

Minutes of the Regular Meeting

Wednesday, June 23, 2021

The Board of Trustees

Morton College

1. Call to Order

A Regular Meeting of the Board of Trustees of Morton College was held Wednesday, June 23, 2021, beginning at 11:03 AM in person at the Morton College Jedlicka Performing Arts Center, located at 3801 South, Central Ave, Cicero, Illinois.

2. Pledge of Allegiance

People present recited the Pledge of Allegiance.

3. Roll Call

Present:

Frances F. Reitz, Trustee
Anthony Martinucci, Trustee
Jose Collazo, Trustee
Susan Banks, Trustee
Susan Grazinni, Trustee
Charles, Hernandez, Trustee
Oscar, Montiel, Trustee

Absent: None

Also Present:

Dr. Stan Fields, President
Michael DeGaldo, Attorney

4. Citizen Comments None

5. Recognition

5.1. Jim O'Connell - Skyway 2020 Hall of Fame Lifetime Achievement

Blanca Jara, Executive Director of Institutional Advancement presented the Skyway 2020 Hall of Fame Lifetime Achievement Award on behalf of the Illinois Skyway Collegiate Conference to Jim O'Connell.

6. Reports

6.1. ICCTA – ACCT None

7. President's Report

7.1. Strategic Plan

Keith McLaughlin, the Provost, presented Marisol Velazquez, Associate Provost & VP of Student Services, to give an update on Student Services Enrollment Initiatives. Marisol talked about the Panther Balance Forgiveness Grant Initiative, supported by CARES Fund Grant, and covers up to \$1,000.00 in late fees. The Morton East and West High Schools Graduates Startup Scholarship for \$1,000.00 in tuition and fees. Students don't have to fill out any forms or applications. All they need to do is to enroll by July 31, 2021.

7.2. Strategic Enrollment Plan

Marisol Velazquez, Associate Provost & VP of Student Services, commented on the following strategic enrollment strategies. Summer 2021; On June 16, Summer 2021 semester, 5% more students were enrolled compared to the same time last year. The number of enrolled credit hours was 2% more credits higher than the previous year. 11% of summer registration was on campus, and 89% of summer registration was online. Decision Day was on June 14, 2021, and targeted new incoming students. Students who registered for the Fall Semester and used the #MortonCollegeBound entered a raffle. The winners had their presents delivered to their homes by Morton College's staff and Stan Fields, President of the Morton College.

7.3. Institutional Advancement

Blanca Jara gave an update on the College's marketing and Institutional Advancement. She commented on the partnership with different College departments to support all the social media engagement and activities on Morton College Campus. Blanca reported social media being a solid platform for the College with 10,000 reactions, comments and shared thought platforms that drive traffic to the College's website. Blanca commented on the first read of the social media Board policy on the agenda for today's meeting. She stated that the policy would help narrow down and focus on ensuring our collaboration to the College's marketing will be the same throughout the college campus. The policy will help to continue strengthening an essential part of posting communications and social media best practices.

Blanca introduced Perla Santoyo to provide an update on Marketing. Perla reported on the Billboard Campaign. She stated that the college platform had about 500,000 impressions per week, and Stevenson's billboard gave us about 300,000 impressions. Perla also commented on another marketing strategic called GEO Fencing. She explained that GEO Fencing is a mobile campaign to target specific ZIP codes. The Panther Newsletter is a biweekly newsletter, which provides updates and events information around the campus. We have also included links to different departments.

7.4. Capital Improvements

Joe Florio reported on the Campus Bathrooms Project and showed some pictures of the before and after the renovation on other bathrooms around the MC campus.

7.5. Higher Learning Commission (HLC)

Keith McLaughlin commented that The HLC focus visit is scheduled for September 14 and 15, 2021. The visit will be in person on campus rather than virtual. Keith also reminded and encouraged the trustees to attend the Association of Governing Boards AGB, Trustees Retreat scheduled for July 14 from 10 am to 3 pm. Rick Legon will be the retreat facilitator. He asked the trustees to be ready, read the reading materials sent to them, and be present and prepared to work with the a strong workforce.

7.6. Finance Review

Mireya Perez commented on the May finance report on Operating Fund Revenues and Expenditures, Education Fund Expenditures, and reported on the FY22 Tentative Budget.

8. Consent Agenda

Trustee Martinucci made a motion to establish the Consent Agenda, which includes Agenda items 8.0 to 8.26.1, as listed below.

Trustee Collazo seconded the motion

Ayes: Trustees, Collazo, Banks, Grazzini, Hernandez, Martinucci, Montiel, Reitz.

Nays: None Absent: None

Motion Carried

Trustee Martinucci made a motion to approve the Consent Agenda, which includes Agenda items 8.0 to 8.26.1, as listed below.

Trustee Collazo seconded the motion

Ayes: Trustees, Collazo, Banks, Grazzini, Hernandez, Martinucci, Montiel, Reitz.

Nays: None Absent: None

Motion Carried

8.1. Approval of the Minutes of the Regular Board Meeting held on May 26, 2021.

8.2. Approval and Ratification of Accounts Payable and Payroll the month of May 2021, in the amount of \$2,592,008.00, and a Budget Transfer in the amount of \$139,020.00, as submitted.

8.3. Approval of the Monthly Budget Report for fiscal year to date ending in May 2021 to be received and approved as submitted.

8.4. Approval of the Treasurer's Report for May 2021 to be received and filed for audit, as submitted.

8.5. Approval of the continued annual membership for the Illinois Green Economy Network (IGEN), in the amount of \$10,000.00, as submitted.

8.6. Approval of the purchase of a virtual dissecting table for the Biology Department, from Anatomage Inc. a sole source vendor, in the amount of \$81,625.00, funded by CARES Grant.

8.7. Approval of the purchase of nursing equipment from DiaMedical USA, a member of The Interlocal Purchasing System (TIPS), in the amount of \$103,633.19, funded by CARES Grant.

- 8.8. Approval of the purchase of furniture for the theater commons from KI, in the amount not to exceed \$25,000.00, as submitted.
- 8.9. Approval of the purchase of furniture for the Athletics Department from KI, in the amount not to exceed \$35,000.00, as submitted.
- 8.10. Approval of the first reading of the Morton College Social Media Policies and Guidelines Policy.
- 8.11. Approval of the public display of the Tentative Annual Budget for fy22 and the accompanying Public Notice.
- 8.12. Approval of the Berwyn Development Corporation Tier 6; Trustee Membership, effective from February 9, 2021, to February 9, 2022, in the amount of \$2,000.00, as submitted.
- 8.13. Approval and ratification of the Morton College Student Government Association Budget for fy21, in the amount of \$65,300.00, as submitted.
- 8.14. Approval of the Henry Schein invoice, for the purchase of athletic training room supplies for the gymnasium renovation, Building E in 2020, in the amount of \$39,761.37, as submitted.
- 8.15. Approval of the Overload Employment Report for the Summer semester 2021, in the amount of \$403,560.16, as submitted, pending additional class cancellations and/or additions.
- 8.16. Approval of the Adjunct Faculty Assignment/Employment Report for Summer semester 2021, in the amount of \$144,229.85 as submitted, pending additional class cancellations and/or additions.
- 8.17. Approval of the continued annual membership with Higher Education Recruitment Consortium (HERC), in the amount of \$3,350.00, as submitted.
- 8.18. Approval of the curriculum and price updates for the Commercial Driver's License (CDL) Program offered in a partnership with All Pro Truck Driving School LLC (ALL PRO), in the amount of \$130,000.00 per each cohort. The CDL program is paid from the student registration cost collected by Morton College.
- 8.19. Approval of the maintenance agreement renewals with Ellucian Partner for various components of the Enterprise Resource Planning system for fy22, in the amount of \$431,250.00, as submitted.
- 8.20. Approval of the re-classification of four staff employees, effective July 1, 2021, as submitted.
- 8.21. Approval of Full-Time Employment
- 8.21.1. Anayeli Fuentes, Human Resources Generalist, \$63,000.00, effective June 28, 2021.
 - 8.21.2. Juhelia Thompson, Psychology Faculty, effective August 16, 2021.
 - 8.21.3. Myeisha Grady, Speech Faculty, effective August 16, 2021.
 - 8.21.4. Marisol Velazquez, Associate Provost VP of Student Services, \$140,000.00, effective July 1, 2021.
- 8.22. Approval of Part-Time Employment
- 8.22.1. Allan Tomnitz, Welding Adjunct Instructor, effective June 14, 2021.
 - 8.22.2. David Viar, Welding Adjunct Instructor, effective June 14, 2021.
 - 8.22.3. Sherie DeDore, Paralegal Adjunct Instructor, effective August 16, 2021.

8.22.4. Iris Chavira, Paralegal Adjunct Instructor, effective August 16, 2021.

8.23. Approval of New Job Descriptions

8.23.1. Graphic and Website Service Aide

8.23.2. Alumni Relations Coordinator

8.23.3. Financial Aid Clerk

8.24. Approval of Updated Job Descriptions

8.24.1. Two Student Aides for Institutional Advancement

8.24.2. Director of Development

8.24.3. Adjunct Instructor Automotive Technology

8.25. Approval of Resignations

8.25.1. Andy Avalos, Multimedia Student Aide, effective May 20, 2021.

8.25.2. Debra Kupec, Health Careers Support, effective June 21, 2021

8.25.3. Wendy Vega-Huezo, Sr. Associate Director of Human Resources, Training and Development, effective June 11, 2021.

8.26. Approval of Termination

8.26.1. Jocelyn Turner, English Adjunct Instructor, effective June 8, 2021.

9. The next meeting of the Board will be a Special Meeting on July 14, 2021, from 10:00 AM to 3:00 PM at the Chew Chew Restaurant in Riverside, IL, for the purpose of holding a Board Retreat with Mr. Richard Legon, Sr. Consultant, Association of Governing Board in Colleges and Universities and to conduct a Board Self-Evaluation.

10. Adjournment

Trustee Martinucci moved to adjourn the Special Organization Meeting of the Board.

Trustee Collazo seconded the motion.

All were in favor. Motion carried

The meeting was adjourned at 12:45 PM

/s/ Frances Reitz
Board Chair

/s/ Jose Collazo
Board Secretary