

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, 6:00 PM, Tuesday, October 13, 2026, Board Room D219 9000 West College Parkway Palos Hills, IL 60465. Virtual access is provided by teleconference online via www.morainevalley.edu/BOTOct13 or by phone 1-945-468-5504 with Phone Conference ID 314 092 058#.

A G E N D A

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **MINUTES**
 - 1) Unapproved Minutes - Special Meeting, September 1, 2026
 - 2) Unapproved Minutes - Committee of the Whole of the Board Meeting, September 8, 2026
 - 3) Unapproved Minutes - Regular Meeting, September 8, 2026
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
 - 1) Student Trustee Report - Dalayna Stevenson
 - 2) ICCTA September Meeting Report - P. Murphy
6. **REPORTS OF ADMINISTRATION**
 - 1) President's Report
 - College Updates
 - Gramm-Leach-Bliley Act (GLBA) Annual Report of Cyber Security
 - Enrollment Report
 - Information Technology Services Overview
 - Institutional Effectiveness Overview
 - Workforce, Strategy and External Affairs Overview
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
- 2) * Part-Time/Supplemental/Other
- 3) Salary Revisions
- 4) * Leave of Absence (LOA)
- 5) * Resignations/Terminations
 - a. * Retirements – Administrative, Confidential, Managerial & Supervisory Staff
 - b. * Retirements – Faculty
 - c. * Retirements – Police
 - d. * Retirements – Support Staff
- 6) * Reclassifications (Promotions, Transfers, Corrections, etc.)
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
 - 1) * Affiliation Agreement with Burbank Fire Department (Emergency Medical Services)
 - 2) * Affiliation Agreement with Burbank Fire Department (Fire Science)
 - 3) * Affiliation Agreement with Latino Treatment Center (Addiction Studies)
 - 4) * Affiliation Agreement with Lifehouse Behavioral Health (Addiction Studies)
 - 5) * Affiliation Agreement with Palos Heights Fire Protection District (Emergency Medical Services)
 - 6) * Affiliation Agreement with Palos School District 118 (Nursing)
 - 7) * Affiliation Agreement with South Shore Hospital (Diagnostic Medical Sonography)
 - 8) * Approval of Program Exhibit for Affiliation Agreement with Silver Cross Hospital and Medical Centers (Radiology)
 - 9) * Approval of Program Exhibit for Affiliation Agreement with Silver Cross Hospital and Medical Centers (Respiratory Therapy)
 - 10) * Automotive Technology Atech Trainers Purchase
 - 11) * Building H Gym Lighting Replacement Bid
 - 12) * Facility Condition Analysis Services Request for Proposal (RFP) 2026
 - 13) * Board Policy Updates: Approval of new Article 6 – Support Services, which replaces the current Article 6 by the same name, Article 9 – Facilities Development, 1100 - Freedom of Speech, Expression and Assembly: Time, Place and Manner, 1110 - Guest Speakers, and 1200 - Policy Prohibiting Sex-based Misconduct
 - 14) * Board Policy Updates: Approval of new Article 8 – Financial and Business Services, which replaces the current Article 8 - Finance
13. **MISCELLANEOUS**
14. **ADJOURNMENT**

MINUTES

3.1 Approved Minutes - Public Hearing on the Budget - August 11, 2026 Enclosed

3.2 Approved Minutes - Regular Meeting - August 11, 2026 Enclosed

3.3 Approved Minutes - Closed Session Meeting - August 11, 2026

APPROVED

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

The Governing Board of Moraine Valley Community College, District No. 524, Public Hearing on the Budget, was held on Tuesday, August 11, 2026, in Building D, Board Room D219, 9000 West College Parkway, Palos Hills, Illinois, 60465. Public notice was given pursuant to the Open Meetings Act Section 42.02.

I. CALL TO ORDER

The meeting was called to order by Chair Beth McElroy Kirkwood at 6:00 p.m.

II. ROLL CALL

Present: Beth McElroy Kirkwood, Chair; Dr. Walter Fronczek, Eileen Kerlin Walsh, Patricia Joan Murphy; Jaclyn O'Day (Virtual); Diane Shaar; Tracy M. Sullivan; Dalayna Stevenson, Student Trustee.

Absent: None.

III. PUBLIC HEARING

Michael Cipolla, vice president of Financial and Business Services/college treasurer, provided remarks on the fiscal year 2027 budget. He noted the budget proposal officially was made at the Board meeting held on June 18, 2026, and that the budget was published in the newspaper on July 9, 2026. The budget has been available for public inspection since July 9, 2026. Mr. Cipolla indicated that the budget is on the agenda for approval at the regular meeting immediately following the public hearing on the budget on Tuesday, August 11, 2026.

Chair McElroy Kirkwood opened the floor for any public comments on the budget, which has been on public display for 30 days. There was no audience participation regarding the budget.

IV. ADJOURNMENT

The meeting adjourned at 6:02 p.m.

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, August 11, 2026, 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 6:02 p.m.

II. ROLL CALL

Present: Beth McElroy Kirkwood, Chair; Dr. Walter Fronczek; Eileen Kerlin Walsh; Patricia Joan Murphy; Jaclyn O'Day (Virtual); Diane Shaar; Tracy M. Sullivan; Dalayna Stevenson, Student Trustee.

Absent: None.

III. MINUTES

It was moved by Vice Chair Murphy and seconded by Trustee Sullivan to approve the unapproved minutes of the regular meeting on May 21, 2026 and the unapproved minutes of the regular meeting on June 18, 2026.

ROLL CALL VOTE taken on the unapproved minutes of the regular meeting on May 21, 2026, and the unapproved minutes of the regular meeting on June 18, 2026:

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

Absent: None.

Student

Advisory: Yes.

Motion carried.

IV. AUDIENCE PARTICIPATION

None.

V. BOARD REPORTS AND/OR REQUESTS**5.1 Student Trustee Report - Dalayna Stevenson**

Dalayna Stevenson, Student Trustee, presented the Student Trustee Report. She noted that she attended her first Illinois Community College Board (ICCB) Student Advisory Committee (SAC) meeting. Student Trustee Stevenson said the orientation introduced SAC's role in representing student voices and advocating for community college students. She noted that the meeting provided an opportunity to meet student trustees from community colleges across Illinois to discuss how they can improve their institutions. She explained that SAC provides opportunities for students to raise concerns with policymakers, influence policy discussions and develop leadership skills. Student Trustee Stevenson said the meeting was informative and engaging, and she said she was excited to participate in future SAC meetings.

5.2 ICCTA Executive Committee Planning Retreat Report - P. Murphy

Vice Chair Murphy reported on the Illinois Community College Trustees Association (ICCTA) Executive Committee Planning Retreat held August 7-8 in Freeport, Illinois. She noted that Trustee Sullivan also attended the meeting in her new role as Vice Chair of the Government Relations and Public Policy Committee. Vice Chair Murphy noted that the meeting included a tour of Highland Community College's advanced agricultural and allied health programs, including technology-driven farming operations, a grant-funded mobile health clinic and a realistic hospital simulation environment. The retreat also included presentations from local and state leaders and strategic planning discussions to review ICCTA's Strategic Plan. She said the second day of the retreat focused on legislative, public policy and ICCTA updates, as well as upcoming events, including the Association of Community College Trustees (ACCT) Leadership Congress in Chicago in October 2026 and the National Legislative Summit in February 2027. Vice Chair Murphy encouraged her fellow Trustees to attend the ACCT conferences, noting that they would be valuable professional development and networking opportunities, as well as a chance to showcase Illinois community colleges.

5.3 Presentation for Lobbyist Services – Dykema

Trustee Sullivan introduced representatives from Dykema who presented lobbyist services to the Board. Representatives from Dykema provided a high-level overview of their firm and discussed their approach to supporting the college's needs for lobbying services. Chair Kirkwood asked the representatives which was the last client they were able to assist in securing funding. The representative from Dykema noted that they have assisted a sheriff's office with securing and monitoring their funding to ensure it is properly allocated. Chair Kirkwood asked if they had a physical office in Springfield, IL. The representative from Dykema confirmed they do have an office in Springfield, IL. Chair Kirkwood asked if the representatives from Dykema had experience representing community colleges. The representatives noted that they have not previously represented community colleges.

5.4 Presentation for Lobbyist Services - Third Reading Consulting Group

Trustee Sullivan introduced representatives from Third Reading Consulting Group who presented lobbyist services to the Board. Representatives from Third Reading Consulting Group provided a high-level overview of their firm and discussed their approach to supporting the college's needs for lobbyist services. Secretary Kerlin Walsh asked the representatives from Third Reading Consulting Group how recently the firm had successfully released funds for other colleges. The representative said funds were released in 2013 or 2014 for a college. They noted that the most recent appropriation they were able to assist with releasing was for a non-profit organization. Chair McElroy Kirkwood asked if they had any experience representing community colleges. The representatives said they have experience representing community colleges and that they represent a private association of colleges across the state.

VI. REPORTS OF ADMINISTRATION

6.1 President's Report

- College updates: Dr. Haney reported on college updates. She congratulated the Radiologic Technology Program on receiving continued accreditation. She recognized Dr. LoShay Willis, dean of Career Programs, and Alicja Zoladek, radiology faculty and program coordinator, for their leadership. She also shared that Moraine Valley was selected as one of 18 new institutions to join the Metallica Scholars Initiative and received a \$75,000 grant to support workforce training opportunities in the Nursing Program. Dr. Haney recognized Dr. Ryen Nagle, vice president of Academic Affairs,

for his appointment to the American Association of Community Colleges' Commission on the Future of Work, where he will serve to help address emerging workforce needs. She also noted that Mrs. Betty Crawley sent a thank-you note to the Board of Trustees for the flowers provided during Dr. Vernon Crawley's funeral.

- Academic Affairs overview: Dr. Ryen Nagle, vice president of Academic Affairs, provided an overview of his division. He explained that Academic Affairs primarily is responsible for the college's transfer, career and technical education, and college readiness/developmental education missions. He noted that approximately 70-75% of students are enrolled in transfer programs, and 25-30% are enrolled in career and technical programs. He highlighted the work of the college's Academic Affairs leadership team, which oversees a wide range of instructional areas, including Liberal Arts, Nursing, Health Sciences, Developmental Education and Science, Business and Computer Technology. Dr. Nagle also noted that he currently is overseeing Student Support Services, including Advising, Disability Services, Transfer Assistance and Learning Resources, all of which help students achieve their educational and career goals.
- Administrative Services overview: Dr. David Dammon, vice president of Administrative Services, provided an overview of his division. He noted that Administrative Services oversees Campus Operations, Police and Public Safety, Sustainability, Risk Management, insurance, Athletics and the Health Fitness and Recreation Center. Dr. Dammon explained that Campus Operations maintains nearly one million square feet of facilities and more than 300 acres of grounds across the college's locations. He emphasized the important role of the Police Department in campus safety, emergency preparedness and medical response. He also discussed the college's sustainability initiatives, including energy-efficient upgrades, recycling and waste reduction programs and community partnerships. Dr. Dammon stated that risk management and insurance services help protect the college during classes, campus activities, events and off-site educational experiences.

Trustee Fronczek asked Dr. Dammon to speak about some of the larger projects completed at the college that the Board may not be aware of. Dr. Dammon said the renovations at the Southwest Education Center (SWEC) have been completed, and the facility is ready to support the Nursing Program. He also highlighted summer renovations in Buildings T and B,

including the relocation of the American Sign Language (ASL) Lab and the creation of a new sonography/ultrasound classroom, laboratory, faculty offices and storage space, which currently is serving students who entered the program this fall. Dr. Dammon noted several planned capital improvement projects, including a major state-funded flooring project at the Health, Fitness and Recreation Center and parking lot resurfacing. He explained that bids are being prepared for multiple projects and will be brought to the Board for review and approval as they progress.

VII. COMMUNICATIONS

7.1 Letter of Appreciation from the Illinois Deaf and Hard of Hearing Commission and the Illinois Board of Interpreter

Chair McElroy Kirkwood announced that the college received a Letter of Appreciation from the Illinois Deaf and Hard of Hearing Commission and the Illinois Board of Interpreters for the college's commitment to interpreter education and workforce development in Illinois.

Dr. Haney thanked Dr. Cindy Anderson, dean of Liberal Arts, and Shelley Engstrom-Kestel, American Sign Language Interpretation faculty. Dr. Haney noted that Trustee Fronczek also played a significant role in implementing the Sign Language Interpreter Program during his time as dean of Liberal Arts. Trustee Fronczek commended Engstrom-Kestel for her leadership in developing and growing the Sign Language Interpreter Program from its inception. He noted that she created the curriculum, hired staff and built the program into one of the few of its kind offered by community colleges. He emphasized the program's importance to the community and the strong career opportunities it provides for students.

VIII. FINANCIAL STATEMENT

Michael Cipolla, vice president of Financial & Business Services, presented the June 2026 financial report.

8.1(a) Treasurer's Report

Treasurer's Report showing an ending balance of \$155,616,715.25 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):

Chair Beth McElroy Kirkwood noted that agenda item 12.12, Discussion and Possible Approval of Contract for Lobbyist Services with Dykema or Third Reading Consulting Group, will be pulled from the consent agenda and potentially voted on later during the meeting.

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

IX. WARRANTS

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$8,708,359.56
9.3	Operation & Maintenance Fund	2,459,984.81
9.4	Operation & Maintenance Fund (Restricted)	561,181.88
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	1,441,735.16
9.7	Restricted Purpose Fund	4,288,622.17
9.8	Working Cash Fund	-0-
9.9	Trust and Agency Fund	15,663.15
9.10	Audit Fund	-0-
9.11	Liability, Protection & Settlement Fund	-0-

(DOCUMENT D - SUPPLEMENT TO MINUTES)

X. REPORT OF PERSONNEL

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

10.1-1 Full-Time

Vanessa Aguirre - Financial Aid Assistant - Effective: 7/13/26

Manuel Nevarez - Program Assistant - Effective: 6/15/26

Dominique Person - Departmental Assistant - Effective: 7/13/26
(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions – Vice Presidents

None.

10.1-4 Leave of Absence (LOA)

None.

10.1-5 Resignations/Terminations

Esraa Ahmed - Financial Aid Expeditor - Effective: 8/6/26
Max Evert - Multimedia Engineer - Effective: 7/23/26
Sheree Sullivan-Redd - Human Resources Assistant - Effective: 6/25/26
Rylee Youpel - P.T. Departmental Assistant - Effective: 7/2/26
Angelo Zito - User Support Services Coordinator - Effective: 7/3/26
(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-6 – Reclassifications

Mandi Hoak – from P.T. Custodian to F.T. Departmental Assistant -SWEC –
Effective: 6/15/26
Abdu-Alrahman Kittaneh - P.T. User Support Services to F.T. Support Analyst
- Effective: 7/6/26
Gabriel Lindberg - Cross-Disciplinary Lab Technician to Sustainability
Coordinator - Effective: 6/29/26
Zacharry Micek - Manager of Server Operations to Manager of Information
Systems and Security - Effective: 8/3/26
Brandon Norem - Media Specialist to Media Analyst - Effective: 8/3/26
Angelina Palmer - Assistant Professor, Mathematics to Associate Professor –
Effective: Academic Year 2026-2027
Mary Reiter Boland - Assistant Professor, Physics to Associate Professor –
Effective: Academic Year 2026-2027
Darice Wright - Career Connections, Adult Program Manager to Career
Connections, Senior Program Manager - Effective: 7/1/26

(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 Bridgeview Fire Department (Fire Science)

It is recommended that the Board of Trustees approve the Affiliation Agreement with Bridgeview Fire Department (Fire Science).
(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.2 Affiliation Agreement with Calumet Park Fire Department (Emergency Medical Services)

It is recommended that the Board of Trustees approve the Affiliation Agreement with Calumet Park Fire Department (Emergency Medical Services).
(DOCUMENT O - SUPPLEMENT TO MINUTES)

12.3 Affiliation Agreement with Community High School District 218 (Nursing and Basic Nurse Assistant)

It is recommended that the Board of Trustees approve the Affiliation Agreement with Community High School District 218 (Nursing and Basic Nurse Assistant).
(DOCUMENT P - SUPPLEMENT TO MINUTES)

12.4 Affiliation Agreement with Northern Illinois University (Health and Human Sciences Programs)

It is recommended that the Board of Trustees approve the Affiliation Agreement with Northern Illinois University (Health and Human Sciences Programs).
(DOCUMENT Q - SUPPLEMENT TO MINUTES)

12.5 Affiliation Agreement with Saint Joseph Hospital - Elgin, LLC dba Saint Joseph Hospital (Nursing)

It is recommended that the Board of Trustees approve the Affiliation Agreement with Saint Joseph Hospital - Elgin, LLC dba Saint Joseph Hospital (Nursing).

(DOCUMENT R - SUPPLEMENT TO MINUTES)

12.6 Amendment to Affiliation Agreement with MedBridge- Pivotal Health (Sleep Technology)

It is recommended that the Board of Trustees approve the Amendment to Affiliation Agreement with MedBridge- Pivotal Health (Sleep Technology).

(DOCUMENT S - SUPPLEMENT TO MINUTES)

12.7 Amended Affiliation Agreement with Advocate Health

It is recommended that the Board of Trustees approve the Amended Affiliation Agreement with Advocate Health.

(DOCUMENT T - SUPPLEMENT TO MINUTES)

12.8 Affiliation Agreement with Department of Human Services for Chicago-Read Mental Health Center (Nursing)

It is recommended that the Board of Trustees approve the Affiliation Agreement with Department of Human Services for Chicago-Read Mental Health Center (Nursing).

(DOCUMENT U - SUPPLEMENT TO MINUTES)

12.9 Amendment to Affiliation Agreement with Lemont Nursing and Rehabilitation Center (Nursing and Basic Nurse Assistant)

It is recommended that the Board of Trustees approve the Amendment to Affiliation Agreement with Lemont Nursing and Rehabilitation Center (Nursing and Basic Nurse Assistant).

(DOCUMENT V - SUPPLEMENT TO MINUTES)

12.10 Approval of FY27 Budget

It is recommended that the Board of Trustees approve the Annual Budget for Fiscal Year 2027 as presented.

(DOCUMENT V - SUPPLEMENT TO MINUTES)

12.11 Non-Credit Registration System 2026

It is recommended that the Board of Trustees approve the request to engage in a partnership with Genius Learning for a three (3) year agreement for the Non-Credit registration system.

(DOCUMENT V - 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, 10.1-10.1-2, 10.1-5, and 10.1-6; and 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, 12.10, and 12.11:

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

Absent: None.

Student

Advisory: Yes.

Motion carried.

XIII. MISCELLANEOUS

None.

XIV. CLOSED SESSION

It was moved by Secretary Kerlin Walsh and seconded by Trustee Sullivan to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to Section 2(c)(1) 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: Yes.

Motion carried.

Chair McElroy Kirkwood indicated that the Board may have a formal vote on agenda item 12.12, Discussion and Possible Approval of Contract for Lobbyist Services with Dykema or Third Reading Consulting Group, upon return from closed session.

The Board moved to closed session at 7:12 p.m. The Board returned to open session at 7:55 p.m.

12.12 Discussion and Possible Approval of Contract for Lobbyist Services with Dykema or Third Reading Consulting Group

Upon return from closed session, Chair Kirkwood asked if any Trustee wanted to make a motion regarding agenda item 12.12, Discussion and Possible Approval of Contract for Lobbyist Services with Dykema or Third Reading Consulting Group.

It was moved by Trustee Sullivan and seconded by Trustee O'Day to approve a contract for Lobbyist Services with Third Reading Consulting Group.
(DOCUMENT W - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on the Approval of a Contract for Lobbyist Services with Third Reading Consulting Group:

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

Motion carried.

XV. ADJOURNMENT

The meeting adjourned at 7:56 p.m.

BOARD REPORTS AND/OR REQUESTS

- | | | |
|-----|--|--------|
| 5.1 | Student Trustee Report - D. Stevenson | Verbal |
| 5.2 | ICCTA September Meeting Report - P. Murphy | Verbal |

REPORTS OF ADMINISTRATION

- 6.1 President's Report Verbal
- College Updates
 - Gramm-Leach-Bliley Act (GLBA) Annual Report of Cyber Security
 - Enrollment Report
 - Information Technology Services Overview
 - Institutional Effectiveness Overview
 - Workforce, Strategy and External Affairs Overview

**MORaine VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
TREASURER'S REPORT
MONTH ENDED AUGUST 31, 2026**

FUND	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
EDUCATION FUND	\$ 63,307,354.01	\$ 6,257,550.99	\$ 7,511,860.32	\$ 62,053,044.68
OPERATION & MAINT FUND	14,123,949.03	682,082.41	907,025.65	13,899,005.79
OPERATION & MAINT (RESTR.)	23,596,913.85	546,225.44	226,495.94	23,916,643.35
BOND & INTEREST FUND	7,096,297.76	67,989.42	-	7,164,287.18
AUXILIARY FUND	14,380,410.99	1,470,142.74	1,091,902.03	14,758,651.70
RESTRICTED PURPOSE FUND	9,829,882.53	185,735.62	702,410.28	9,313,207.87
WORKING CASH FUND	15,571,376.88	16,751.10	-	15,588,127.98
TRUST & AGENCY FUND	169,596.54	84.81	425.70	169,255.65
AUDIT FUND	137,554.00	1,131.71	-	138,685.71
LIAB, PROTECT & SETTLE FUND	928,852.90	31,407.91	1,098,131.52	(137,870.71)
TOTAL	<u>\$ 149,142,188.49</u>	<u>\$ 9,259,102.15</u>	<u>\$ 11,538,251.44</u>	<u>\$ 146,863,039.20</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS		\$ 22,250.00
HUNTINGTON BANK	CHECKING ACCT	1,076,876.89
OLD NATIONAL BANK	CHECKING ACCT	1,924,699.15
OLD NATIONAL BANK	TRUST ACCTS	516,863.57
WINTRUST MAXSAFE	MONEY MARKET	22,462,573.36
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET	1,956,871.59
IL METROPOLITAN INVESTMENT FUND	CORE FUND	581,177.65
IL SCHOOL DIST LIQUID ASSEST FUND	VARIOUS	9,101,244.52
IL PUBLIC TREASURERS FUND	VARIOUS	7,727,759.85
IL PORTFOLIO-IIIT CLASS	VARIOUS	1,231,942.16
SHORT TERM INVESTMENTS	VARIOUS	47,946,037.77
LONG TERM INVESTMENTS	VARIOUS	52,314,742.69
		<u>\$ 146,863,039.20</u>

**MORaine VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 524
ACCOUNT EXPENDITURE SUMMARIES
MONTH ENDED AUGUST 31, 2026**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$ 7,511,860.32
9.3	OPERATION & MAINTENANCE FUND	907,025.65
9.4	OPERATION & MAINTENANCE (RESTR) FUND	226,495.94
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	1,091,902.03
9.7	RESTRICTED PURPOSE FUND	702,410.28
9.8	WORKING CASH FUND	-
9.9	TRUST & AGENCY FUND	425.70
9.10	AUDIT FUND	-
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	1,098,131.52
	TOTAL	<u>\$ 11,538,251.44</u>

10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	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 – ACMS	Enclosed
10.1-5(b)	Retirements – Faculty	Enclosed
10.1-5(c)	Retirements – Police	Enclosed
10.1-5(d)	Retirements – Support Staff	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

S U B J E C T R E P O R T – Full Time

Jason Griffin	Building Care Specialist Campus Operations	Effective: 9/8/26
Alexis Tornez Martinez	Technical Production Assistant Fine and Performing Arts Center	Effective: 9/8/26
Katherine Van Dame	Cross-Disciplinary Lab Technician Biological Sciences	Effective: 9/21/26
Jenna Velez	Secretary II Nursing	Effective: 10/5/26

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

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.

S U B J E C T R E P O R T – Leaves of Absence (LOA)

Sandra Beauchamp	Associate Professor, Communications Liberal Arts	L.O.A. (MEDICAL) 11/17/26 – 12/11/26
Michelle Flory	Associate Professor, Communications Liberal Arts	L.O.A. (MEDICAL) 11/17/26 – 12/11/26

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

That the above leaves be granted.

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

Amanda Moudry	Human Resources Assistant Human Resources	Effective: 9/11/26
Christopher Siwecki-Wilder	P.T. User Support Services Specialist User Support Services	Effective: 9/8/26
Sarah Uy	P.T. Financial Aid Assistant Financial Aid	Effective: 9/18/26
LaVance Walker	Student Success Specialist Student Success	Effective: 9/22/26

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

That the above be approved as presented.

Retirements – Administrative, Confidential, Managerial & Supervisory Staff

The following employees have submitted a notice of retirement per date listed:

Kashif Shah	Director, Auxiliary Services Auxiliary Services	6/30/27
Sherita Tyler	Director, Enterprise Applications & Web Services Enterprise Applications & Web Services	6/30/27

RECOMMENDED ACTION

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

Retirements – Faculty

The following employees have submitted a notice of retirement per date listed:

Michelle August	Professor, Computer Information Systems Science, Business, and Computer Technology	8/8/27
Tyler Hewitt	Professor, Art Liberal Arts	8/8/27

RECOMMENDED ACTION

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

Retirements – Police

The following employees have submitted a notice of retirement per date listed:

Paul Casasanto	Police Officer Police Department	1/16/27
William Tobias	Police Officer Police Department	10/8/26

RECOMMENDED ACTION

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

Retirements – Support Staff

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

Nancy Wetzel	Telephone Operator Infrastructure and Network Services	10/16/26
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RECOMMENDED ACTION

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

S U B J E C T R E P O R T – Reclassifications (Promotions, Transfers, Etc.)

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Agne Juskaite-Aguirre	Assistant Instructor, Academic Advising Academic Advising Center	Pursuant to the terms of the Negotiated Agreement, promoted to Assistant Effective: Academic Year 2026-2027
Gianna Kafka	International Student Services Specialist International Student Services Professionals Staff	Reclassified to: Purchasing Operations Coordinator Effective: 10/12/26
Vanessa Martinez	Records Analyst Enrollment Services Support Staff	Reclassified to: Human Resources Assistant Administrative Classified Effective: 10/19/26

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

That the above be approved as presented.

NEW BUSINESS

- | | | |
|--------|---|----------|
| *12.1 | Affiliation Agreement with Burbank Fire Department (Emergency Medical Services) | Enclosed |
| *12.2 | Affiliation Agreement with Burbank Fire Department (Fire Science) | Enclosed |
| *12.3 | Affiliation Agreement with Latino Treatment Center (Addiction Studies) | Enclosed |
| *12.4 | Affiliation Agreement with Lifehouse Behavioral Health (Addiction Studies) | Enclosed |
| *12.5 | Affiliation Agreement with Palos Heights Fire Protection District (Emergency Medical Services) | Enclosed |
| *12.6 | Affiliation Agreement with Palos School District 118 (Nursing) | Enclosed |
| *12.7 | Affiliation Agreement with South Shore Hospital (Diagnostic Medical Sonography) | Enclosed |
| *12.8 | Approval of Program Exhibit for Affiliation Agreement with Silver Cross Hospital and Medical Centers (Radiology) | Enclosed |
| *12.9 | Approval of Program Exhibit for Affiliation Agreement with Silver Cross Hospital and Medical Centers (Respiratory Therapy) | Enclosed |
| *12.10 | Automotive Technology Atech Trainers Purchase | Enclosed |
| *12.11 | Building H Gym Lighting Replacement Bid | Enclosed |
| *12.12 | Facility Condition Analysis Services Request for Proposal (RFP) 2026 | Enclosed |
| *12.13 | Board Policy Updates: Approval of new Article 6 – Support Services, which replaces the current Article 6 by the same name, Article 9 – Facilities Development, 1100 - Freedom of Speech, Expression and Assembly: Time, Place and Manner, 1110 - Guest Speakers, and 1200 - Policy Prohibiting Sex-based Misconduct | Enclosed |
| *12.14 | Board Policy Updates: Approval of new Article 8 – Financial and Business Services, which replaces the current Article 8 - Finance | Enclosed |

To: Dr. Pamela Haney, President
From: Dr. Ryen Nagle, Vice President for Academic Affairs
Date: October 6, 2026
Re: **Automotive Technology ATech Trainers Purchase**

Purchase Amount: \$49,663.77

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:
ATech Training Inc. is a manufacturer and sole source distributor for educational and industrial markets of ATechTrainers.

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

Background: As automobile technology advances, teaching students to work on today's advanced vehicles requires appropriate training and instruction to help them diagnose faults in sensors, actuators, and circuits. The Sensors and Actuators Trainer (model 1830) provides a hands-on study for real-world troubleshooting, competency testing, and computer-based instruction. Additionally, the ATech Model 2210 Electrical/PWM/Fault Trainer is intended to provide instructors with the flexibility to not only create their own circuits but to develop the corresponding measurement and diagnostic procedures as needed for Electricity, PWM, and Faulting, and introduce concepts of Electrical Fundamentals, Pulse Width Modulation (PWM) Actuator Control, and Fault Diagnosis. The college chose the manufacturer, ATech Training, Inc., for its state-of-the-art features, world-leading design, and quality USA-made manufacturing.

Analysis: Teaching students to diagnose sensors and actuators is required by the ASE Education Foundation, the external accrediting agency for the Automotive Program at Moraine Valley. This training is taught in our Electrical/Electronic Systems II (AUT 214), Performance and Drivability I (AUT 125), and Performance and Drivability II (AUT 232) courses, which are required courses for the Automotive Technology AAS degree and the Automotive Service Technician Certificate. With the use of Carl D. Perkins Grant funds, the college is requesting the purchase of fifteen (15) new ATech model 1830 trainers, fifteen (15) ATech model 1802 interactive keypads, eight (8) storage cases (each storage case can store two (2) trainers and keypads), ten (10) model 2210 electrical pulse width modulation fault trainers, and ten (10) cases to store the model 2210 trainers. ATech Training, Inc., is a women-owned veteran business.

Recommended Action: Whereas ATech Training, Inc. of Walton, Kentucky, is a sole source provider of these training units, it is recommended that the Board of Trustees approve and authorize the issuance of a purchase order in the amount of **\$49,663.77 to ATech Training, Inc.** for the Automotive Technology ATech Trainers Purchase.

To: Dr. Pamela Haney, President
From: Dr. David Dammon, Vice President of Administrative Services
Date: October 6, 2026
Re: **Building H Gym Lighting Replacement Bid**

Purchase Amount: \$129,606.00

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

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

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

Funding Source (Grant, College, Other): IGEN Grant

Background: The Illinois Green Economy Network (IGEN) has approved Moraine Valley Community College for a monetary grant opportunity for energy-efficient technology to replace aged and inefficient lighting fixtures in the gym of the HFRC Building Gym.

Analysis: The bid was duly advertised in a local newspaper as prescribed by law. The college also advertised the bid on its website. The bids were opened on Thursday, September 24, 2026, at 11:00 AM, in Room L 145. The college received five (5) bids. The bid results are detailed on the attached sheet. This bid was not awarded under a State contract or consortium contract. The recommendation of a bidder for the award of this project is based on the bidder's responsiveness to the identified qualifications, project requirements, and the bid amount. After the college's engineer, IMEG, reviewed the apparent low bid, it found that Midgard Enterprises LLC of Deerfield, Illinois, understood the scope of the bid specifications and met all project requirements.

Recommended Action: Whereas Midgard Enterprises LLC, of Deerfield, Illinois, is the apparent lowest responsible and responsive bidder, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$129,606.00** to **Midgard Enterprises LLC** for the Building H Gym Lighting Replacement Bid.

To: Dr. Pamela Haney, President
From: Dr. David Dammon, Vice President Administrative Services
Date: October 7, 2026
Re: **Facility Condition Analysis Services Request for Proposal (RFP) 2026**

Purchase Amount: \$112,600.00

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

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 (a)-contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important role and also, exception (f)- purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and service.

Funding Source (Grant, College, Other): Campus Operations

Background: The college needs to conduct a comprehensive Deferred Maintenance Study to establish an accurate assessment of the condition of its facilities and infrastructure and the costs associated with addressing current and future maintenance needs of all three campuses: Main Campus, Education Center at Blue Island, and The Southwest Education Center in Tinley Park. The study will provide the foundation for a multi-year deferred maintenance and capital renewal plan, allowing the college to prioritize projects based on condition, safety, operational needs, and available resources. Accurate deferred maintenance information is also necessary to meet the college's annual reporting requirement to the Illinois Community College Board (ICCB). This proactive approach will improve long-term budgeting, reduce unexpected facility failures, and support responsible stewardship of the college's facilities.

Analysis: A Request for Proposal (RFP) was issued on August 31, 2026. Five (5) vendors received the RFP (ECS Limited, Terracon, ISES Corporation, Gordian, and AEI Consultants). Two (2) responses were received: ECS Midwest, LLC and Terracon. Each response was reviewed and evaluated by representatives of the Administrative Services Division. Both allowed for facilities management and capital planning software to be purchased by the college in the future to maintain and continuously update facility condition data, project priorities, costs, and the long-term plan. Together, the study, plan, and software will provide the college with a reliable, sustainable system to meet ICCB reporting requirements, support capital planning and budgeting, and make informed decisions about the future of its facilities. Based on the evaluation of the RFP responses received, the solution provided by ECS Midwest, LLC, best fits the college's needs, scope, and budget.

Recommended Action: Whereas ECS Midwest, LLC, with offices located in Bridgeview, Illinois, submitted a solution that best meets the needs of the college, it is recommended that the Board of Trustees approve this request to engage in a partnership with **ECS Midwest, LLC** and issue a purchase order in the amount of **\$112,600.00** for the Facility Condition Analysis Services.

BOARD POLICY UPDATES:
SUPPORT SERVICES

The revised policies are attached.

Recommended Action:

It is recommended that the Board of Trustees approve the new Article 6 – Support Services, which replaces the current Article 6 by the same name, Article 9 – Facilities Development, 1100 - Freedom of Speech, Expression and Assembly: Time, Place and Manner, 1110 - Guest Speakers, and 1200 - Policy Prohibiting Sex-based Misconduct.

Policy
Number**Facilities**

Facilities Maintenance and Planning	6100
Facilities Construction	6110
Leased Facilities and Equipment	6120
Sustainability and Waste Reduction	6140

Site Management

Insurance and Annuities Management	6200
Safety and Security Services	6300
Emergency Plans and Alerts	6310
Emergency Closure	6320
Annual Security Report	6330
Protection of Minors	6340
Communicable Diseases	6350
Bloodborne Pathogen Control	6360
Traffic and Parking Controls	6370
Use of College Facilities	6400
Recreational Use of Outdoor Facilities	6410
Expressive Activities	6420
Guest Speakers	6421
Freedom from Discrimination: Sex-based Misconduct	6430
Freedom from Discrimination: Disability	6440
Smoke- and Tobacco-Free Campus	6450
Weapons	6460
Drones	6470
Animals	6480
Photography and Recording	6490
Advertising and Fundraising	6500

Information Technology

Technology Resources	6600
Information Security	6610
Identity Protection	6620

Support Services

Facilities Maintenance and Planning

Purpose Statement

To set forth facilities maintenance and planning standards in accordance with the law and to delegate administrative authority.

Policy Statement

Maintenance

The Vice President of Administrative Services or designee shall develop and maintain preventive and deferred maintenance plans to prevent equipment failure and extend asset lifespan.

Annual Reports

At least annually, the Vice President of Administrative Services or designee shall file the following in accordance with Illinois Community College Board administrative rules:

1. Resource Allocation and Management Plan;
2. Facilities data;
3. Estimated deferred maintenance;
4. Completed and in-progress state-funded projects; and
5. Completed and in-progress local projects with a cost of \$250,000 or more.

Master Plan

Every five years, the College shall complete a facilities master plan that includes, at a minimum, a district map showing the location of all facilities owned or leased by the College for a period exceeding five years and a narrative describing the following:

1. Current permanent facilities where additions are planned;
2. General plans for future site acquisition or acquisition/construction of permanent facilities;
3. Proposed schedule for acquiring additional sites, constructing additions to existing facilities, or acquiring/constructing new permanent facilities; and
4. The intended use of all proposed site acquisitions and facility acquisitions/construction.

Board Approval

The Board shall review and approve annual reports and the master plan prior to submission.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/5

Ill. Admin. Code tit. 23, § 1501.601-607

Policy

Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Facilities Construction

Purpose Statement

To set forth facilities construction standards in accordance with the law and to delegate administrative authority.

Policy Statement

The Vice President of Administrative Services or designee shall establish procedures to ensure that all facilities construction complies with applicable laws and local building codes.

Construction Contracts

The Board shall approve construction contracts valued at or above \$50,000. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the College President and consistent with the law. For provisions addressing Competitive Bidding and Contracts for Professional Services, see 8500 - Purchasing.

On a project-by-project basis, the College may include a project labor agreement on competitive bids if it is determined that the agreement advances the College's interests of cost, efficiency, quality, safety, timeliness, skilled labor force, or labor stability.

Project Administration

All construction projects shall be administered by the College President or designee. The College President or designee shall keep the Board informed concerning construction projects.

Final Payment

The College shall not make final payments for the construction or the supervision of construction until the work has been completed, and the College has accepted the work.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-27.1 and 5

Ill. Admin. Code tit. 23, § 1501.601-607

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support ServicesLeased Facilities and Equipment*Purpose Statement*

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

Policy Statement

The Board may lease, with or without an option to purchase, facilities and equipment in accordance with the law.

Legal Reference:

Illinois Public Community College Act

110ILCS 805/3-37

110ILCS 805/3-38

Policy

Adopted:

MORaine VALLEY COMMUNITY COLLEGE

Palos Hills, Illinois

Support Services

Sustainability and Waste Reduction

Purpose Statement

To affirm the importance of sustainability and waste reduction and to delegate administrative authority to ensure compliance with the law.

Policy Statement

The Vice President of Administrative Services or designee shall develop a comprehensive waste reduction plan that:

1. Addresses existing waste generation by volume, waste composition, existing waste reduction and recycling activities, waste collection and disposal costs, future waste management methods, and specific goals to reduce the amount of waste generated that is subject to landfill disposal;
2. Provides for recycling of marketable materials currently present in the institution's waste stream, including but not limited to landscape waste, corrugated cardboard, computer paper, and white office paper, and shall provide for the investigation of potential markets for other recyclable materials present in the institution's waste stream; and
3. Evaluates the institution's procurement policies and practices to eliminate procedures which discriminate against items with recycled content, and to identify products or items which are procured by the institution on a frequent or repetitive basis for which products with recycled content may be substituted.

The waste reduction plan shall be updated every five years and submitted to the Illinois Environmental Protection Agency in accordance with the law.

Legal Reference:

Illinois Solid Waste Management Act
415 ILCS 20/3.1

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support ServicesInsurance and Annuities Management*Purpose Statement*

To provide for insurance coverage.

Policy Statement

The College shall procure comprehensive insurance coverage, including but not limited to liability insurance, in accordance with law.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-29 and 3-38.1

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Safety and Security Services

Purpose Statement

To provide for a College police department in accordance with the law.

Policy Statement

The College shall maintain a police department with law enforcement officers and non-law enforcement officers in accordance with the law.

Law Enforcement Officers

Law enforcement officers shall be peace officers and have all of the powers of police officers in cities and sheriffs in counties, including the power to make arrests on view or on warrants for violations of state statutes and to enforce county or city ordinances in all counties that lie within the College's district, when such is required for the protection of College personnel, students, property, or interests. Peace officers shall have no power to serve and execute civil processes.

Peace officers shall complete the minimum basic training requirements, and officers who have successfully completed the state-certified firearms course shall be equipped with appropriate firearms and auxiliary weapons.

Non-Law Enforcement Officers

Non-law enforcement officers' responsibilities shall include performing patrol and other security functions. Non-law enforcement officers shall be required to complete security training in accordance with the law. All non-law enforcement officer members authorized to carry weapons, other than firearms, shall receive training on the proper deployment and use of force regarding such weapons.

The Vice President of Administrative Services and Chief of Police shall develop administrative procedures to implement this policy.

Legal Reference: *Illinois Public Community College Act*
110 ILCS 805/3-42.1

Illinois Police Training Act
(50 ILCS 705/)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Emergency Plans and Alerts

Purpose Statement

To set forth emergency standards in accordance with the law and to delegate administrative authority.

Policy Statement

Emergency Operations and Violence Prevention Plans

The Vice President of Administrative Services or designee shall develop a National Incident Management System-compliant all-hazards emergency response plan and an interdisciplinary and multi-jurisdictional campus violence prevention plan in accordance with the law. The plans shall be reviewed at least annually and submitted to the Illinois Community College Board.

Emergency Response and Evacuation

The College shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and ensure optimal safety for students and employees in accordance with federal law.

Emergency Alert System

The College shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College or its students and employees.

Legal Reference:

Campus Security Enhancement Act of 2008

110 ILCS 12/

Ill. Admin. Code tit. 29 § 305

Jeanne Clery Campus Safety Act of 1990, as amended

20 U.S.C. § 1092(f), et seq., 34 C.F.R. 668.46

Policy

Adopted:

MORAIN VALLEY COMMUNITY COLLEGE

Palos Hills, Illinois

Support Services

Emergency Closure

Purpose Statement

To set forth standards for emergency closures in accordance with the law.

Policy Statement

The College may close due to a city, county, or State declaration of a winter weather emergency, or the College President or designee may suspend operations due to a health and safety emergency. Since the College also operates extension sites, decisions will be made on a site-by-site basis even when the main campus is closed.

The Vice President of Administrative Services shall recommend to the College President the circumstances that may necessitate an emergency closure. For Pay During Emergency Closure, see 7400.

Legal Reference: *Illinois Public Community College Act*
 110 ILCS 805/3-29.26

Policy
 Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois

Support ServicesAnnual Security Report*Purpose Statement*

To delegate administrative authority for crime reporting to ensure compliance with the law.

Policy Statement

The College shall maintain a crime log and prepare an annual security report that contains crime statistics and other information required by law. Crime statistics shall be submitted to the U.S. Department of Education, and the annual security report shall be distributed to students and employees in accordance with the law. The Vice President of Administrative Services, Chief of Police, or their designees shall develop administrative procedures to implement this policy.

Legal Reference:

Jeanne Clery Campus Safety Act of 1990, as amended
20 U.S.C. § 1092(f), et seq., 34 C.F.R. 668.46

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Protection of Minors

Purpose Statement

To protect minor children on campus, whether participating in the College's programs and activities or when otherwise in the care of the College.

Policy Statement

Minor children participating in a College program or activity designed to include minor children shall be supervised by authorized personnel in accordance with applicable laws. Unless under the direct supervision of authorized personnel of a College program or activity designed to include minor children, minor children shall be under the direct supervision of their parent or guardian. This policy applies to children of employees, students, and community members using campus facilities.

Minor children under 13 years of age must be under the direct supervision of an adult guardian while using College-owned technology resources. [See 6600]

Child Abuse Reporting

Any employee who has reasonable cause to believe that a child known to them in their professional or official capacities may be an abused or neglected child shall immediately report to the Illinois Department of Children and Family Services. [See 7240]

Legal Reference: *Abused and Neglected Child Reporting Act*
(325 ILCS 5/)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support ServicesCommunicable Diseases*Purpose Statement*

To affirm communicable disease reporting obligations in accordance with the law.

Policy Statement

The College shall promptly report suspected or confirmed cases of communicable and/or infectious diseases in accordance with the law and administrative procedures. The College shall comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. The Vice President of Administrative Services or designee shall develop administrative procedures to implement this policy.

Legal Reference: *Department of Public Health Powers and Duties Law*
 20 ILCS 2310/
 Ill. Admin. Code tit 77, § 690 (2022)

Policy
 Adopted:

MORaine VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois

Support Services

Bloodborne Pathogen Control

Purpose Statement

To delegate administrative authority for bloodborne pathogen control to ensure compliance with the law.

Policy Statement

The Vice President of Administrative Services or designee shall develop a written exposure control plan designed to eliminate or minimize exposure to bloodborne pathogens. The plan shall be reviewed and updated at least annually. Copies of this plan and other relevant documentation shall be maintained in the office of the Vice President of Administrative Services, Human Resources, and the Moraine Valley Police Department.

Legal Reference:

*Occupational Safety and Health Standards:
Bloodborne Pathogens*
29 C.F.R. § 1910.1030

Illinois Environmental Protection Act
415 ILCS 5/

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Traffic and Parking Controls

Purpose Statement

To set forth traffic and parking controls and delegate administrative authority in accordance with the law.

Policy Statement

The Vice President of Administrative Services or designee shall develop administrative procedures addressing traffic and parking controls for property owned and maintained by and within the College, including but not limited to:

- Parking regulations;
- Speed of travel on all paths, driveways, and roadways, and a prohibition against speeding and racing; and
- Fines and penalties for violations.

Pedestrians shall have the right-of-way on pathways and sidewalks. Skateboards, rollerblades, bicycles, other devices propelled by human power, and motorized devices, other than mobility aids used by individuals with disabilities, shall be prohibited from pathways and sidewalks.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-42.2

Illinois Vehicle Code
625 ILCS 5/11

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Use of College Facilities

Purpose Statement

To set forth standards for community use of the College's facilities and delegate administrative authority.

Policy Statement

College facilities may be made available to community members and community organizations when such use does not conflict with use by, or any of the policies and procedures of, the College.

Requests

To request permission to use College facilities, interested community members or organizations shall file a written request in accordance with administrative procedures as follows:

- Requests to use the Health, Fitness & Recreation Center or any outdoor athletic facilities shall be reviewed by the Director of Campus Recreation, Director of Athletics, or their designees.
- Requests to use the Fine and Performing Arts Center (i.e., Dorothy Menker Theater, Oremus Theater, and Recital Hall) shall be reviewed by the Managing Director or designee.
- Requests to use the Business and Conference Center or any other building or room not otherwise mentioned above shall be reviewed by the Vice President of Workforce, Strategy and External Affairs or designee.
- Other facility requests not specifically outlined above shall be reviewed by the Campus Facilities Use Committee under the direction of the Vice President of Administrative Services and approved by the College President or designee.

Approval

Requests for community use of College facilities shall be considered on a first-come, first-served basis in accordance with provisions of and any deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility. Approval shall not be granted when the official has reasonable grounds to believe that:

1. The facility and/or support services (i.e., supervision, custodial, food, security, and technology services) requested are unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to administrative action prohibiting the use of the facility;
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College that available law enforcement officials could not control with reasonable efforts;

4. The applicant owes a monetary debt to the College and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular College operations; or
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College property.

Common Outdoor Area Exception

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Community members and organizations may engage in expressive activities in common outdoor areas in accordance with Board Policy 6420.

Campaign-related Use

Except to the extent a College facility is used as an official polling place, College facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering.

No Approval Required

No approval shall be required for recreational use of the College's unlocked, outdoor recreational facilities, such as the walking path, tennis courts, and the like, when the facilities are not in use by the College or for another scheduled purpose. [See 6410]

Emergency Use

In case of emergencies or disasters, the College President may authorize the use of College facilities by health or emergency service authorities.

Repeated Use

The College shall permit repeated use by any community member or organization in accordance with administrative procedures. Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are students, faculty, or staff.

Scheduling

Academic and extracurricular activities sponsored by the College shall always have priority. The College shall have the authority to cancel or reschedule an approved use by a community member or organization if an unexpected conflict arises with a College-sponsored activity.

Use Agreement

Any community member or organization approved to use College facilities shall be required to complete a written agreement indicating receipt of and understanding of this policy and any applicable administrative procedures, and addressing topics including, but not limited to, insurance and liability coverage.

Fees for Use

A community member or organization authorized to use College facilities shall be charged a fee for the use of designated facilities. The Board shall approve a schedule of fees based on the cost

of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services. Fees shall not be charged when College buildings are used for public meetings sponsored by federal, state, or local governmental agencies.

Required Conduct

Community members and organizations using College facilities shall:

1. Conduct business in an orderly manner;
2. Provide identification when requested to do so by a College representative;
3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College property;
4. Make no alteration, temporary or permanent, to College property without prior written consent from the College President; and
5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College for the cost of any such repairs.
6. Not use the College's logo and/or name for event marketing purposes without advance approval.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-29.4 and 3-43

Policy

Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support ServicesRecreational Use of Outdoor Facilities*Purpose Statement*

To set forth standards for recreational use of outdoor facilities and delegate administrative authority.

Policy Statement

The Vice President of Administrative Services or designee shall develop administrative procedures addressing the use of recreational outdoor facilities owned and maintained by and located within the property of the College.

Outdoor athletic fields and facilities may be used by community members when not otherwise in use.

Bodies of water located on College-owned property shall not be used for recreation, including but not limited to fishing, swimming, skating, and boating. Exceptions include any activity authorized by the appropriate division/department for educational/research purposes or by contractual arrangement.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Expressive Activities

Purpose Statement

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

Policy Statement

Individuals, including students, faculty, staff, Board members, and members of the public, may exercise their rights of free expression, subject to the limitations set forth in this policy and applicable law. Expressive activities include, but are not limited to, assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The College shall not endorse, approve, or assume any obligation or responsibility for the content of an individual's free expression.

Availability

Outdoor areas are generally available to individuals for expressive activities. Outdoor athletic facilities, the nature study area, and areas within buildings are reserved for the College's business and are generally not available for expressive activities.

Scheduling Activities

Areas for expressive activities are available 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 with the Marketing and Communications department in accordance with administrative procedures. If the area intended for expressive activities has already been reserved for another activity, the College will offer alternative areas or, if none are available, alternative dates. The College does not provide any equipment.

Distribution of Materials

All signs and posters are to remain with the individuals. Individuals are to respect the rights of all people on campus, including, but not limited to, their rights not to receive literature and not to engage in dialogue. Materials that are discarded or dropped in or around the areas, other than in an appropriate receptacle, must be retrieved and properly discarded that day by the individuals distributing the materials prior to their departure from the campus.

Limitations

Free speech does not include defamatory statements, unlawful harassment, obscenity, incitement to imminent lawless or disruptive activity, threats to engage in unlawful activity, or advertising or solicitation of for-profit products and services. Additionally, individuals engaging in expressive activities shall not:

1. Engage in unlawful conduct.
2. Physically abuse, threaten, or intimidate another person.

3. Touch, strike, or physically impede passersby, except for incidental or accidental contact or contact initiated by a passerby.
4. Interfere, disrupt, or attempt to force the cancellation or continuance of a speaker, College ceremony or event, or College operations.
5. Obstruct traffic, entrances, or exits to buildings or driveways, or impede entry to or exit from any building, parking lot, or vehicular path.
6. Utilize sound amplification that creates a noise or diversion that disturbs College operations or classes.
7. Occupy space overnight.
8. Damage or deface property.
9. Erect permanent or semi-permanent structures or affix signage to College structures. Temporary signs (e.g., yard signs) may be placed on lawns but must be removed when the expressive activity is over.
10. Create a safety hazard.
11. Otherwise engage in any conduct that may interfere with, disrupt, or impede the normal operations of the College or otherwise interfere with or infringe on the rights of others

Violations

Potential violations of this policy shall be referred to the College Police Department. Students, faculty, and staff who engage in activities that violate this policy may be subject to disciplinary action in accordance with the Code of Student Conduct or applicable collective bargaining agreement or handbook.

Legal Reference:

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

Illinois Constitution
Article I – Bill of Rights – Sections 4 and 5

Public Community College Act
110 ILCS 805/3-29.7

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Guest Speakers

Purpose Statement

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

Policy Statement

The College respects the rights of faculty, staff, and students to explore and discuss topics that interest them, including those that may be considered controversial or unpopular. Faculty, staff, and students may invite guest speakers to campus to further the College's educational goals. The invitation or presence of such speakers does not constitute 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.

Individuals shall follow any College and department-specific procedures when College resources (e.g., space, security) are requested for an 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 6420 – Expressive Activities]

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Freedom from Discrimination: 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:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Freedom from Discrimination: Disability

Purpose Statement

To affirm equal access to individuals with disabilities in accordance with the law.

Policy Statement

No person, on the basis of disability, shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity. [For employees, see 7000 and for students, see 4100]

ADA/Section 504 Coordinator

The College designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Vice President of Administrative Services
9000 W. College Parkway
Palos Hills, IL 60465
(708) 974-5203

Complaint Procedures

An individual who believes they have been denied access to a College service, program, or activity because of their actual or perceived disability may file a written complaint with the ADA/Section 504 Coordinator within thirty (30) days of the alleged violation of the ADA. Complaints should set forth the date(s) the alleged violation of the ADA occurred, the name of the employee or department that was involved in the alleged violation, the service, activity, or program that is the basis of the complaint, all facts and circumstances surrounding the alleged violation.

The ADA/Section 504 Coordinator shall investigate the matter and respond to the complaint within thirty (30) days of receipt of the complaint. The ADA/Section 504 Coordinator shall make every attempt to provide a prompt and equitable resolution of the complaint.

Legal References:

Americans with Disabilities Act of 1990
42 U.S.C. 12132; 28 C.F.R. 35.107(b)

Section 504 of the Rehabilitation Act of 1973
29 U.S.C. 794 et seq; 34 C.F.R. 104.7(b)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support ServicesSmoke and Tobacco-Free Campus*Purpose Statement*

To delegate administrative authority to ensure compliance with the law.

Policy Statement

For the purposes of this policy, “campus” means all property, including buildings, grounds, parking lots, and vehicles owned or operated by the College.

Smoking and the use of tobacco products, including cigarettes, cigars, pipes, smokeless tobacco, and electronic cigarettes, on campus are prohibited.

Individuals who violate this policy shall be subject to fines and/or disciplinary action in accordance with the applicable procedure. [For employees, see 7230 and for students, see 4600]

Legal Reference:

Smoke-Free Campus Act
(110 ILCS 64/)

Smoke Free Illinois Act
(410 ILCS 82/)

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Weapons

Purpose Statement

To prohibit firearms and other weapons in accordance with the law.

Policy Statement

Firearms

The College prohibits the use, possession, or display of a firearm on College property or at a College-sponsored or -related activity in violation of the law. For the purposes of this policy, College property includes any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, or entertainment venue, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of the College. Firearms are also prohibited in a vehicle owned, leased, or controlled by the College.

Individuals who are licensed to carry a concealed handgun may store a firearm or ammunition in a secure case or locked container out of plain view within their vehicle or the vehicle's trunk. In the event the firearm is stored in the trunk, the firearm must be unloaded in accordance with administrative procedures.

Exceptions

The carrying or use of firearms for instructional purposes in officially recognized programs shall be permitted in accordance with administrative procedures.

Signage

Legally required signage shall be clearly and conspicuously posted at the entrance of a building, premises, or real property in accordance with the law.

Other Weapons and Devices Prohibited

The College prohibits the use, possession, or display of any knives, clubs, knuckles, or prohibited weapons, as defined by law, on College property or at a College-sponsored or -related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College property or at any College-sponsored or -related activity:

- Fireworks of any kind;
- Explosives or incendiary devices;
- Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
- Razors;
- Chains; or
- Throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College employee, or College property by virtue of possession or use.

Violations

Individuals found to be in violation of this policy shall be subject to civil and criminal penalties as provided by law. Employees and students found to be in violation of this policy shall also be subject to disciplinary action. [See 7230 for employees and 4600 for students]

Legal Reference:

Firearm Concealed Carry Act
(430 ILCS 66/)

Criminal Code of 2012
(720 ILCS 5/20-2 and 24-1)

Fireworks Regulation Act of Illinois
(425 ILCS 30/)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Drones

Purpose Statement

To provide for drone use, including recreational use, in accordance with the law.

Policy Statement

The flying of drones over or from sites on College property or as part of the College's academic or research program is permitted only in accordance with the law and administrative procedures developed by the Vice President of Administrative Services or designee.

Legal Reference:

Federal Aviation Act of 1958

9 U.S.C. Chapter 447; 14 C.F.R. 107

Illinois Aeronautics Act

(620 ILCS 5/42.1)

Policy

Adopted:

MORAIN VALLEY COMMUNITY COLLEGE

Palos Hills, Illinois

Support Services

Animals

Purpose Statement

To set forth standards for animals on campus and delegate administrative authority in accordance with the law.

Policy Statement

Students, employees, and community members are prohibited from bringing pets or other animals onto College-owned property. Exceptions include service animals accompanying individuals with disabilities and animals authorized by the appropriate division/department for educational/research purposes or by contractual arrangement.

Accident Reporting

If a wild/feral or authorized animal bites, scratches, or is involved in a similar incident, the incident shall be immediately reported in accordance with administrative procedures developed by the Vice President of Administrative Services or designee.

Service Animals

Individuals with disabilities and service animal trainers shall be allowed to be accompanied by their service animals in all areas where members of the public, participants in services, programs or activities, or invitees are allowed. The College shall not limit the use of a service animal unless modification fundamentally alters the nature of the service, program, or activity.

A “service animal” means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other disability. Other animals, whether wild or domestic, trained or untrained, that do work, perform tasks, provide assistance, and/or provide therapeutic emotional support are not service animals for the purposes of this definition.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether unless the handler is unable because of a disability to use a harness, leash, or tether, or the use of a harness, leash, or tether would interfere with the service animal’s safe, effective performance of work or tasks. If a service animal does not have a harness, leash, or tether, the animal must be under the handler’s control by other effective means (e.g., voice control or signals).

The College may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control, and the animal’s handler does not take effective action to control it; or
2. The animal is not housebroken.

The College shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. College employees shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal:

1. Is the animal required because of a disability?
2. What work or task is the animal trained to perform?

College employees shall not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

The Vice President of Administrative Services or designee shall develop administrative procedures to implement this policy.

Legal Reference: *Americans with Disabilities Act*
42 U.S.C. 12101, et seq., 28 C.F.R. 35

Illinois Human Rights Act
775 ILCS 5/

Illinois Criminal Code
720 ILCS 5/48-8: Service animal access.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Photography and Recording

Purpose Statement

To set forth standards for photography and recording on college property.

Policy Statement

For the purpose of this policy, “record” shall mean an audio and/or video recording.

Public Spaces

Individuals have the right to photograph and record in public spaces so long as they do not disrupt or impede normal operations or infringe on the rights of others. [See 1100 Freedom of Speech, Expression, and Assembly]

Commercial, Promotional, Professional, and Amateur Photography and Recording

Photographs and recordings made by third parties for commercial, promotional, or professional purposes, or amateurs who require the use of tripods, lights, or other specialized equipment, require advanced authorization from the Marketing and Communications department.

Official College Business, Events, and Programs

Photography and recordings made for official College business, events, or programs shall be permitted in accordance with administrative procedures.

Class Recordings

Instructors may set their own class policy regarding recording and may prohibit it unless it is a legally required disability accommodation. An instructor’s class policy shall be included in the syllabus.

Unauthorized Recording

Any actual or attempted unauthorized use of electronic or other devices to make a recording of any person(s) in non-public areas without their prior knowledge or consent is prohibited. This includes, but is not limited to, private conversations, private electronic communication, or where individuals have a reasonable expectation of privacy (i.e., restroom, locker room, lactation room).

Legal Reference:

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

Illinois Criminal Code
720 ILCS 5/14 and 26-4

Americans with Disabilities Act
42 U.S.C. 12101, et seq., 28 C.F.R. 35

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Advertising and Fundraising

Purpose Statement

To set forth standards for advertising and fundraising.

Policy Statement

Promotional Activities

College facilities shall not be used to advertise, promote, sell tickets, or collect funds for any non-college purpose without the prior approval of the College President.

Advertising

For purposes of this policy, "advertising" shall mean a communication designed to attract attention or patronage by the public or college community and communicated through means under the control of the College in exchange for consideration to the College. "Advertising" does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the College or College support organizations.

Advertising shall be accepted solely to generate revenue for the College and not to establish a forum for communication. The College shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The College shall retain the authority to determine the size and location of any advertising. The College shall also reserve the right to reject advertising that is inconsistent with federal or state law, Board policy or administration regulations, or curriculum, as well as any content the College determines has a reasonable likelihood of exposing the College to controversy, litigation, or disruption.

Acceptance of advertising shall not constitute College approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the College will purchase goods or services from the vendor through the College's formal procurement process.

Sponsorships and Donations

If the College accepts financial or in-kind donations to support College-sponsored activities, the College reserves the right to acknowledge donors through whatever means the College deems appropriate. The College retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Technology Resources

Purpose Statement

To delegate administrative authority to ensure compliance with the law.

Policy Statement

For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment owned or controlled by the College.

Availability of Access

Access to the College's technology resources shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative procedures.

Limited Personal Use

Limited personal use of the College's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College;
2. Does not unduly burden the College's technology resources or pose a security threat; and
3. Has no adverse effect on an employee's job performance or a student's academic performance.

Use by Community Members

Access to the College's technology resources shall be made available to community members in accordance with administrative procedures. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the College; and
2. Does not unduly burden the College's technology resources or pose a security threat.

Acceptable Use

The Vice President of Information Technology or designee shall develop and implement administrative procedures, guidelines, and user agreements consistent with the College's mission and the law. Access to the College's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative procedures governing the use of the College's technology resources and shall agree to allow monitoring of their use and to comply with such procedures and guidelines. Noncompliance may result in suspension of access, termination of privileges, and other disciplinary action, consistent with College policies and procedures. [See 7230 for employees and 4600 for students] Violations of applicable law may result in criminal prosecution.

Monitored Use

Electronic mail transmissions and other use of the College's technology resources by students, employees, and community members shall not be considered private. Designated employees shall monitor the College's technology resources to ensure appropriate use when authorized.

Disclaimer of Liability

The College shall not be liable for users' inappropriate use of the College's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The College shall not be responsible for ensuring the availability of the College's technology resources or the accuracy, appropriateness, or usability of any information found on the Internet.

Record Retention

College employees shall retain electronic records, whether created or maintained using the College's technology resources or using personal technology resources, in accordance with the College's record management program. [See 3100]

Access by Individuals with Disabilities

The College President or designee shall develop procedures to ensure that individuals with disabilities have access to the College's electronic and information resources similar to individuals without disabilities.

Legal References:

Americans with Disabilities Act of 1990
42 U.S.C. §12131 et seq.; 28 C.R.F. 35

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Information Security

Purpose Statement

To delegate administrative authority for information security and to ensure compliance with the law.

Policy Statement

The Vice President of Information Technology is responsible for the security of the College's information resources. The Vice President of Information Technology or designee shall develop procedures for ensuring the College's compliance with applicable law.

The Vice President of Information Technology shall designate a qualified individual to oversee, implement, and enforce the College's information security program. The program shall address the security of the information and information resources owned, leased, or under the custodianship of the College against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and information security awareness education for all users. The qualified individual shall annually report to the Board a written evaluation of the College's compliance with its information security program.

Upon discovering or receiving notification of a security breach, the College shall disclose the breach to affected persons or entities in accordance with the law.

The College shall include in any vendor or third-party contract the requirement that the vendor or third-party report information security incidents to the College.

Legal References:

Illinois Personal Information Protection Act
815 ILCS 530/

Cybersecurity Information Sharing Act of 2015
6 U.S.C. § 1500 et seq.

Gramm-Leach Bliley Act
15 U.S.C. § 6801; 6 C.F.R. 314

General Data Protection Regulation (GDPR)
European Union

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Support Services

Identity Protection

Purpose Statement

To delegate administrative authority to ensure compliance with the law.

Policy Statement

For the purposes of this policy, “sensitive personally identifiable information” means unique identifiers (e.g., social security numbers, driver’s license numbers, government-issued identification numbers, passport numbers), financial information (e.g., bank account numbers, credit card numbers), medical records (e.g., health insurance information, medical leave and reasonable accommodation documentation, workers’ compensation claims), and biometric data (e.g., fingerprints, facial recognition data).

Social Security Number Collection

When collecting social security numbers or upon the request of an individual, a statement of the purpose for the collection and use shall be provided.

Safeguarding Sensitive Personally Identifiable Information

Only employees who are required to use or handle information or documents that contain sensitive personally identifiable information shall be granted access to such information or documents. Employees who have access to sensitive personally identifiable information in the course of performing their duties shall receive training. Training shall include instructions on proper handling of information that contains sensitive personally identifiable information from the time of collection through the destruction of information.

The College shall only disclose sensitive personally identifiable information with an individual’s written consent or in accordance with applicable law. [For Student Records, see 4400 and for Personnel Records, see 7180]

If a record containing sensitive personally identifiable information is required to be released as part of a records request, it shall be redacted. [See 3200]

The Vice President of Information Technology or designee shall develop administrative procedures to implement this policy.

Legal Reference: *Identity Protection Act*
5 ILCS 179/35

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

BOARD POLICY UPDATES:
FINANCIAL & BUSINESS SERVICES

The revised policies are attached.

Recommended Action:

It is recommended that the Board of Trustees approve the new Article 8 – Financial and Business Services, which replaces the current Article 8 – Finance.

ARTICLE 8

FINANCIAL & BUSINESS SERVICES

(Series 8000)

	<u>Policy Number</u>
Fiscal Management	8100
Appropriations and Revenue Sources	8200
Investments	8210
Indebtedness	8220
Gifts, Grants, and Bequests from Private Sources	8230
Annual Operating Budget	8300
Accounting	8400
Fund Balance	8410
Expense Reimbursement	8420
Political Contributions Prohibited	8430
Purchasing	8500
Supplier Diversity	8510
Disposal of Property	8520
Auxiliary Services	8600

Finance and Business Services

Fiscal Management

Purpose Statement

To affirm the Board's fiduciary duties and appoint a treasurer in accordance with the law.

Policy Statement

The Board shall exercise its fiduciary duties, including financial oversight and ethical responsibilities, solely in the public interest and in accordance with the law.

Appointment of College Treasurer

The Board appoints the Vice President of Financial and Business Services to the role of College Treasurer to perform the treasurer's duties in accordance with the law.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-18 and 3-24

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business Services

Appropriations and Revenue Sources

Purpose Statement

To affirm the College's access to state and federal appropriations and revenue sources in accordance with the law.

Policy Statement

The Board shall provide for the revenue necessary to maintain the College through local taxes, tuition, and appropriations in accordance with the law. [See 4300 – Tuition and Fees]

Grants and Awards

The College President or designee shall be authorized to:

1. Apply, on behalf of the Board, for any special federal and state grants and awards as deemed appropriate for the College's operations;
2. Approve commitment of College funds for matching, cost-sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the College budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The College shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. For federal grants and awards, this includes applicable Office of Management and Budget circulars.

The College President or designee shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the College is complying with requirements for state and federal grants and awards.

Legal Reference:

Illinois Public Community College Act
(110 ILCS 805/3-23, 3-39, 3-39.1)

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
(2 CFR Part 200)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business Services

Investments

Purpose Statement

To set forth an investment policy.

Policy Statement

The College shall invest public funds in a manner that shall provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds. This policy applies to all funds governed by the Board.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.

Objective

The primary objectives, in order of priority, shall be:

- Legality – conformance with federal, state, and other legal requirements
- Safety – preservation of capital and protection of investment principal
- Liquidity – maintenance of sufficient liquidity to meet operating requirements
- Yield – attainment of market rates of return

The portfolio should be reviewed periodically as to its effectiveness in meeting the College’s needs for safety, liquidity, rate of return, diversification, and its overall performance.

Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the College Treasurer who, under the delegation of the Board, shall establish written procedures for the operation of the investment program.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. 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.

Authorized Financial Dealers and Institutions

The College Treasurer shall maintain a list of financial institutions authorized by the Board to provide investment services.

The College Treasurer may use financial intermediaries, brokers, and/or financial institutions (banks and savings and loan associations) to solicit requests for securities and certificates of deposit. The intermediaries shall be approved by the Board. For investment in Certificates of Deposit (CD), at least six financial institutions shall be contacted and the interest rate submitted by each shall be kept on record. Rates may be submitted orally but shall be verified in writing.

In addition, a list shall also be maintained of approved security brokers/dealers selected by credit worthiness.

Authorized and Suitable Investments

The College shall invest in instruments as allowed by the Public Funds Investment Act, 30 ILCS 235. A summary of authorized investments follows:

- a. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- b. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.
- c. Repurchase Agreements fully collateralized by any of the above securities.
- d. Certificates of Deposits, Money Market Accounts, Time Deposits or Savings Accounts, with banks, savings banks, and savings and loan associations, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act 205 ILCS 5, which are insured by the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Association (NCUA) or collateralized as describe in Section 1.09 of this Investment Policy.
- e. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at the highest general short-term classification (A-1, P-1, F-1, etc.) established by at least 2 Nationally Recognized Statistical Rating Organizations (NRSROs) and which mature not later than 270 days from the date of settlement and (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, (iii) no more than one-third of the College's funds may be invested in short-term obligations of corporations.
- f. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature more than 270 days, but not later than 5.5 years from the date of settlement, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the College's funds may be invested in obligations of corporations.

- g. Money Market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (a) or (b) of this subsection and to agreements to repurchase such obligations.
- h. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
- i. The College may invest in the Illinois Public College Treasurer's Investment Pool (The Illinois Funds).
- j. The College may invest in the Illinois School District Liquid Asset Fund (ISDLAF) Plus.
- k. The College may invest in the Illinois Trust Local Government Investment Pool.
- l. The College may invest in the Illinois Metropolitan Investment Fund.
- m. The total investments at any one financial institution may not exceed 75% of the capital stock and surplus of that institution, in accordance with the most recent call report of that institution. Further, unless specifically authorized by the Board, the College Treasurer shall not have investments in excess of \$35,000,000 in any one financial institution (bank or savings and loan association) regardless of the calculation mentioned in this section.

Collateralization

Financial institutions must collateralize all deposits in excess of coverage provided by the FDIC or NCUA (\$250,000) to 102% of market value.

Acceptable collateral shall include the following:

- 1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- 2. Obligations of United States Government Agencies and its instrumentalities; and
- 3. Direct and general obligation bonds of any city, town, county, school district, or other taxing body of any state, the debt service of which is payable from general ad valorem taxes.
- 4. Revenue bonds of any city, town, county, or school district of the State of Illinois.
- 5. Deposits may additionally be collateralized by a letter of credit issued by a Federal Home Loan Bank in an amount equal to at least the market value of that amount of funds on deposit exceeding the insurance limitation provided by the Federal Deposit Insurance Corporation or the National Credit Union Administration.

All investments requiring collateral in accordance with the above section, shall be witnessed by a written agreement, and pledged securities collateral must be held in an independent – third party institution in the name of the College.

Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by the College shall be conducted on a delivery-versus-payment (DVP) basis. Securities shall be held by an independent third-party custodian designated by the College Treasurer. The safekeeping department of the bank designated shall be considered a third party for the purposes of safekeeping of securities. Securities purchased through a broker/dealer may be held by the broker as long as they are registered in the name of the College and they meet other credit requirements.

Banks that place purchased securities or securities that are provided as collateral by that bank into that bank's Trust Department shall be considered to have complied with the third-party safekeeping requirements.

Diversification

The College shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

Maximum Maturities

To the extent possible, the College shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the College shall not directly invest in securities maturing more than five and one half years from the date of settlement. Prior approval of the Board must be secured for an investment exceeding that period.

Investments shall be made that reflect the cash flow needs of the fund type being invested including capital construction related funds which may have more specific cash flow requirements related to the timing of the construction projects.

Reserve funds may be invested in securities exceeding five years if such investments meet the long-term cash requirements of the College.

Internal Control

The College Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investments and wire transfers

Performance Standards

This investment portfolio shall be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic

environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity, and credit quality as the portfolio.

Reporting

The College Treasurer shall prepare an investment report at least monthly. The report should be provided to the Board and be made available upon request. The College Treasurer's monthly report shall include the names of all financial institutions that submitted interest rate quotes on any investments made since the previous report.

The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board.

Marking to Market

A statement of the market value of the portfolio shall be issued to the Board quarterly.

Investment Policy Adoption

The investment policy shall be adopted by the Board. The policy shall be reviewed on an annual basis by the College Treasurer and any modifications made thereto must be approved by the Board.

Legal Reference:

Public Community College Act
110 ILCS 805/3-47

Public Funds Investment Act
30 ILCS 235/

Illinois Banking Act
205 ILCS 5/

Investment Company Act of 1940
15 U.S.C. §§ 80a-1–80a-6; 17 CFR Part 270

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business Services

Indebtedness

Purpose Statement

To establish rules for taking on, managing, and repaying debt to ensure financial stability, compliance, and controlled risk.

Policy Statement

The College Treasurer may borrow funds, issue or cause bonds to be issued, or establish lines of credit on behalf of the College upon authorization of the Board. The College Treasurer shall be authorized to make interfund loans from any fund to any other fund maintained by the Board legally available for such purposes.

No individual Board member or employee shall contract any indebtedness, make any commitment, or incur any obligation on behalf of the Board except for authorized purchases in accordance with administrative procedures. [See 2000 – Board Authority and 8500 - Purchasing]

Legal Reference:

Illinois Public Community College Act
(110 ILCS 805/3-33, 3-33.7, 3-34)

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business Services

Gifts, Grants, and Bequests from Private Sources

Purpose Statement

To set forth standards and delegate authority for the acceptance of gifts from private donors where applicable.

Policy Statement

The Board delegates authority to the Moraine Valley Community College Foundation to accept gifts from private sources on the College's behalf.

Conditional Gift Exception

A gift that the potential donor has expressly made conditional upon the College's use for a specified purpose shall require the College President or Board's approval, except for student scholarships and gift-related naming of College-owned facilities, which shall be managed exclusively by the Foundation.

A conditional gift valued at \$100,000 or less shall require the College President's approval. A conditional gift that exceeds \$100,000, or any gift of real property, shall require Board approval.

Criteria for Acceptance

The College shall not accept any gift that would violate or conflict with College policies or with federal or state law. The College shall not accept gifts that discriminate against any person on the basis of sex, gender, race, color, religion, national origin, age, disability, or any other protected characteristic.

Before the College President accepts or recommends acceptance of a gift to the Board, as applicable, the College President shall consider whether the gift:

1. Has a purpose consistent with the College's mission, vision, core values, and strategic priorities;
2. Places any restrictions on a College program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the College;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [See 6500 – Advertising and Fundraising];
7. Would result in inequitable funding, equipment, or resources among College programs;
8. Obligates the College to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the College.

Upon Acceptance

Once accepted, a gift becomes the sole property of the College.

Solicitation

An employee who solicits gifts on behalf of the College or to use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and College policy and regulations, including those addressing the use of names or images of the College, employees, or students.

All donations solicited on behalf of the College, including solicitations in the name of the College, or donations solicited using College resources, become the sole property of the College for use consistent with the terms of the solicitation.

Legal Reference:

Public Community College Act
(110 ILCS 805/3-39.1)

Policy

Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business Services

Annual Operating Budget

Purpose Statement

To establish guidelines and delegate administrative authority for the creation, management, and monitoring of financial resources in accordance with the law.

Policy Statement

Budget Planning

Budget planning shall be an integral part of overall program planning, ensuring the budget effectively reflects the College's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

Budget Preparation and Public Hearing

The Vice President of Financial and Business Services shall prepare the College's operating budget for each fiscal year. The budget shall conform to Illinois Community College Board (ICCB) requirements and meet the standards of the College's accreditor. [See 3400]

The tentative budget shall be made available for public inspection at least 30 days and presented at least one public hearing prior to adoption. Notice of availability for public inspection and of the public hearing shall be given by publication in a newspaper published in the College's district, at least 30 days prior to the hearing.

Budget Adoption

The Board shall adopt an annual budget before or within the first quarter of each fiscal year. An electronic copy of the budget shall be filed with the ICCB by October 15 of each year in the format prescribed by the ICCB.

Budget Amendments

The Board may amend the budget at any time during the fiscal year during a regular Board meeting. An electronic copy of the amended budget shall be filed with ICCB within 30 days of its adoption.

Legal Reference:

Illinois Public Community College Act

(110 ILCS 805/3-20; 3-20.1)

Ill. Admin Code tit 23, § 1501.502 (2018) and 1501.504 (2017)

8300 cont.

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business Services

Accounting

Purpose Statement

To set forth accounting standards in accordance with the law.

Policy Statement

The College shall conform to the Generally Accepted Accounting Principles (GAAP), as applicable to state and local governments in the United States, and the Governmental Accounting Standards Board (GASB) for establishing accounting and financial reporting principles in accordance with the law.

Fiscal Year

The fiscal year shall be from July 1 to June 30.

Financial Reports and Statements

Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all funds and accounts.

A financial statement shall be annually published in accordance with the law, including publication at least once in a newspaper of general circulation in the district.

Annual Audit

The Board shall select an auditing firm or an auditor licensed to practice public accounting in Illinois to perform an annual audit at the end of the fiscal year in accordance with GASB standards and the law. The annual audit shall include all accounts and funds, and verification of student enrollments and any other basis on which claims are filed with the Illinois Community College Board (ICCB).

A comprehensive audit report of all funds and accounts, including a management letter, shall be submitted annually to the Board and filed with ICCB. A copy of the independent audit shall become a part of the Board's official minutes and shall be available for inspection on the publicly available website.

Financial Ethics

All Board members, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the College's financial transactions shall act with integrity and diligence in duties involving the College's fiscal resources. [For Board members, see 2110, and for employees, see 7220]

Legal Reference:

Local Government Accounting Systems Act
(15 ILCS 425)

8400 cont.

Illinois Public Community College Act
(110 ILCS 805/3-20.1, 3-22.1, 3-22.2)

Governmental Account Audit Act
(50 ILCS 310/)

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

FinanceFund Balance*Purpose Statement*

To establish and maintain access to unrestricted reserve funds for capital projects and unanticipated one-time expenditures.

Policy Statement

The College shall strive to maintain an end of fiscal year unrestricted fund balance in the combined General Fund (comprised of the Education Fund and the Operations and Maintenance Fund) and Working Cash Fund in an amount equivalent to at least forty percent (40%) of the College's total annual operating expenditures in the General Fund, using the modified accrual basis of accounting as reflected in the previous year's uniform financial statements. The unrestricted fund balance shall include only those resources without constraint on spending or for which a constraint on spending has been imposed by the College itself.

The unreserved general fund balance may be used to provide capital funding for future projects as proposed by the College's Facilities Master Plan or Technology Plan, or for other unanticipated one-time expenditures that will not create recurring expenses. Expenditures from the unreserved fund balance shall be approved by the Board.

A report of year-end reserves in the general fund shall be provided to the Board annually.

If the operating fund balance exceeds 40 percent (40%), the Board may approve the transfer of the excess funds to the Operations and Maintenance Restricted Fund or the Restricted Purpose Technology Fund.

If the unrestricted fund balance falls below 40 percent (40%), the Vice President of Financial and Business Services shall submit a plan to the Board that sets aside expected revenues until the desired fund balance level is achieved. The duration of the plan shall not exceed five years.

Legal Reference:

Illinois Public Community College Act
(110 ILCS 805/3-34)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

FinanceExpense Reimbursement*Purpose Statement*

To set forth reimbursement standards in accordance with the law.

Policy Statement

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out College business only with the prior approval of the employee's supervisor and in accordance with administrative procedures. For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses. [For Board member expense reimbursement, see 2700]

Legal Reference:

Local Government Travel Expense Control Act
(50 ILCS 150/)

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business ServicesPolitical or Campaign Contributions Prohibited*Purpose Statement*

To affirm the legal requirement that no public funds shall be used for political or campaign purposes.

Policy Statement

No College funds shall be used to urge any elector to vote for or against any candidate or proposition, or be appropriated for political or campaign purposes to any candidate or political organization.

Legal Reference:

Election Code
(10 ILCS 5/9-25.1)

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business Services

Purchasing

Purpose Statement

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

Policy Statement

The Board delegates to the College President, Vice President of Finance and Business Services, and the Director of Purchasing or their designees the authority to make budgeted or emergency purchases for goods and services, determine the method of purchasing (e.g., contract, joint purchasing agreement, cooperative agreement, competitive bidding), and develop administrative procedures to implement the requirements of state and federal law.

The Director of Auxiliary Services or designee shall be authorized to purchase books and materials for sale in the College store and goods and consumable supplies used in College-provided food service operations.

Competitive Bidding

The Director of Purchasing or designee shall prepare and distribute bid specifications, including a certification form for evaluating responsible bidders considering conformity with specifications, terms of delivery, quality, and serviceability. The College considers a bidder responsible when the bidder demonstrates the ability to meet established requirements including, but not limited to, compliance with all provisions of the Illinois Prevailing Wage Act for Cook County and participation in apprenticeship and training programs approved and registered with the U.S. Department of Labor, where applicable. The College reserves the right to request documentation verifying compliance with any requirements set forth in the bid specifications at any time during the evaluation process. All bids, including the submission of any electronic bids, shall be in accordance with administrative procedures and the law.

Contracts and Solicitations for Professional Services

Contracts and solicitations (e.g., requests for proposals and qualifications) for professional services, including but not limited to architectural, engineering, and land surveying services, shall be in accordance with administrative procedures and the law.

Purchasing Ethics

Neither Board members nor employees shall be permitted to make purchases for personal use through the College's purchasing department. Board members and employees shall comply with the applicable ethics and conflict-of-interest policies. [For Board members, see 2100 and 2110; for employees, see 7220]

Legal Reference:

Public Community College Act
(110 ILCS 805/3-27.1; 3-27.2; 3-27.3; 3-48)

Local Government Prompt Payment Act
(50 ILCS 505/)

Prevailing Wage Act
(820 ILCS 130/)

Local Government Professional Services Selection Act
(50 ILCS 510/)

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business ServicesSupplier Diversity

The College recognizes the importance of supplier diversity and open access, and commits to increasing the participation of minority-, women-, veteran-, and persons-with-disabilities-owned and operated businesses, subject to financial and fiduciary prudence in accordance with the law.

The Director of Purchasing or designee shall be the liaison to the Business Enterprise Council and develop the plans and procedures necessary to increase the participation of certified vendors in accordance with the law.

Legal Reference: *Business Enterprise for Minorities, Women, and Persons with Disabilities Act*
(30 ILCS 575/)

Policy
Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business Services

Disposal of Property

Purpose Statement

To set forth standards and delegate administrative authority for the disposal of College property and abandoned or unclaimed personal property.

Policy Statement

College Personal Property

The College President or designee is authorized to declare College personal property, including materials, equipment, vehicles, and supplies, to be unnecessary.

If the unnecessary property has value, the College President or designee shall:

1. Dispose of the unnecessary property for fair market value; or
2. Recommend to the Board for approval an alternative method of disposal for less than fair market value. Before approving the disposal of the unnecessary property for less than fair market value, the Board shall determine that the conveyance is not a gift of public funds by making the following findings:
 - a. The predominant purpose of the alternative method of disposal is to accomplish a public purpose, not to benefit private parties;
 - b. The Board shall retain sufficient control over the disposed items to ensure the public purpose is accomplished and to protect the public's investment; and
 - c. The College District shall receive a return benefit.

College personal property, including but not limited to vehicles, shall not be directly sold to employees or Board members.

Any monies realized from the sale of College personal property shall be deposited in the College's general fund. Donated items shall be in accordance with capital asset donation procedures. Completed sales shall be reported to the Board.

If the unnecessary property has no value, the College President or designee may dispose of such property according to administrative discretion.

Items obtained with federal funds or as federal surplus shall be managed according to federal regulations.

College Real Property

The sale of real property, regardless of value, shall require Board approval.

Abandoned or Unclaimed Personal Property

The Vice President of Administrative Services shall be authorized to dispose of a third party's abandoned or unclaimed personal property in accordance with administrative procedures. These administrative procedures shall address, but not be limited to, the following topics:

1. Notices of lost and found locations posted at appropriate places or described in College publications, and that include procedures for reclaiming lost articles and time frames for the College to dispose of unclaimed property.
2. A range of options for locating owners of abandoned property that is not turned into a lost and found location. These options may address such items as abandoned cars or other large items.
3. Disposal procedures, including donations to charity or student organizations, sales, and auctions.

Any monies realized from the disposal of unclaimed or abandoned personal property shall be deposited in the College's general fund.

Legal Reference:

Public Community College Act
(110 ILCS 805/3-41)

Policy
Adopted:

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Finance and Business ServicesAuxiliary Services*Purpose Statement*

To provide for auxiliary services in accordance with the law.

Policy Statement

The Board may provide, purchase, lease, or contract auxiliary services related to the operation of the College. Auxiliary services shall be self-supporting, non-instructional operations, including but not limited to the College store, dining, and vending.

Under the direction of the Vice President of Finance and Business Services, the Director of Auxiliary Services shall develop and maintain administrative procedures to implement this policy.

Legal Reference:

Illinois Public Community College Act
110 ILCS 805/3-31.1

Policy

Adopted:

MORaine VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois