened against her as well as facts, occurrences or events that could result in a claim being asserted or threatened against her. The parties' rights and obligations under this provision shall survive the termination of the President's employment for any reason.

H. NOTICE

Any notice required to be given under this Agreement will be deemed sufficient if it is in writing and sent by U.S. Mail to the President at her residence or to the Chair of the Board.

I. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Agreement the text shall control.
3. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communication between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, heirs, executors, and personal representatives.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

BOARD OF TRUSTEES OF MORaine VALLEY
COMMUNITY COLLEGE, COMMUNITY
COLLEGE DISTRICT NO. 524, COUNTY OF
COOK AND STATE OF ILLINOIS

By: _____
Beth McElroy Kirkwood, Chair

ATTEST:

Eileen Kerlin Walsh, Secretary

Dr. Pamela J. Haney

NEW BUSINESS

- | | |
|--|----------|
| *12.1 Release of Closed Session Written Minutes and Destruction of Closed Session Audio Recordings | Enclosed |
| *12.2 New Certificate Programs - Digital Art-Design Fundamental and Digital Art-Design Professional | Enclosed |
| *12.3 Automotive Technology Bench Brake Lathe Purchase | Enclosed |
| *12.4 FANUC Industrial Robot Equipment Purchase | Enclosed |
| *12.5 Fire Science Firefighting Gear Equipment Purchase | Enclosed |
| *12.6 GE Gold Seal GS Navigate Digital Portable X-Ray Machine Purchase | Enclosed |
| *12.7 Police Vehicle Purchase | Enclosed |
| *12.8 Adoption of Resolution Setting Forth Tax Levies for 2025 and Approval of Tax Certificate of Tax Levy for 2025 | Enclosed |
| *12.9 Property Tax Limitation Resolution | Enclosed |
| *12.10 Resolution abating the tax heretofore levied for the year 2025 to pay debt service on General Obligation Refunding Bonds (Alternative Revenue Source), Series 2022, of Community College District No. 524, County of Cook and State of Illinois | Enclosed |
| *12.11 Board Policy Updates – New Article 3 – Community and Governmental Relations replaces current Article 3 – Organization and Administration of the College | Enclosed |
| *12.12 Board Policy Updates – New Article 5 – Curriculum and Instruction replaces current Article 5 - Curriculum and Instruction | Enclosed |
| *12.13 Revised Board Policy - 2400 - Board Meetings | Enclosed |
| *12.14 Revised Board Policy - 2800 - Policy and Bylaw Development | 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 August 21, 2025, be released. Additionally, it is recommended that the audio/digital recordings of the April 16, 2024 and June 1, 2024, closed session meeting(s) be destroyed.

Written Minutes:

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

August 21, 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):

April 16, 2024

June 1, 2024

APPROVAL OF NEW CERTIFICATE PROGRAMS:

DIGITAL ART/DESIGN FUNDAMENTAL

AND

DIGITAL ART/DESIGN PROFESSIONAL

(See attached rationale)

Recommended Action:

It is recommended that the Board of Trustees approve the creation of two new certificate programs effective fall 2026: Digital Art/Design Fundamental (18 credit hours) and Digital Art/Design Professional (30 credit hours).

DATE: November 27, 2025
TO: Moraine Valley Board of Trustees
FROM: Dr. Ryen Nagle, Vice President of Academic Affairs
RE: **New Certificate Programs**

The Moraine Valley Curriculum Development Group and the Curriculum Review Team have both approved the creation of two new certificate programs effective fall 2026: **Digital Art/Design Fundamental** (18 credit hours) and **Digital Art/Design Professional** (30 credit hours).

The **Digital Art/Design Fundamentals certificate** program is an 18-credit hour certificate that provides a hands-on foundation in digital studio practice using industry-standard tools, equipment and software. It prepares students to build fluency in vector/raster imaging, composition, typography, color, asset management, and exporting to specification for print and digital outputs. The certificate consists of six (6) studio career courses that apply to the Digital Art/Design Professional certificate and the Digital Art/Design A.A.S. programs. After completion of the certificate program, students are prepared for entry-level roles such as that of graphic designer, graphic artist, production artist, digital designer, illustrator content designer, marketing/communications designer, junior UI designer, and prepress technician. Certificate completers are prepared to contribute to in-house marketing teams, freelance / small business, small studios, print service providers, and agency settings.

Graphic design shows steady demand ($\approx 3\%$ IL and national growth, 2022–2032) with related digital media occupations (e.g., animators/SFX) growing faster, supporting the program’s emphasis on digital production skills.

Moraine Valley Community College
Digital Art/Design Fundamentals, Certificate
Effective date: August 15, 2026

18 Credit Hours
Curriculum Code 1408

Hands-on foundation in digital art and design using industry-standard tools, equipment and software. Students build fluency in vector and raster graphics, image creation and editing, color, composition, typography, asset management, and export for print and digital media. Coursework is geared at strengthening image-making and production craft. Studio practice and critique develop problem-solving, a shared visual vocabulary, and professional workflow habits.

*Pathway: Applies in full to the **Digital Art/Design Professional Certificate** and the **Digital Art/Design A.A.S.***

Required Studio Career Courses – 18 Credit Hours as follows:

ART-116	Two-Dimensional Design	3
ART-146	Digital Art/Design: Introduction	3
ART-165	Digital Photography: Introduction	3
ART-170	Printmaking	3
ART-182	Digital Illustration	3
ART-184	Digital Imaging	<u>3</u>
		18

Suggested Schedule

Semester 1 Fall

ART-116	Two-Dimensional Design	3
ART-146	Introduction to Computer Art	3
ART-184	Digital Imaging	<u>3</u>
		9

Semester 2 Spring

ART-165	Digital Photography: Introduction	3
ART-170	Printmaking	3
ART-182	Digital Illustration	<u>3</u>
		9

The **Digital Art/Design Professional certificate** program is a 30-credit hour certificate that is a culminating stackable certificate that provides educational experience in advance layout and interface designs, design systems, and spec-driven workflows for print and digital media. Students apply grids, hierarchy, typography, color, and brand/spec compliance using industry-standard tools; produce front-end-ready assets; and complete the new course Digital Art/Design: Portfolio (ART-229) with case-study writing and presentation skills for employment. The Digital Art/Design Professional (30 credit hours; includes Digital Art/Design Fundamentals) certificate is a non-duplicative, progressive sequence that stacks into the Digital Art/Design A.A.S. The structure reflects Illinois' POS model—organizing courses within a Career Cluster/Pathway, combining rigorous academics with technical content, and building clear on-ramps to employment and advanced study.

Graphic Designers are projected to grow ~2% (2024–34) nationally with ~20,000 openings per year; Web Developers & Digital Designers project ~7% growth with ~14,500 openings/year, reflecting ongoing digital demand. Illinois long-term projections (2022–32) show Graphic Designers +2.88% and Web & Digital Interface Designers +12.62%; Illinois median wages for graphic designers' cluster around \$60–65k, higher in the Chicago MSA—supporting early employment and upskilling value of a foundational certificate.

The curriculum materials have been reviewed and approved at each step of the college's curriculum review process. The existing AAS degree (parent program) also has documented Advisory Committee participation and continuous improvement plans. Therefore, based upon this review of this new certificate, I recommend it be presented to the Board of Trustees for consideration at its **December 2025** meeting.

Recommended Action: Approval of the new **Digital Art/Design Fundamental** and **Digital Art/Design Professional** certificate programs for submission to the Illinois Community College Board and Illinois Board of Higher Education for new program approval effective fall 2026.

Thank you for your consideration of this recommendation.

Moraine Valley Community College
Digital Art/Design Professional Certificate
 Effective date: August 15, 2026

30 Credit Hours
Curriculum Code 1409

Culminating certificate that validates advanced proficiency in layout and interface design, design systems, and spec-driven production workflows for print and digital media. Students apply color, grid, hierarchy, typography, and brand/spec compliance using industry tools. A capstone Portfolio emphasizes case-study writing, presentation skills, and feedback loop through critique, preparing students for internship and/or job search.

Pathway: Includes all coursework from the **Fundamentals Certificate** and applies in full to the **Digital Art/Design A.A.S.**

Required Studio Career Courses – 30 Credit Hours as follows:

ART-116	Two-Dimensional Design	3
ART-146	Introduction to Computer Art [Digital Art/Design: Introduction]	3
ART-165	Digital Photography: Introduction	3
ART-170	Printmaking	3
ART-182	Digital Illustration	3
ART-184	Digital Imaging	3
ART-186	Design I: Layout	3
ART-229	Digital Portfolio Development [Digital Art/Design: Portfolio]	3
ART-246	Advanced Computer Art [Digital Art/Design: Advanced]	3
ART-248	Design II: Interface	<u>3</u>
		30

Suggested Schedule

Semester 1 Fall

ART-116	Two-Dimensional Design	3
ART-146	Introduction to Computer Art [Digital Art/Design: Introduction]	3
ART-184	Digital Imaging	3
ART-186	Design I: Layout	<u>3</u>
		12

Semester 2 Spring

ART-165	Digital Photography: Introduction	3
ART-170	Printmaking	3
ART-182	Digital Illustration	3
ART-248	Design II: Interface	<u>3</u>
		12

Semester 3 Fall

ART-229	Digital Portfolio Development [ART-229, Digital Art/Design: Portfolio after approval]	3
ART-246	Advanced Computer Art [Digital Art/Design: Advanced]	<u>3</u>
		6

To: Dr. Pamela Haney, President
From: Dr. Ryen Nagle, Vice President for Academic Affairs
Date: December 4, 2025
Re: **Automotive Technology Bench Brake Lathe Purchase**

Purchase Amount: \$53,526.79

Type Of Purchase: (Ex. Technology, Facilities, Nursing) Automotive Technology

Sole/Single Source Purchase? Yes No

Legal Bid Required? Yes No If no, please provide the reasoning:
The College is receiving pricing for this request through Sourcewell Cooperative Purchasing Agreement 121223-SNP. Joint Purchasing.

Funding Source (Grant, College, Other): Carl D Perkins Grant

Background: The college's Automotive Technology program currently has three (3) bench brake lathes that are over thirty-five (35) years old and one (1) mobile brake lathe over twenty (20) years old. This equipment is not only outdated, but the parts for these lathes are also no longer available and therefore cannot be repaired. Using Carl D. Perkins Grant funds, the Automotive Technology program requests the purchase of three (3) new bench lathes and one (1) new mobile lathe. The manufacturer, Pro-Cut, was chosen by the college for its state-of-the-art features and USA-made manufacturing quality.

Analysis: Teaching students to machine brake rotors and brake drums with brake lathes is a required task set by the ASE Education Foundation, the external accrediting agency for the Automotive Program at Moraine Valley. This training is taught in our Automotive Brake Systems course (AUT 121 which is a required course for the Automotive Technology AAS degree, as well as the Automotive Service Technician and the Brake and Chassis Technician Certificates. When applicable, the college encourages diverse supplier participation. Snap-On Industrial offers these lathes at a lower price through the Sourcewell Contract 121223-SNP. The Sourcewell cooperative serves governmental, educational, and nonprofit agencies and institutions to help reduce costs and risks by leveraging aggregate buying power and joint purchasing initiatives through the competitive proposal and bidding process.

Recommended Action: Whereas Snap-On Industrial, of Crystal Lake Illinois, offers pricing through the Sourcewell Cooperative Purchasing Agreement 121223-SNP, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order in the amount of **\$ 53,526.79 to Snap-On Industrial** for the Automotive Technology Bench Brake Lathe Purchase.

To: Dr. Pamela Haney, President
From: Dr. Ryen Nagle, Vice President for Academic Affairs
Date: December 8, 2025
Re: **FANUC Industrial Robot Equipment Purchase**

Purchase Amount: \$100,070.00

Type Of Purchase: (Ex. Technology, Facilities, Nursing) Automation/Engineering Technology

Sole/Single Source Purchase? Yes No If yes, please provide reasoning:
The FANUC CERT Program and educational products can only be purchased from AIDEX-Williams Crow, Inc., and it is the exclusive authorized solutions provider for the state of Illinois.

Legal Bid Required? Yes No If no, please provide the reasoning:
The FANUC CERT Program and educational products can only be purchased from AIDEX-Williams Crow, Inc., and it is the exclusive authorized solutions provider for the state of Illinois.

Funding Source (Grant, College, Other): Grant-Carl D Perkins

Background: The college is requesting approval to purchase two (2) additional FANUC ER-4iA industrial robots and associated educational products to support the Automation and Engineering Technology program. This investment will expand our robotics instructional capacity from two (2) to four (4) robots, significantly improving hands-on access for students enrolled in the Robotics certificate and the Automation/Engineering Technology A.A.S. degree. When applicable, the college encourages diverse supplier participation.

Analysis: Currently, limited equipment forces students to share robots during lab activities, reducing practice time and slowing skill development. Adding two (2) additional robots will enhance instructional quality, increase course capacity, and position the program for future growth as we work to embed automation into our curriculum further.

Recommended Action: Whereas AIDEX-Williams Crow, Inc., of Rossville, Indiana, is the sole provider for the FANUC CERT Program, FANUC ER-4iA industrial robot, and associated educational products, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order in the amount of **\$100,070.00 to AIDEX-Williams Crow, Inc.** for the FANUC Industrial Robot Equipment Purchase.

To: Dr. Pamela Haney, President
From: Dr. Ryen Nagle, Vice President Academic Affairs
Date: December 8, 2025
Re: **Fire Science Firefighting Gear Equipment Purchase**

Purchase Amount: \$46,687.00

Type Of Purchase: (Ex. Technology, Facilities, Nursing) Instructional-Fire Science

Sole/Single Source Purchase? Yes No If yes, please provide reasoning

Legal Bid Required? Yes No If no, please provide the reasoning
Sourcewell Cooperative Purchasing Agreement-Joint Purchasing

Funding Source (Grant, College, Other) Grant-Carl D Perkins

Background: The college’s Fire Science program has been successfully running the Fire Academy course for over fourteen (14) years. This degree program has helped to create hundreds of fire service professionals and teaches students about all aspects of firefighting. Because the college is offering additional academy sessions, and increasing wear and tear of existing loaner equipment, the program is requesting the purchase of firefighting gear and testing equipment, which includes but is not limited to coats, pants, boots, helmets, face respirator masks and air-packs as well as a QuantiFit 2, which is an OSHA compliant face respirator fit testing system. When applicable, the college encourages diverse supplier participation.

Analysis: The college has obtained pricing for this request from Municipal Emergency Services (MES), which is offered through the Sourcewell Cooperative Purchasing Agreement #020124-MES. Sourcewell was created by the State of Minnesota as a local unit of government. This cooperative serves governmental, educational, and nonprofit agencies and institutions to assist in reducing costs and risks through aggregate buying power and joint purchasing initiatives through the competitive proposal and bidding process. Additionally, MES is the largest distributor of firefighting and emergency response equipment in the United States. The purchase of this new equipment would match the existing equipment currently being used by our students.

Recommended Action: Whereas Municipal Emergency Services (MES) of Sandy Hook, Connecticut, has submitted pricing per the Sourcewell Cooperative Purchasing Agreement #020124-MES, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order in the amount of **\$46,687.00 to Municipal Emergency Services (MES)** for the purchase of the Fire Science Firefighting Gear Equipment.

To: Dr. Pamela Haney, President
From: Dr. Ryen Nagle, Vice President for Academic Affairs
Date: December 8, 2025
Re: **GE Gold Seal GS Navigate Portable X-Ray System Equipment Purchase**

Purchase Amount: \$67,430.00

Type Of Purchase: (Ex. Technology, Facilities, Nursing) Radiologic Technology

Sole/Single Source Purchase? Yes No If yes, please provide reasoning:

Legal Bid Required? Yes No If no, please provide the reasoning:

This request falls within the bidding exception parameters of the Illinois Compiled Statutes, 110 ILCS 805/3-27.1, exception (i)- purchases of equipment previously owned by some entity other than the district itself.

Funding Source (Grant, College, Other): Grant-Carl D Perkins

Background: The college's current portable X-ray machine is over twenty-four (24) years of age and is outdated technology, which has reached the end of its life cycle, when parts cannot be found, and repairs are no longer practical and fiscally prudent. Additionally, many hospitals and college clinical sites have transitioned to current industry digital technologies. When applicable, the college encourages diverse supplier participation.

Analysis: The college is requesting the purchase of a GE Gold Seal GS Navigate Portable X-Ray System. The Gold Seal designation indicates that another entity previously owned the system and has been fully refurbished and remanufactured by GE Healthcare to ensure it functions like new while remaining cost-effective. This new equipment will be utilized by students enrolled in the college's Radiologic Technology program. Hands-on experience with current technology will better prepare our students not only for clinical practice but also to deliver high-quality patient care in the field.

Recommended Action: Whereas GE Healthcare provides Goal Seal systems that are refurbished and remanufactured in dedicated GE facilities and best meet the needs of the college and students, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order in the amount of **\$67,430.00 to GE Healthcare** for the purchase of a GE Gold Seal GS Navigate Portable X-Ray System Equipment.

To: Dr. Pamela Haney, President
From: Dr. Ryen Nagle, Vice President Academic Affairs
Date: December 8, 2025
Re: **Police Vehicle Purchase**

Purchase Amount: \$62,257.04

Type Of Purchase: (Ex. Technology, Facilities, Nursing) Police Equipment

Sole/Single Source Purchase? Yes No If yes, please provide reasoning

Legal Bid Required? Yes No If no, please provide the reasoning

State of Illinois Central Management Services (CMS) Joint Purchasing Master Contract 22-146CMS-BOSS4-P-41049

Funding Source (Grant, College, Other) Police Department Service Equipment

Background: As part of the Police Department's fleet vehicle management cycle, the Police Department is requesting the purchase of a new 2026 Ford Explorer police utility vehicle equipped with all necessary emergency equipment. This new vehicle will help campus police remain visible on campus and support our efforts to maintain order and safety while performing daily duties. When applicable, the college encourages diverse supplier participation.

Analysis: The Illinois Department of Central Management Services (CMS) provides programs, services, and bid purchases to both state and public agencies. State contracts are bid by and approved through the State for local government and public agency use, as well as joint purchases. Sutton Ford, of Matteson, Illinois, is an approved vendor under the state contract 22-146CMS-BOSS4-P-41049.

Recommended Action: Whereas Sutton Ford, of Matteson, Illinois, has submitted pricing per the State of Illinois Central Management Services (CMS) Joint Purchasing Master Contract 22-146CMS-BOSS4-P-41049, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order in the amount of **\$62,257.04 to Sutton Ford** for the Police Vehicle Purchase.

ADOPTION OF RESOLUTION SETTING FORTH TAX LEVIES FOR 2025 AND
APPROVAL OF CERTIFICATE OF TAX LEVY FOR 2025

This resolution sets forth the levy recommended at the November 20, 2025, Board meeting. The Certificate of Tax Levy is a part of this resolution. See attached resolution.

Recommended Action:

It is recommended that the Board of Trustees adopt the Resolution Setting Forth Tax Levies for 2025 and approve the Certificate of Tax Levy for 2025.

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

RESOLUTION SETTING FORTH TAX LEVIES FOR 2025

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

SECTION 1: That the sum of Twenty-Nine Million Two Hundred Fifty Thousand Dollars (\$29,250,000) be levied as a tax for Educational purposes; and the sum of Ten Million Dollars (\$10,000,000) be levied as a tax for Operations and Maintenance purposes; and the sum of One Million Two Hundred Twenty Thousand Dollars (\$1,220,000) be levied as a special tax for the purposes of Local Government and Governmental Employees Tort Immunity Act; and the sum of One Hundred Twelve Thousand Dollars (\$112,000) be levied as a special tax for Financial Audit purposes; and the sum of One Million Dollars (\$1,000,000) be levied as a special tax for Protection Health and Safety purposes on the equalized assessed value of the taxable property of Community College District 524, County of Cook and State of Illinois, for the year 2025 to be collected in the year 2026; and that the levy for the year 2025 be allocated 50% for Fiscal Year 2026 and 50% for Fiscal Year 2027.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 524, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, on or before the last Tuesday of December 2025.

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

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

PASSED this 18th day of December, 2025.

AYES:

NAYS:

ABSENT:

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

Community College District No 524 County Cook

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

the sum of \$ 29,250,000 to be levied as a tax for educational purposes, and

the sum of \$ 10,000,000 to be levied as a tax for operations and maintenance purposes, and

the sum of \$ - to be levied as an additional tax for educational and operations and maintenance purposes, and

the sum of \$ 1,220,000 to be levied as a special tax for the purposes of Local Government and Governmental Employees Tort Immunity Act, and

the sum of \$ - to be levied as a special tax for Social Security and Medicare insurance purposes, and

the sum of \$ 112,000 to be levied as a special tax for financial audit purposes, and

the sum of \$ 1,000,000 to be levied as a special tax for protection, health and safety purposes, and

the sum of \$ - to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2025.

Signed this 18th day of December, 2025

MVCC Chairperson of the Board

MVCC Secretary of the Board

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

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

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

COOK COUNTY TRUTH IN TAXATION LAW

CERTIFICATE OF COMPLIANCE

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

This certificate applies to the 2025 tax levy.

Beth McElroy Kirkwood, Chair
Board of Trustees

December 18, 2025
Date

PROPERTY TAX LIMITATION RESOLUTION

See attached resolution.

Recommended Action:

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

Property Tax Limitation Resolution

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

Life Safety	\$1,000,000
Audit	112,000
Liability Ins. and Tort	1,220,000

Funds to be limited if necessary:

Education	\$29,250,000
not below	28,375,000
Building (O&M)	10,000,000
not below	9,700,000

Adopted this 18th day of December 2025

Chair
Board of Trustees

MINUTES of a regular public meeting of the Board of Trustees of Moraine Valley Community College, Community College District No. 524, County of Cook and State of Illinois, held on Thursday, December 18, 2025, at 6:00 p.m. in Building D, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois 60465-0937. Meeting was conducted in person with virtual access provided by teleconference online or by phone with all meeting content and public comments, via phone or otherwise, being recorded.

* * *

The meeting was called to order by Chair Beth McElroy Kirkwood. Upon the roll being called, Beth McElroy Kirkwood, Chair, and the following Trustees were present in-person, via phone or online: _____

and _____ (non-voting student member).

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

The Chair announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the tax heretofore levied for the year 2025 to pay debt service on the District's General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022.

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

RESOLUTION abating the tax heretofore levied for the year 2025 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022, of Community College District No. 524, County of Cook and State of Illinois.

* * *

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

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

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2025 to pay principal and interest on the Bonds be abated:

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

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

Section 2. Abatement of Tax. The tax heretofore levied for the year 2025 in the Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk of the County of Cook, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2025 in accordance with the provisions hereof.

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

Adopted December 18, 2025.

Chair, Board of Trustees

Secretary, Board of Trustees

* * *

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

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

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

NAY: _____

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

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

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

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 18th day of December, 2025, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2025 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022, of Community College District No. 524, County of Cook and State of Illinois.

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 18th day of December, 2025.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

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

RESOLUTION abating the tax heretofore levied for the year 2025 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022, of Community College District No. 524, County of Cook and State of Illinois.

duly adopted by the Board of Trustees of the Community College District No. 524, County of Cook and State of Illinois, on the 18th day of December, 2025, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2025 for the payment of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2022, as described in said resolution will be abated in its entirety as provided in said resolution.

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

Cook County Clerk

(SEAL)

BOARD POLICY UPDATES:
ORGANIZATION AND ADMINISTRATION OF THE COLLEGE

The revised policies are attached.

Recommended Action:

It is recommended that the Board approve the new Article 3 (Community and Governmental Relations), which replaces the current Article 3 (Organization and Administration of the College) as presented.

ARTICLE 3 COMMUNITY AND GOVERNMENTAL RELATIONS (Series 3000)

	Policy Number
Records Management	3100
Requests for Information	3200
Public Complaints	3300
Relations with Educational Accreditation Agencies	3400

Community and Governmental Relations

Records Management

Purpose Statement

To affirm records management requirements to ensure compliance with the law.

Policy Statement

No public record shall be disposed of by any officer or employee unless the written approval of the appropriate Local Records Commission is first obtained. For purposes of this policy “public record” means any book, paper, map, photograph, born-digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by the College pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by the College as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.

The Controller or designee shall serve as the records management officer, who is responsible for administering the College’s records management program. The records management officer shall receive appropriate training regarding the Local Records Act and shall ensure that custodians of records and other applicable College employees are trained on the College’s records management program, including this policy, the retention schedule, and corresponding procedures.

LEGAL REFERENCE:

Local Records Act
50 ILCS 205/
Ill. Admin Code tit 44, § 4500 (2015)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Community and Governmental Relations

Requests for Information

Purpose Statement

To delegate administrative authority to ensure compliance with the law.

Policy Statement

The Chief Marketing and Communications Officer shall be the College's Freedom of Information Act (FOIA) Officer. Requests for public information shall be submitted in writing to the FOIA Officer by hand-delivery, electronic communication, including email and fax, or by U.S. mail. Requestors are encouraged, but shall not be required, to use a request form provided by the College. The FOIA Officer shall respond to a request within five (5) business days after the request is received. A business day is Monday – Friday, excluding state holidays observed by the College. In calculating timelines under this policy, the day a request is filed is "day zero." The following business day is "day one." Administrative procedures regarding extensions, exemptions, and fees shall comply with the law.

In the absence of the Chief Marketing and Communications Officer, the Compliance Officer and other relevant staff shall annually complete the necessary training to fulfill this responsibility.

LEGAL REFERENCE:

Freedom of Information Act
5 ILCS 140/

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Community and Governmental Relations

Relations with Educational Accreditation Agencies

Purpose Statement

To designate a regional accreditor in accordance with the law.

Policy Statement

The College shall maintain regional accreditation with the Higher Learning Commission (HLC) and other national and state accreditations as required for specific programs.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

BOARD POLICY UPDATES:
CURRICULUM AND INSTRUCTION

The revised policies are attached.

Recommended Action:

It is recommended that the Board approve the new Article 5 (Curriculum and Instruction), which replaces the current Article 5 (Curriculum and Instruction) as presented.

ARTICLE 5

CURRICULUM AND INSTRUCTION

(Series 5000)

	Policy Number
Academic Calendar	5100
Curriculum Development	5200
Programs of Study: Degrees and Certificates	5210
Program Review	5300
Assessment of Student Learning	5310
Instructional Materials: Supplies and Equipment	5400
Library	5500

Curriculum and InstructionAcademic Calendar*Purpose Statement*

To set forth the academic calendar and delegate administrative authority in accordance with the law.

Policy Statement

The academic calendar shall consist of two 16-week terms (fall and spring) and a 12-week summer term. The calendar shall be published on the publicly available website, in the catalog, and in other appropriate publications.

The Vice President of Academic Affairs or designee shall develop a plan to address modifications to the academic calendar in the event of an emergency. The plan shall be approved by the Board.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-16
Ill. Admin. Code tit. 23, § 1501.303 (2024)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Curriculum and InstructionCurriculum Development*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

The Vice President of Academic Affairs or designee shall establish procedures for curriculum development that provide for faculty involvement in decision-making. Educational programs shall be continually evaluated to ensure that the offered courses meet the needs of the community and students in accordance with the law and administrative procedures.

Legal Reference:

Ill. Admin. Code tit. 23, § 1501.302 (2020)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Curriculum and InstructionPrograms of Study: Degrees and Certificates*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

The faculty shall develop programs of study in accordance with administrative procedures. The Board shall approve the degrees and certificates to be awarded by the College in accordance with law. All degrees and certificates, and the associated recommended course sequences, shall be published in the catalog and on the publicly available website.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-25.1
Ill. Admin. Code tit. 23, § 1501.303 (2024)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Curriculum and Instruction

Program Review

Purpose Statement

To delegate administrative authority to ensure compliance with the law.

Policy Statement

The Vice President of Academic Affairs or designee shall develop a systemic, college-wide program review process for evaluating instructional, student service, and academic support programs in accordance with the law.

Legal Reference: Ill. Admin. Code tit. 23, § 1501.303 (2024)

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Curriculum and Instruction

Assessment of Student Learning

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 the quality of academic programs, including the assessment of student learning, in accordance with the law.

Legal Reference:

Ill. Admin. Code tit. 23, § 1501.405

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Curriculum and InstructionInstructional Materials: Supplies and Equipment*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

Classrooms, laboratories, and other instructional spaces shall include the equipment and supplies necessary for effective teaching and learning. The College President or designee shall develop administrative procedures to implement this policy.

Legal Reference: Ill. Admin. Code tit. 23, § 1501.303 (2024)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Curriculum and InstructionLibrary*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

Selection of Library Materials

The College shall maintain a library with a collection of materials, and other learning resources and technologies to meet the needs of its curricula and students. The Dean of Learning Resources or designee, in collaboration with the faculty librarians, shall develop administrative procedures for collection development. A person who wishes to request the reconsideration of library materials shall submit a written request using a form provided by the library. The request form shall be submitted to the Dean of Learning Resources or designee in accordance with administrative procedures.

Library Access to Information

The College is committed to free and open access to information for all. Efforts to limit access to ideas and freedom of expression shall be reported to the Dean of Learning Resources, College President, or their designees.

Records Confidentiality

The library shall protect the privacy and confidentiality of library users, including registration and circulation records, in accordance with the law.

Legal Reference: Ill. Admin. Code tit. 23, § 1501.303 (2024)

United States Constitution, First Amendment
U.S. Const. Amend. I

Illinois Library System Act
75 ILCS 10/

Library Records Confidentiality Act
75 ILCS 70/

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

REVISED BOARD POLICY:
BOARD MEETINGS

The revised policy is attached.

Recommended Action:

It is recommended that the Board approve the revisions to Board Policy 2400 (Board Meetings) as presented.

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; or
- [Performance of active military duty as a service member.](#)

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
[5 ILCS 120/7](#)

Policy
Adopted: 9/18/25

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

REVISED BOARD POLICY:
POLICY AND BYLAW DEVELOPMENT

The revised policy is attached.

Recommended Action:

It is recommended that the Board approve the revisions to Board Policy 2800 (Policy and Bylaw Development) as presented.

Functions and Organization of the Board

Board Governance

Policy and Bylaw Development

Purpose Statement

To set forth standards for policy and bylaw development in accordance with the law.

Policy Statement

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~~ shall be placed on the agenda of a regular or special Board meeting for discussion, but shall not be adopted or amended until a subsequent regular or special Board meeting 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. In certain situations (e.g., compliance with state/federal law or in response to an emergency), the administration may recommend by providing a written rationale, and the Board may choose to waive the second reading and adopt a policy after only one reading by a majority of the Board. Policies shall become effective at the time of adoption.

Official Board 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
Amended: 9/18/25

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois