

MORTON COLLEGE

Minutes for the Regular Meeting

Wednesday, November 18, 2020

Agenda for the Regular Meeting of the Morton College Board of Trustees of Illinois Community College District No. 527, Cook County, was held on Wednesday, November 18, 2020, at 11:00 AM in the form of a teleconference call, 3801 S. Central Avenue, Cicero, IL 60804.

1. Call to Order

The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Frances F. Reitz at 11:06 AM on Wednesday, November 18, 2020, in the form of a teleconference call.

2. Pledge of Allegiance

3. Roll Call

Present:

Frances F. Reitz, Trustee (by phone)
Anthony Martinucci, Trustee
Jose Collazo, Trustee (by phone)
Susan Banks, Trustee (joined by phone 11:15 a.m.)
Joseph Belcaster, Trustee (by phone)
Susan Grazzini, Trustee (by phone)
Oscar Montiel, Trustee (by phone)
Andy Avalos, Student Trustee

Absent:

None

Also Present:

Dr. Stan Fields, President
Michael Del Galdo, Attorney (by phone)

4. Citizen Comments

NONE

5. Recognition

5.1. All-Conference recognition, Men and Women's cross country.

Blanca Jara, Executive Director of Institutional Advancement congratulated the following cross country team members for receiving all-Illinois Skyway Collegiate Conference honors October 24th:

On the Men's side, all-conference honors went to Bryan Valdez, Jonathan Garcia and Damian Sanchez-Cruz.

On the Women's side, all-conference honors went to Katherine Sandoval and Gloria Vega.

All five were top-10 finishers at the conference meet held at Moraine Valley Community College.

6. Reports

6.1. ICCTA – ACCT

NONE

6.2. Student Member, Andy Avalos

Advisory Voting Student Member Avalos gave the monthly report of the student programs and activities.

7. President's Report

7.1. Strategic Plan

Dr. Keith McLaughlin, Provost, stated that we will focus on Strategic Programs Goal # 3, which is to develop new academic programs to support our student's success. He introduced Dr. Alison Gehrke, PT, DPT, Associate Dean of Health Science and Director of the Physical Therapist Assistant Program. Dr. Alison talked about her presentation named, "Morton College PTA Program Success". Dr. Alison commented about the adopted Apple 1:1 Initiative during the academic year 2019-2020. The iPads have helped the students improve their academic skills during this pandemic. The adopted Compassionate All-Inclusive Retention Efforts (C.A.R.E.) Program have helped to have 100% retention rate for the 2019-20 academic year. Dr. Alison stated that for the class of

2018, the program had 100% graduation rate, for 2019 was 96% graduation rate and for 2020 is 91% as of today's graduation rate.

Dr. Fields President of the College commented about the graduation rate numbers being incredible. We need to bring back Dr. Alison when all the Board members present. He stated that in the previous years the retention rate in Health Sciences have been extraordinary because of the hard work and leadership in the department.

7.2. Strategic Enrollment Plan

Courtney O'Brien, Director of Admissions/Registrar, commented on the work efforts of OAR and Advising on the Spring enrollment. Both departments are hosting weekly Facebook lives where they have raffles for students who are already enrolled for the Spring semester. The theme for the raffles is "Morton College Brings the Dish". The prizes are gift cards from local bakeries and Boston Market for main courses. Courtney stated that last week's Facebook live had 255 views and the college saw an increase in enrollment after the raffle. She updated the Board with some of the events, incentives, and goals to increase student's registrations. Registration Express Event dates will be on November 10th, and Extended Registration dates (weeks of January 4th and 11th), Open Saturdays will be on January 9th and 16th.

Dr. Fields complemented her tremendous hard working team. He reflected on the extremely limited enrollment outreach back when he started working in the College five years ago. He stated that Courtney has been a great addition to the College and congratulated her for her great job on enrollment.

7.3. Institutional Advancement

Blanca Jara, Executive Director of Institutional Advancement, updated the Board on Institutional Advancement. On the social media marketing as shared before for the past few months, the engagement on social media has increased tremendously, we have over 15,000 engagements from all of our social medias across the board, which means shares, likes, and views. This generates over 10,000 clicks on our website, the re-design of the website has helped greatly because again we are all in the same page when it comes about branding and getting out the same message. Blanca commented on the most liked social media post on Twitter was after Joe Mantegna and Giving Tuesday Challenge posts. On Instagram the post was PHI THETA KAPPA Honor Society, Orientation Fall 2020.

Blanca shared that Marketing has been interesting because most of it is done through community events and due to the pandemic, we have not been able to depend on this.

Blanca stated that we have six Morton College Billboards throughout the college community and how they are showcasing the different programs that we have here at the College. Our Welding billboard is located on Ogden Ave and Austin Ave, Nursing Program's billboard is located on 31st and Austin Ave and then we have five more billboards located on I-55 and Cicero Ave, I-55 and Central Ave. north and southbound and Roosevelt and 58th St. We are doing the same type of marketing with the community benches. We continued our collaboration with Telemundo, NBC and Comcast. This collaboration gave us over 300,000 impressions within our College community.

Blanca's department will update the community benches with all the department's information. On the marketing side, she shared information about CarVertise, a marketing campaign that will launch soon. We will collaborate with ride sharing companies like, Uber, Lyft, and etc. Morton College will be marketing through cars by putting the advertisement on the car sides and rear window. We will start the campaign with 10 cars and wait to see the results.

Blanca recognized the CommUNITY Committee for their hard work on increasing engagement with all of the employees on events on employee moral for the past three and a half years, she thanked the following committee members, Wendy Vega, Scott Ulbrich, Gabriela Mata, Maria Anderson, Michael Kott, Ana Valdez, Neil Moss, Ruben Ruiz, and Jim O'Connor for staying creative during this challenging time and for all their hard work. Blanca spoke about upcoming events like Giving Tuesday Challenge, Community College Meal Drive Up on Saturday, November 21, from 11 am – 1 pm. This event is in partnership with the Greater Chicago Food Depository, and the Panther Pantry.

Blanca Jara shared to the Board that Morton College was Voted One of the Best COLLEGES/UNIVERSITIES in Cook County by Suburban Life's Finest 2020 Reader's Choice.

Dr. Fields congratulated Blanca for her hard work on the College branding.

7.4. Capital Improvements

Joseph Florio, gave an update to the Board on capital improvements. The Welding lab, Building E are scheduled to be completed by the end of the year. We have the Rocket Property still in progress.

7.5. Higher Learning Commission (HLC)

Dr. Keith McLaughlin shared that Dr. Fields was notified on November 11th that The Higher Learning Commission Board of Trustees met on November 5th to consider our accreditation evaluation that started last March. The HLC Board of Trustees decided to

extend the College accreditation status to fully_Accredited-On Notice until September 2021 when they will send a team for a focused visit.

Dr. Fields stated that tomorrow afternoon him and Dr. McLaughlin will have a phone conference with our HLC liaison to review the documents we are required to make public. The liaison has an opportunity to review and approve them. We are expecting at the latest by Friday morning to put out a public statement for the community with all the links to the documents related to our experience with The HLC for the last 4 years. He really hopes for the Board to read The HLC site visit report carefully, read our response, read the IEC Committee Report, read the community response, and finally the statements that Dr. McLaughlin made reference to. If you considered the fact that after two IEC hearings with recommendation of probation, he felt a great sense of accomplishment that The HLC Board recognized the tremendous progress the institution has made and more specifically on governance structure by extending the sanction "On Notice". Initially when we got the IEC Committee Report that probation was a given. We worked, very hard with our liaison encouraging The HLC to consider that probation doesn't help the institution. We have some issues that needed continued attention and the visit in September will be hopeful to hold accountable the expectation and standards of the HLC. Dr. Fields asked the Trustees to go through all of the documents, and reach out to him or Dr. McLaughlin if they have questions.

7.6. Finance Review

Mireya Perez, Morton College CFO reported on the budget to actual finances. Mireya also presented the Approval of the estimated 2020 Tax Levy of \$10,156,640.00, which represents a 2.68% or a \$265,200.00 increase from the \$9,891,440.00 Cook County extended 2019 Levy.

8. Consent Agenda

8.1. Approval of the Consent Agenda-Items may be removed from the consent agenda at the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.

Dr. Fields brought attention to the Board action item 8.11. The cost was not included in the cost of the membership. The dollar amount of item 8.11 is \$2,195.00.

Trustee Martinucci made a motion to establish the Consent Agenda, which includes Agenda items 8.1 through 8.25.1, as listed below.
Trustee Belcaster seconded the motion.

Ayes: Student Member Avalos, Trustees, Banks, Belcaster, Collazo, Grazzini, Martinucci, Montiel, Reitz.

Nays: None. Absent: None

Motion carried.

Trustee Belcaster made a motion to approve the Consent Agenda, which includes Agenda items 8.1 through 8.25.1, as listed below.

Trustee Martinucci seconded the motion.

Ayes: Student Member Avalos, Trustees, Banks, Belcaster, Collazo, Grazzini, Martinucci, Montiel, Reitz.

Nays: None. Absent: None

Motion carried.

Dr. Fields commented on 8.15. Approval of the revised Board Policy 2.3, Duties of the President of the College, as presented at the October 28, 2020 Board meeting. This policy is mirroring the Board's authority with employment. Dr. Fields thanked Michael Del Galdo's law firm for their patience on working with these so we are consistent in our Board policies. All employment full and part time will now be presented to the Board for approval.

He also commented on 8.18. regarding the continued development of the STEM Center. This is going to be a showcase just like the Planetarium or the Fitness Center. Dr. Fields also commented on 8.21 and 8.22 are to buy energy through companies that have saved the College thousands of dollars. He thanked Dr. Martinucci for the referral to these companies. 8.23, there are actually three actions in there, with a total of \$32,419.80. This is a good opportunity for me to point out the amount of money the Buildings and Grounds Department, Joe Florio, Adam, Raul, and Eddie, for doing a great work on the PTA expansion saving the College thousands of dollars. In the theater, our guys saved the College about \$50,000.00 by doing some of the demolition themselves. In the Gym, back in August we presented a proposal to you that was a little over \$280,000.00, again Joe's team step in after review your proposal and did some of the work saving the College and at the end we paid \$250,000.00. He expressed his appreciation to Joe Florio and his team.

8.2. Approval of the Minutes of the Regular Board Meeting held on October 28, 2020.

8.3. Approval and Ratification of Accounts Payable and Payroll for the amount October 2020 in the amount of \$3,834,352.00 and a Budget Transfer in the amount of \$634,656.00, as submitted.

8.4. Approval of the Monthly Budget Report for the fiscal year to date ending October 2020 be received and approved as submitted.

- 8.5. Approval of the Treasurer's Report for October 2020 to be received and filed for audit, as submitted.
- 8.6. Approval of the estimated 2020 Tax Levy of \$10,156,640.00, which represents a 2.68% or a \$265,200.00 increase from the \$9,891,440.00 Cook County extended 2019 Levy.
- 8.7. Approval of the resolution adopting a Master Educational Affiliation Agreement between Morton Community College District 527 and OSF Healthcare System and Multi-Specially Group, Ottawa Regional Hospital and Healthcare Center, and Mendota Community Hospital.
- 8.8. Approval of a resolution adopting an affiliation agreement between Morton Community College District 527 and Hinsdale South High School District 86.
- 8.9. Approval of the resolution adopting an affiliation agreement between Morton Community College District 527 and Pershing Gardens Healthcare Center.
- 8.10. Approval of the resolution approving and adopting a Master Educational Affiliation Agreement between Morton Community College District 527 and Concord Therapy, LLC.
- 8.11. Approval of the purchase of Keith RN All-Inclusive Nurse Educator Membership, for the use of the case studies and clinical reasoning for our Nursing Faculty remote teaching.
- 8.12. Approval of the Nursing National League for Nursing, NLN, 2021 membership in the amount of \$1500.00, as submitted.
- 8.13. Approval of the purchase of Kaplan I-Human software for the students in the Nursing Program, in the total amount of \$77,650.00, as submitted. To offset the cost, the funds will come from Nurse 107-108 student's fees, \$31,150.00, and CARES funds, \$46,500.00.
- 8.14. Approval of a Memorandum of Understanding with Morton College Faculty for instructional delivery during the Spring 2021 semester due to the COVID-19 Pandemic.
- 8.15. Approval of the revised Board Policy 2.3, Duties of the President of the College, as presented at the October 28, 2020 Board meeting.
- 8.16. Approval of the renewal agreement with Northern Training and Review, LLC, to provide powered industrial truck and aerial lift operator training for one calendar year, 55% of the collected tuition and fees will be collected by Northern Training and Review, LLC and the remaining 45% will be retained by Morton College.
- 8.17. Approval of agreement with 3OE Higher Education Solutions, an Independent Contractor, to assist and support the second year activities associated with implementation, tracking, and reporting of the Department of Education Five-year Title III Grant, and to serve as an Independent Evaluator of the grant, in compliance with grant requirements, in the amount not to exceed \$30,331.00, effective December 15, 2020, to June 30, 2021, as submitted.
- 8.18. Approval of the polishing of STEM Center hallway floor and adjacent rooms, in the amount of \$30,972.00 to the lowest quote received from Lo Destro Construction Company.
- 8.19. Approval of the disposition of obsolete and worn-out equipment for an on-campus sale on November 30th, 2020, as submitted.

8.20. Approval of the Interim Addendum of Student Code of Conduct.

8.21. Approval of the Commodity Master Agreement by and between Direct Energy Business Marketing LLC, d/b/a Direct Energy Business, and Morton College providing for a gas transaction, contingent on finalization and agreement of terms and subject to approval by an attorney for the College.

8.22. Approval of the Electricity Supply Agreement by and between Freepoint Energy Solutions and Morton College providing for an electricity supply broker, contingent on finalization and agreement of terms and subject to approval by an attorney for the College.

8.23. Approval of the change order for the theater stage rigging remediation, additional polished concrete and floor patching, power for AV rack in sound room, and repair of fire alarm devices by Lo Destro Construction Company, in the amount of \$32,419.80, as submitted.

8.24. Approval of the gymnasium bleacher proposal by Carroll Seating, Inc. to add bleachers on the north and south ends of the gym, in the amount of \$50,360.00, as submitted.

8.25. Approval of the Addendum to the Faculty Differential Pay Report for Fall 2020 semester, in the amount of \$33,278.79, as submitted, pending additional class cancellations and/or additions.

8.26. Approval of Part-Time Employment

8.26.1. Myrlande Pierre-Louis, Adjunct Faculty for the Nursing Department, effective October 31, 2020.

8.26.2. Marilyn Brink, Adjunct Faculty for Early Childhood Education Department, effective January 19, 2021.

8.26.3. Jocelyn Galvan, Student Aide, OAR Department, effective November 23, 2020.

8.26.4. Alara Mosley, Student Aide, Fitness Center, effective November 23, 2020.

8.27. Approval of New Job Description

8.27.1. Student Aide, Dean of Students Office

8.28. Approval of Revised Job Description

8.28.1. Switchboard Operator

8.29. Approval of Resignations

8.29.1. Demetras Karas, Part-Time Tutor, effective September 17, 2020.

8.29.2. John Twomey, Part-Time Tutor, effective October 22, 2020.

8.29.3. John Twomey, Adjunct Faculty Music, effective November 2, 2020

9. Adjournment

Trustee Belcaster made a motion to adjourn the Regular Board Meeting.

Trustee Martinucci seconded the motion.

Ayes: Student Member Avalos, Trustees, Banks, Belcaster, Collazo, Grazzini, Martinucci, Montiel, Reitz.

Nays: None. Absent: None

Motion carried.

The meeting was adjourned at 12:05 PM

/s/ Frances F. Reitz, Board Chair

/s/ Jose Collazo, Secretary of Board