

**Illinois Community College District No. 511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114**

BOARD OF TRUSTEES REGULAR MEETING

August 24, 2021

5:15 p.m.

MINUTES

On August 20, 2021 Governor Pritzker issued the twentieth Gubernatorial Disaster Proclamation for all counties in the state of Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Pursuant to Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e) (4), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: *Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.*

Access to the Regular Board of Trustees meeting is provided via teleconference online via <https://rockvalleycollege-edu.zoom.us/j/98640032912?pwd=TmpGMitvbDkzdjcrQ2NWcTJZaDe2dz09> or by phone at 312-626-6799 using Meeting ID : 986 4003 2912; Passcode 890921. The meeting will include an opportunity for public comment. Members of the public who would like to make a public comment may submit their public comment to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on August 24, 2021. Public comments will be announced during the public comment portion of the meeting.

Call to Order

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened remotely via teleconference on Tuesday, August 24, 2021. The meeting was called to order at 5:17 p.m. by Board Chair Jarid Funderburg.

Roll Call

The following members of the Board of Trustees were present at roll call:

Mr. Jarid Funderburg

Mr. Paul Gorski

Mr. John Nelson

Student Trustee Evelyn Molina

Mr. Bob Trojan

Ms. Gloria Cudia

Ms. Lynn Kearney

The following trustee was absent at roll call: Ms. Crystal Soltow.

Also in attendance: Dr. Howard Spearman, President; Mr. Ron Geary, Vice President Academic Affairs and Campus Safety; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Executive Director Finance/Interim Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Bernie Luecke, Director Business Development and Outreach; Ms. Janet Taylor, Executive Director Facilities, Plant Operations and

Maintenance; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz; Assistant to the President; Ms. Kris Fuchs; Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

There were no visitors to be recognized.

Adjourn to Closed Session

At 5:18 p.m. a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees under Section 2 (c) (1) and/or 2) Collective negotiating matters per Section 2 (c) (2) and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Meeting

At 6:00 p.m., a motion was made by Trustee Nelson, seconded by Trustee Kearney, to adjourn the closed session and reconvene to the open meeting. The motion was approved by unanimous roll call vote.

Action as a Result of Closed Session

A motion was made by Board Chair Funderburg, seconded by Trustee Gorski, to approve the Memorandum of Understanding with the Rock Valley College Faculty Association.

There was no discussion. The motion was approved by unanimous roll call vote.

General Presentation

RVC President Dr. Howard Spearman, Ms. Janet Taylor, Mr. Ron Geary, Dr. Patrick Peyer, and Mr. Bernie Luecke presented an update on the Advanced Technology Center (ATC). Highlights include:

- **Delays – Ms. Janet Taylor**
 - An issue with the concrete floor caused domino-effect delays for other parts of the project. The concrete floor has been completed.
 - A large union hall worker shortage due to the Facebook data center project in DeKalb, IL caused delays with electrical work, which resulted in delays installing IT-required wiring.
 - CNC equipment is still delayed at customs on the west coast.
 - Furniture is being received in small, partial shipments; remainder should arrive by the end of September.

- An agreement for the welding contract with Praxair has been reached; we are waiting for final paperwork.
- A new delay comes most every day, beyond our control
- **Curriculum – Mr. Ron Geary**
 - Using consultant Richard Becker’s CNC curriculum. An advanced CNC instructor is on board and is working on fine-tuning that curriculum. A second instructor will be onboarded soon.
 - CNC classes begin January 2022
 - Two phases of the Mechatronics curriculum are done. Industry is looking for industrial maintenance training, as there are many shortages. This can coincide with some mechatronics courses. Instructors are ready. The Amatrol equipment has been delivered. Mechatronics is currently offered at the WTC and will be transferred to the ATC in January 2022.
 - Two new welding instructors have been hired.

At 6:15 p.m., Mr. Geary’s portion of the presentation was interrupted when the Winnebago County tornado warning siren sounded. Board Chair Funderburg recessed the meeting so that trustees and attendees could take cover, saying he would try to reconvene the meeting at 6:30 p.m.

At 6:36 p.m., the all-clear message was issued by the National Weather Service, and the meeting reconvened via Zoom. However, there were a few connection issues that took a few minutes to resolve before everyone was back online.

At 6:39 p.m., Trustee Soltow joined the meeting via Zoom.

- **Enrollment Update and Transportation Plan – Dr. Patrick Peyer**
 - Mechatronics has 44 students enrolled, Welding has 102, Truck Driver Training has four enrolled with 24 in various stages of the enrollment process.
 - CNC and Industrial Maintenance are on hold until January 2022.
 - Shuttle bus transportation provided by Van Galder began last week. Stops are at the main campus on Mulford Road, Downtown Rockford (RVCD), the Stenstrom Center for Career Education (SCCE) on Samuelson Road and the Advanced Technology Center (ATC) in Belvidere.
 - Routes are based on courses at the building locations. Van Galder is tracking riders to determine efficiency of the current routes.
- **ATC Tours – Mr. Bernie Luecke**
 - Tours have been given to the Manufacturing Day Committee, CEANCI, The Workforce Connection board, and representatives of the Rock River Valley Tooling and Machining Association (RRVTMA)
 - The Manufacturing Day event scheduled for October will be postponed until the ATC is completely finished.
 - The ATC will function in a highly flexible, educational framework with stackable credentials, a customer-centric approach, as an ongoing hub for community engagement and to provide solutions for the region’s workforce needs and challenges.

Questions, comments, and concerns of trustees are as follows:

- Trustee Kearney asked for more details on the timeline and stages of enrollment, and status of the 24 students in the Truck Driver Training pipeline.

- Trustee Gorski indicated his first concern is getting students into training and into the workforce as soon as possible.
- Board Chair Funderburg asked when the board approved the bus shuttle service as he did not recall it being presented to the Board. Interim Chief Financial Officer Ellen Olson confirmed this was put out to bid, and the Board approved the one-year bus contract with Van Galder at the June regular board meeting. (ATC transportation information was presented in April.)
- Trustee Kearney witnessed an electrician working when she toured the ATC. Ms. Taylor confirmed that electricians have been working every day, but there are not enough of them to get all the needed electrical work done.
- Trustee Nelson commented that he called his contact at the local electrical union who confirmed there was a lot of activity for electricians in the area.
- Board Chair Funderburg asked if there is someone who could help get the equipment released that is being held on the west coast by Customs. Ms. Taylor explained that the electrical work must be done before that equipment can be installed.
- Trustees Funderburg and Trojan asked if we're teaching a 32-week CNC curriculum and why there are equipment delays. Vice President Geary confirmed that a 32-week CNC curriculum will be taught. Ms. Taylor explained that programming changes resulted in the need to buy auxiliary equipment for 16 machines that requires bids and larger quotes.
- Board Chair Funderburg and Trustee Trojan asked how many positions need to be filled and if instructors have been fully vetted. Vice President Geary confirmed that one more CNC instructor is needed. Vice President Peyer added that Student Services is fully staffed. Vice President Handley confirmed that one specialist instructor has been hired to teach this fall and one is still in the selection process.
- Board Chair Funderburg asked how the Industrial Maintenance program compares with other colleges. Vice President Geary explained that previous students did not do well. The program will be incorporated into the Mechatronics curriculum, which is comparable to other community colleges nationwide. Future consideration includes a logistics warehousing program.
- Mechatronics, Industrial Maintenance Training, CNC, and Welding will be taught at the ATC in January 2022.
- Trustee Nelson questioned why the College has a truck driver training program and suggested that a joint venture with another company might be beneficial. He would like to see more transparent information on the program. Dr. Spearman confirmed that details on the program will be presented at the September Committee of the Whole meeting. Trustee Kearney added that the program was added as a way to get people trained quickly and into good-paying jobs.
- Trustee Gorski wants to see clear, simple answers on the Truck Driver Training program and how the program fits into the College's future plans.
- Trustee Cudia asked if the enrollment goals are on target for the ATC. Vice President Peyer indicated there is strong enrollment in welding and mechatronics.
- Trustee Trojan hopes the ATC will be open for classes in January 2022. He is active in the RVC Foundation raising funds for the RVC Strong campaign and in the area's manufacturing community. He wants an update on any ATC delays and other issues at each Committee of the Whole meeting to ensure the ATC opens in January 2022.
- In response to a question from Student Trustee Molina, Vice President Geary confirmed that the mechatronics classes currently taught on the main campus will be moved to the ATC.

Approval of Minutes

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve the minutes of the July 13, 2021 Committee of the Whole meeting, the July 27, 2021 Regular meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 7842 – Claims Sheet

The Board Report reads in part: It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from July 1, 2021 to July 31, 2021. The total is \$3,316,386.11.

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 7842.

There was no discussion. The motion was approved by unanimous roll call vote.

2.A BR 7843-A – Purchase Report-A – FY22 Addendum

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7843-A, Purchase Report-A.

\$ 22,000.00 A. Watermark Insights, New York, NY

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 7843-A.

Interim Chief Financial Officer Ellen Olson explained that there were no changes in the report since the August 10 Committee of the Whole meeting.

There was no further discussion. The motion was approved by unanimous roll call vote.

2.B. BR 7843-B – Purchase Report-B – FY22 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7843-B.

\$ 41,350.00	A.	Morrow Brothers Ford, Greenfield, IL
\$ 40,000.00	B.	Musical Theatre International (MTI), New York, NY
\$ 30,000.00	C.	Concord Theatricals, New York, NY
\$ 10,000.00	D.	Barnes & Noble, Rockford, IL
\$ 11,000.00	E.	Cintas, Cincinnati, OH
\$ 51,800.00	F.	C.P.R. Roofing, Inc., Rockford, IL

A motion was made by Trustee Nelson, seconded by Student Trustee Molina, to approve Board Report 7843-B.

Ms. Ellen Olson explained changes made since the August 10 Committee of the Whole meeting to Item F, the roofing bid for Building E. In response to trustees' questions, Olson confirmed that the work is to be completed within 30 days of signing the contract; 12 companies downloaded the bid specs, two attended the required pre-bid meeting, and one bid was submitted. Olson speculated the reason that only one bid was submitted is due to the high demand for roof replacements in the area.

The motion was approved by unanimous roll call vote.

2.C. BR 7843-C – Purchase Report-C – FY22 Advanced Technology Center (ATC) Purchases

The revised Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7843-C.

\$ 14,447.00	A.	B&H Photo, New York, NY
\$ 37,540.00	B.	Interiors for Business Inc., Batavia, IL

A motion was made by Trustee Kearney, seconded by Trustee Nelson to approve Board Report 7843-C.

Ms. Ellen Olson explained changes made to Item B, the bid for lockers in the ATC, since the August 10 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

2.D BR 7843-D – Purchase Report-D – FY22 Advanced technology Center (ATC) Change Orders

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7843-D.

\$ 626.00	A.	Stenstrom & Sons Construction, Rockford, IL
\$ 1,350.00	B	Stenstrom & Sons Construction, Rockford, IL
\$ <530.00>	C	Stenstrom & Sons Construction, Rockford, IL
\$ 4,047.00	D	Stenstrom & Sons Construction, Rockford, IL
\$ 890.00	E.	Stenstrom & Sons Construction, Rockford, IL

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve Board Report 7843-D, ATC Change Orders.

Ms. Ellen Olson explained that no changes have been made since the August 10 Committee of the Whole meeting.

There was no further discussion. The motion was approved by unanimous roll call vote.

3. BR 7844 – Tentative Budget for Fiscal Year 2022

The Board Report reads in part: It is recommended that the Board of Trustees approve the FY2022 Tentative Budget and submit any questions to Interim Chief Financial Officer Ellen Olson. The public hearing will be scheduled for 5:15 p.m. on September 28, 2021.

A motion was made by Trustee Trojan, seconded by Trustee Cudia, to approve Board Report 7844.

There was no discussion. The motion was approved by unanimous roll call vote.

4. BR 7845 – 2021-2022 Dual Credit Memorandum of Understanding Between Rock Valley College and Pecatonica Community Unit School District #321

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees approve the 2021-2022 Dual Credit Memorandum of Understanding with Pecatonica Community Unit School District #321 beginning August 1, 2021 and ending June 30, 2022.

5. BR 7846 – 2021-2022 Linking Talent with Opportunity Memorandum of Understanding Between Rock Valley College and Harlem School District #122

The Board Report reads in part: It is recommended that the Board of Trustees approve the 2021-2022 Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Harlem School District #122 beginning August 1, 2021 and ending June 30, 2022.

6. BR 7847 – 2021-2022 Linking Talent with Opportunity Memorandum of Understanding Between Rock Valley College and Rockford Public School District #205

The Board Report reads in part: It is recommended that the Board of Trustees approve the 2021-2022 Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Rockford Public School District #205 beginning August 1, 2021 and ending June 30, 2022.

7. BR 7848 – 2021-2022 Senior Semester Program: Rockford Public School District #205

The Board Report reads in part: It is recommended that the Board of Trustees approve the Senior Semester Intergovernmental Agreement with Rockford Public School District #205 effective August 1, 2021, for classes beginning January 2022. Said Agreement shall expire on June 30, 2022.

A motion was made by Trustee Nelson, seconded by Student Trustee Molina, to approve Board Reports 7845, 7846, 7847 and 7848.

There was no discussion. The motion was approved by unanimous roll call vote.

8. BR 7849 – Board Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approve the personnel items as outlined on Board Report 7849.

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 7849.

Mr. Jim Handley, vice president human resources, explained that the start date for Dr. Ken Coleman, dean of advising and retention, is being changed from September 15 to September 7. Dr. Coleman and his family are relocating from Indiana to Rockford and will arrive sooner than expected.

Trustee Kearney then amended the motion, seconded by Trustee Nelson, to change the start date for Dr. Ken Coleman from September 15 to September 7.

There was no further discussion. The amended motion was approved by unanimous roll call vote.

Other Business

1. New Business

There was no new business.

2. Unfinished Business

There was no unfinished business.

Updates / Reports

1. President's Update

President Howard Spearman made the following remarks:

- With the beginning of the fall semester, it's good to see the parking lots full and computer labs busy.
- The Student Affairs team did a great job coordinating greeters, food trucks, new student orientations and schedule adjustments to assist our students.
- Many positive comments are coming from community members in support of the College moving to Division II athletics.
- Starlight Theatre was awarded three grants to continue after-school and summer programs for underserved students. Thank you to Yes Swedish American, Home Start through the Community Foundation of Northern Illinois, and The Mill for providing the grants. A performance showcasing what students had learned was well attended by local media.
- The Next Rockford group met on campus, toured the Tech Bus, and heard a presentation from Dr. Spearman on how they can engage RVC students.
- The president received a letter from Sheriff Caruana thanking RVC for having the Tech Bus at the National Night Out event.
- Representatives of administration, faculty, staff, and Trustee Cudia joined Dr. Spearman at the unveiling of the benches at the Women's Suffrage Centennial ceremony held 8/21.
- Congratulations to Board Chair Funderburg for completing his MBA through Rockford University. He is living the College's mission of lifelong learning.

2. Leadership Team Updates

- Mr. Jim Handley previewed the proposed agenda for the Professional Development Day to be held September 7. Plans are to have the event anchored at Starlight Theatre with both in-person and virtual sessions. He also thanked Dr. Kym Blanchard and Dr. Lisa Mehlig for their help creating the agenda.
- Ms. Heather Snider provided an enrollment update, noting that enrollment is down 2.4% compared to last year but 99% to budget. Late-start classes are available which should help enrollment numbers. In addition:
 - The Community College Survey of Student Engagement (CSSEE) is completed and will be presented at the September Community of the Whole meeting.

- ICCB is working on revisions to the Economic Impact Study for Illinois community colleges, which is scheduled for a mid-September release. Results will be presented at the October Community of the Whole meeting.
- Ms. Snider introduced Ms. Jennifer Thompson, executive director of college communications, and provided her background.
- Mr. Ron Geary noted that it was good to see student activity all over campus, as well as the traffic jam off of Spring Brook Road. Future activities include resuming the First Tuesday lecture series on September 14, which will be both in person and virtual, and will feature Assistant Professor Brian Wagner who will speak on a topic related to the 20th anniversary of 9/11.
- Dr. Patrick Peyer added that there have been many activities during Welcome Week to get students involved. Plans are being finalized for a 9/11 memorial to be held September 10, with details to be announced next week.
- Ms. Ellen Olson announced that the audit is almost complete but will be delayed due to a new compliance supplement that will require additional auditing of HEERF funds. As a result of this delay, the final audit will be presented to trustees at the November Committee of the Whole meeting.
- Mr. Keith Barnes announced plans for a diversity, equity inclusion (DEI) symposium to be held October 8. He is meeting with key stakeholders to finalize the vision, mission, and core values for DEI.

3. **Trustee Comments**

- Trustee Trojan commented that the new catalog from the Center for Learning in Retirement (CLR) is very impressive, and he is pleased to see that a number of Zoom classes are included.
- Board Chair Funderburg commented that he is glad to see that everyone is staying safe.
- Trustee Cudia asked if there were any issues with new indoor mask mandate. Dr. Spearman responded that all is going smoothly.
- Trustee Kearney commented that she attended the Starlight Theatre matinee last Saturday and thought it was a great show. In light of the high heat and humidity, she asked if there is anything that can be done to help cool the actors. Kearney added that she will attend the September 7 Professional Development Day.
- Trustee Nelson commented that he received a call today from a good friend who is in the hospital with COVID-19. Nelson thinks that RVC should require vaccinations.
- Trustee Gorski is concerned why the College is not getting many bidders. He recommended reviewing the RFP government bidding process and to consult the college's attorneys regarding requirements. He also welcomed back Jennifer Thompson.
- Trustee Soltow commented that it was nice to see everyone at the Boone County Fair. She was disappointed that the RVC booth was way in the back and that it had minimal information on the ATC. She would like to see more publicity in Belvidere and would like to have a fact sheet on the Advanced Technology Center, so she can answer questions from her constituents.
- Trustee Trojan added that he will join Board Chair Funderburg and Trustee Soltow at the Growth Dimensions Annual Reception to be held September 2. He also suggested making plans to attend meetings of the Belvidere Chamber, Rotary, and other groups to speak about the ATC.

4. ICCTA Report (Illinois Community College Trustees Association)

Trustee Nelson indicated that he would attend the next conference to be held in Springfield September 10-11. He intends to contact the ICCTA executive director to express his interest in being appointed to a committee or two.

5. Student Trustee Report

Student Trustee Ms. Evelyn Molina read her report highlighting student activities during Welcome Week and plans for future student-related activities to help increase student involvement in campus life. Although this is Ms. Molina's second year at RVC, she took all of her first-year classes online due to COVID-19. She reported that she had her first in-person class on the first Monday of the fall semester and found the college experience to be everything she expected.

6. RVC Foundation Liaison Report

Trustee Trojan reported that the RVC Foundation Board did not meet this month but will meet in September. He added that prospective donors are being given tours of the ATC, and he will sit at the RVC Foundation's table at the Growth Dimensions Annual Reception to help solicit potential donors for the ATC.

7. Freedom of Information Act (FOIA) Report

The Freedom of Information Act (FOIA) report was accepted as presented.

Adjourn to Closed Session

A second closed session was not held.

Next Meeting

The next Committee of the Whole meeting will be held remotely via teleconference on Tuesday, September 14, 2021 at 5:15 p.m.

The next Regular meeting will be held remotely via teleconference on Tuesday, September 28, 2021 at 5:15 p.m. The Public Budget Hearing will also be held this date at 5:15 p.m.

Adjournment

At 7:58 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by unanimous voice vote.

Submitted by Ann Kerwitz


Robert Trojan, Secretary


Jarid Funderburg, Chairperson