

Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, October 12, 2021
MINUTES

On September 17, 2021, Governor Pritzker issued the twenty-first Gubernatorial Disaster Proclamation for all counties in 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. Under 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 F, 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: <https://rockvalleycollege-edu.zoom.us/j/93168399129?pwd=QUtzdTAWNTcvR0FGbGhDMjBOZXVSdz09> or by phone at 312-626-6799 using Meeting ID: 931 6839 9129 Password: 432146. The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on October 12, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:16 p.m. by Chairperson Jarid Funderburg.

Roll Call

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

Mr. Jarid Funderburg	Mr. Paul Gorski
Ms. Lynn Kearney	Mr. Bob Trojan
Ms. Gloria Cudia	Mr. John Nelson joined at 5:22 p.m.
Ms. Evelyn Molina, Student Trustee	

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

Also Present: Dr. Howard Spearman, President; Mr. Ron Geary, Vice President of Academic Affairs; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance; Ms. Heather Snider, Vice President of Institutional Effectiveness & Communications; Mr. Keith Barnes, Vice President of Equity and Inclusion; Ms. Janet Taylor, Executive Director of Facilities and Operations; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Mr. David Schneider, Dean of Student Success; Ms. Lynn Shattuck, Director of Disability Support Services; Ms. Tammie

Beckwith Schallmo, Senior Vice President, Managing Director of PMA Securities, LLC. Attorney Joseph Perkoski, Robbins Schwartz

Communications and Petitions

There were no public comments.

Recognition of Visitors

Dr. Howard Spearman recognized Ms. Tammie Beckwith Schallmo, Senior Vice President, Managing Director of PMA Securities, LLC. Ms. Beckwith Schallmo will be presenting the bond refunding resolution.

Adjourn to Closed Session

At 5:18 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with 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), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 6:17 p.m., a motion was made by Trustee Nelson, seconded by Trustee Trojan, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Review of Minutes

There were no comments on the minutes from the September 14, 2021 Board of Trustees Committee of the Whole meeting.

General Presentations

1. Bond Refunding Resolution

Ms. Ellen Olson, vice president of finance, presented the bond refunding resolution. On June 29, 2015, RVC issued general obligation bonds. Tammie Beckwith Schallmo, senior vice president, managing director of PMA Securities, LLC., presented earlier this summer regarding bond refunding and at that time recommended that it may be in the best interest of the College to consider the opportunity to refund its outstanding Series 2015C and 2015D Bonds.

Refunding the Series 2015C and 2015D bonds would achieve several goals. First, the restructuring would level out the debt repayment through the levy year 2025, shortening the final maturity on the existing bonds by approximately six years. In addition, based on the total current debt of the College, all debt would be paid off in the levy year 2026. Also, the bond refunding will result in a reduction of interest expense to the College.

It is recommended that the Board of Trustees approve the resolution of the issuance of not to exceed \$43,500,000 general obligation bonds to be issued to refund the outstanding Series 2015C and 2015D Bonds and the levy of a direct annual tax sufficient to pay the principal and interest.

Trustees feel that it would be a tremendous accomplishment for the Board to pay off the existing debt in 2025 and 2026. Trustee Nelson inquired about what dollar amount RVC would be saving by paying off the debt. Ms. Olson stated that as presented at the August 2021 Committee of the Whole, scenario one, would be \$2,000,000, and in scenario two, it would be \$2,500,000. Ms. Olson said that the savings would depend on when RVC could sell the bonds out to the public and the rates. Ms. Olson stated the earliest that RVC could go out to market is early 2022, as there are a lot of steps to the resolution process. First, Ms. Olson and Ms. Schallmo recommend that the Board approve the resolution to set the parameters, issuing up to \$43,500,000 of general obligation bonds. Then, Ms. Schallmo and Ms. Olson would keep the Board updated on the status and information regarding the market. Finally, before RVC would go public and issue the bonds, Ms. Olson would notify the Board. The actual execution requires dual approval of the board chair or vice-chair and Ms. Olson as treasurer.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Fiscal Year 2022 enrollment update. Ms. Snider said that RVC is 97% to budget.

Spring enrollment will be opening up with priority registration beginning on October 24, 2021, so beginning November 2021, the Board will be receiving updates that include both winter and spring terms. There were no questions.

2. RAISE Program Presentation

Ms. Lynn Shattuck, director of disability support services, presented an update on the RAISE program. Ms. Shattuck stated that the RAISE program is an alternative post-secondary education (PSE) program for young adults with intellectual disabilities who desire to participate in an inclusive and comprehensive college experience. In addition, the program is designed for students who find traditional PSE options too challenging without additional support. Ms. Shattuck explained how the program officially began in 2010.

The RAISE program offers six core classes; Career Exploration, Career Skills, Financial Literacy, Safe and Healthy Living, Personal Empowerment, and Community Integration. Enrollment is between 25-40 students per semester and tuition is currently \$300 per class. Participants are presently from Rockford, Harlem, Belvidere, Belvidere North, Winnebago, Pecatonica school districts, and private-pay families. The RAISE program is 100% financially sustained by tuition.

Significant achievements have been made since the fall of 2019, and in 2021 RAISE had its First Annual Graduation Ceremony. There were 11 graduates of the six core classes, and six students have continued at RVC. In addition, the United States Department of Education has approved the RAISE program to become a Comprehensive Transition and Post-secondary (CTP) program. There are only six other such programs in the state of Illinois. With the CTP program, students must complete 45 credits of required coursework to earn their RAISE Certificate of Achievement. As part of the CTP process, RAISE was redeveloped to allow students to earn stackable credentials and take coursework aligned with vocational pathways. The CTP approval is significant as it waives or changes some of the standard requirements for students eligible for financial aid. Non-credit-bearing courses are eligible for aid as long as they are included in the program's course of study, including Community and Continuing Education classes, audited classes, and credit classes, not eligible normally for financial aid. Students in the CTP are eligible for three types of federal financial assistance; Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and Federal Work-Study. In addition to federal aid, scholarships are available due to private donor generosity, the RVC Foundation, the Community Foundation, and internal fundraising efforts.

The following steps in the new CTP designation will focus on the program promotion, transitioning RAISE students into vocational pathways and college coursework, building community partnerships with

employers identifying work experiences, and transitioning program completers into community employment.

Trustees thanked Ms. Shattuck for her presentation and complimented her on a job well done.

3. **Advanced Technology Center (ATC) Program Success Metrics**

Ms. Heather Snider presented the ATC goals and benchmarks. There are five goals for the ATC. Goal one is hands-on curriculum offerings. RVC will develop a curriculum that meets industry needs and monitor, adjust and add curriculum to meet industry needs. Some of the metrics used are positive feedback from advisory boards and industry partners, labor market reports, and ongoing input.

Goal two is to increase industry partner involvement with the programs. RVC will monitor job placement through number of students placed by the end of the program, number of completers employed in a related job within six months of completion by the company, and do occupational follow-up surveys.

Goal three is industry partner satisfaction. RVC will identify regional and national average benchmarks by identifying comparison groups, compare RVC ATC programs to comparable programs by industry credentials offered, employment outcomes, number of completers, and employer satisfaction. Ms. Snider explained that industry partner satisfaction is higher than comparison groups. Evaluations will measure the results from students/trainees, evaluations from businesses, including transfer of skills, and adopted or developed assessments.

Goal four is the marketing and advertising initiatives by fostering awareness of the facility and its offerings; recruiting and retaining students in the specific programs served at the ATC; attracting business and industry partners for customized training opportunities; and building support and engagement with diverse communities.

Goal five is community development. RVC will utilize and monitor space for community engagement, which consists of the frequency of space reservations for community meetings/events. In addition, RVC will provide opportunities for industry partner sponsorships by the number and amount of scholarships and number of partners offering priority student internships, interviews, and employment.

Benchmarking will consist of monitoring program completion rates, monitoring student employment before program completion and after program completion. RVC will also monitor the regional economic impact of the ATC, and finally, RVC will monitor equity of the program access and outcomes.

Finance Discussion: Board Liaison Trustee Soltow

1. **Purchase Reports**

Ms. Ellen Olson, vice president of finance, presented the purchase reports.

Purchase Report A – FY 2022 Purchases:

A. Inspection & Repairs Bengt Sjostrom Theatre Roof – (Other Contractual Services: IL Arts General Operations Support)

1. Uni-Systems Engineering, Inc.	Minneapolis, MN	\$	14,768.00 (1)*
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B. Reimbursement – (Miscellaneous Expenditures: New Americans Initiative (NAI) DACA Applications)

2. Department of Homeland Securities	Laguna Niguel, CA	\$	25,000.00 (2)*
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C. Rental Equipment – (Rental-Equipment: Grounds Maintenance)

3. M&D Truck and Equipment Sales	Monroe, WI	\$	24,000.00 (3)*
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Trustee Trojan asked when going out to bid on item C if the local Caterpillar dealer was contacted, and Ms. Olson confirmed that the local Caterpillar dealer was contacted.

2. Cash and Investment Report

Ms. Olson presented the September 30, 2021, cash and investment report. The total for operating cash and investments is \$66,373,319.00. The change in operating cash and investments since August 31, 2021, was (\$856,603.00). Total Capital Funds are \$26,989,336.00, and the change in capital funds since August 31, 2021, was \$2,825,458.00. The changes in the debt service line were due to property taxes continuing to be received from the counties to relieve our debt service. There were no questions.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the personnel report for September 2021. There are no appointments and one departure. There were no questions.

2. Americans With Disability Act (ADA) Digital Accessibility Summary Report

Ms. Lynn Shattuck presented the ADA digital and instructional technology accessibility report. The ADA went into effect in 1990 and was amended in 2008. Following the implementation of the ADA, the focus was on the physical accessibility of institutions, but as technology has increased, so has the number of lawsuits related to digital access.

What can we expect in the future? The Department of Justice will likely resume digital accessibility activity; litigation related to mobile apps and mobile web experiences will increase; and possible Department of Justice regulation or ADA amendments before 2025. RVC has seen increased online and hybrid course offerings and ADA accommodations have also increased significantly since 2015. An increasing number of students with disabilities are pursuing post-secondary education and all indications are that this trend will continue. Over the past several years, many improvements have helped to move our digital accessibility efforts forward.

Electronic information and technology are also referred to as digital accessibility. Why is digital accessibility important? The pandemic drove considerable increases in digital communication systems for both work and learning, and it's likely that online and hybrid education and remote work will continue. However, campuses have not ensured digital accessibility for students, and employees have faced grievances and complaints, resulting in court cases as well as investigations and settlement agreements with federal agencies. Digital accessibility has become a campus-wide impact, including teaching and learning, web pages, marketing and recruitment, information technology, budget/financing, human resources, campus facilities, internal and external communications, and service departments, including disability services.

TMLS Consulting, Inc. was engaged from April to June 2021 to review and evaluate RVC's awareness, knowledge, and systems/services for responding to digital accessibility challenges. The consultation timeline and deliverables are as follows: late March of 2021, there was a self-assessment that RVC completed of strengths/weaknesses; April 8, 2021, there was a presentation and consulting overview to key college stakeholders; April 28, 2021, there was a presentation by peer institution University of Cincinnati; May 2021, there was a sharing of research and resources; June 8, 2021, a presentation was given to RVC Cabinet, and late June 2021 a sharing of the final report and recommendations.

3. Purchasing Process Update

Mr. Jim Handley, and Ms. Kathy Jones, purchasing manager, reviewed the purchasing processes for the College. Ms. Jones said that purchasing for RVC requires that RVC work within the framework of the Board of Trustees Policies and other statutes, rules, and regulations. Procedures are based on the objective of securing services, materials, supplies, and equipment at the lowest possible cost while also providing a consistent standard for quality. In addition, there are 14 exceptions that the Higher Education Public Community College Act allows the Board of Trustees to choose to utilize. When the Master Blanket Minutes – Rock Valley College Board of Trustees Committee of the Whole, October 12, 2021

Order list is brought to the Board for approval, an exception list is presented. Purchases over \$10,000 go to the Board of Trustees for approval. The Purchasing Department must be contacted before committing to any purchase or service. In addition, legal must review contracts over \$50,000. To get these items on the Purchase Reports, departments must provide specific information. Ms. Jones explained quotes and requests for proposals (RFP) and what is entailed in receiving both.

Mr. Handley explained that the next steps in the purchasing process would be to revise the administrative procedures since they have not been updated since 2017. Then, the procedures will be sent to the attorneys for review. Once reviewed by the attorneys, several steps will be taken. For example, one step will be to explore Purchasing Consortiums, adjust bid/RFP language to reduce bid interpretation complications, and expand the Business Enterprise Program outreach, training, and advertising to attract more diverse responsible bidders. Discussion ensued. Trustees would like to see an audit of the bid notices and in what newspapers they have been placed.

4. Capital Projects Update

Ms. Janet Taylor, executive director of facilities and operations, presented the capital projects update. Ms. Taylor reviewed repairs to the Educational Resource Center (ERC) stairways and sidewalks, LED interior lighting upgrade, Bengt Sjostrom Theater (BST) tent, and Building E roof and gutter replacement. Trustee Gorski was happy with Ms. Taylor's presentation and that it was clear and concise.

5. RVC Events Calendar

Ms. Taylor presented the RVC Events Calendar. Trustee Trojan would like to see an athletic scorecard to see where all the teams are in their competitions. Ms. Taylor said she would work with Mr. Darin Monroe, athletic director, to see what could be done.

6. ATC Update

Ms. Taylor presented the Advanced Technology Center (ATC) progress update. Ms. Taylor reported that several projects had been completed; the concrete floors were sealed, plank tile flooring was installed, electrical work was completed, and Information Technology (IT) completed their installation and wiring of equipment. In addition, Ms. Taylor stated that the door hardware was installed; building inspections and the certificate of occupancy was completed and issued. In October, traffic signs were installed. Discussion ensued.

Ms. Ellen Olson presented the ATC cost summary. The numbers so far with the ATC are as follows: Budget is \$15,415,000; approved expenses by the Board are \$14,514,629.87; RVC has paid out \$9,683,426.63; remaining to be spent of costs approved is \$4,831,203.24, which leaves a remaining budget amount of \$900,370.13. Ms. Olson stated that there are no new current change orders this month, and to date, \$367,780.79 is the dollar amount of change orders approved toward the \$500,000 contingency.

Other Business / New Business

There was no new or unfinished business.

Adjourn to Closed Session

At 8:11 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with 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), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 9:46 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on October 26, 2021, at 5:15 p.m. remotely via teleconference.

Next Committee of the Whole Meeting

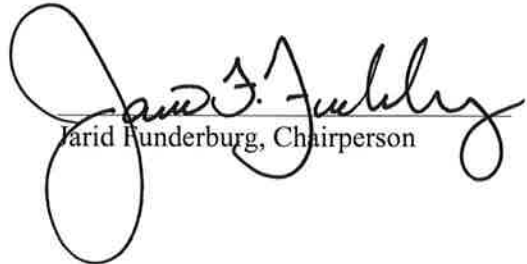
The next Committee of the Whole meeting will be held on November 9, 2021, at 5:15 p.m., remotely via teleconference.

Adjourn

At 9:50 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by a unanimous voice vote.

Submitted by: Tracy Luethje


Robert Trojan, Secretary


Jarid Runderburg, Chairperson