

**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 pm Tuesday, February 8, 2022**  
**MINUTES**

*On February 4, 2022, Governor Pritzker issued the twenty-sixth 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 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: <https://rockvalleycollege-edu.zoom.us/j/91443872032?pwd=ajgyaFg1ckNjUG40UWFkZmpLQs8wZz09> or by phone at 312-626-6799 using Meeting ID: 914 4387 2032, Password: 426954. The meeting will include an opportunity for public comment. Any member of the public who would like to make a public comment can submit their public comment via email to [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 pm on February 8, 2022. 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 pm 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 joined the meeting at 6:51 pm.
Ms. Lynn Kearney	Ms. Gloria Cudia
Mr. Robert Trojan	Mr. John Nelson
Ms. Evelyn Molina, Student Trustee, joined the meeting at 5:23 pm	

Also Present: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; 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. Jennifer Thompson, Executive Director of College Communications; Ms. Brittany Freiberg, Chief Development Officer of Rock Valley College Foundation; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz

## **Communications and Petitions**

There were no public comments.

## **Recognition of Visitors**

There were no visitors to be recognized.

## **Review of Minutes**

There were no comments on the minutes from the January 11, 2022 Board of Trustees Committee of the Whole meeting.

## **General Presentations**

There were no general presentations.

## **Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**

### **1. Enrollment Update**

Dr. Patrick Peyer, vice president of student affairs, presented the FY 2022 enrollment update. Dr. Peyer stated there was a slight increase in enrollment since the board packet was released. The spring enrollment is 93.4% to budget. Credit hours are at 45,527 and the unduplicated headcount is at 4,831. Trustee Trojan wanted to know what the cut-off date was for spring enrollment. Dr. Peyer stated that the ICCB cut-off date has come and gone, but we continue to add enrollment. Trustee Nelson wanted to know if the enrollment numbers would pass 93%. Dr. Peyer stated he anticipated it to be around 95%.

### **2. 2023-2024 Academic Calendar**

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the 2023-2024 Academic Calendar. Dr. Smith stated she held off in presenting the 2023-2024 Academic Calendar until the Board made their decision to approve adding June 19, Juneteenth National Freedom Day, as a paid holiday on which the College will be closed. There were no questions and no discussion.

### **3. Medical Assistant Program (Associate Degree in Applied Science)**

Dr. Smith presented information on the Medical Assistant Program. Dr. Smith explained that the Medical Assistant is a multi-skilled Allied Health professional who works primarily in ambulatory settings such as medical offices and clinics. Dr. Smith stated that students completing the program would be eligible to take the certification exam and become gainfully employed as a Certified Medical Assistant (CMA) and work in all ambulatory care settings. The health care industry has a growing market. About 104,400 openings for medical assistants are projected each year, on average, over the decade. The growth is due to an aging workforce, as replacements are needed as employees retire. There is also an aging population, increasing the need for preventative medical services. In addition, an increasing number of group practices, clinics, and other health care facilities will also need support workers, particularly medical assistants, to complete both administrative and clinical duties. The development of this program was initiated by a group of local employers who approached the College, requesting an accredited program to meet this growing need. An advisory committee was created to determine the requested knowledge, skills, and abilities to be included in the curriculum. The Administration recommends that the Board of Trustees approve the submission of a proposal to the ICCB to approve the Medical Assistant Associate of Applied Science Degree. Discussion ensued.

## Finance Discussion: Board Liaison Trustee Soltow

### 1. Purchase Reports

Ms. Ellen Olson presented the purchase reports.

#### *Purchase Report A – FY 2022 Purchases:*

A. Equipment – (Athletic Equipment: Athletics Administration)			
1.	Rovelocity	Naperville, IL	\$ 14,138.00 (1)*
	Brown's Service Wisconsin Golf	Walworth, WI	\$ 14,211.00
	Moto Electric Vehicles	Atlantic Beach, FL	\$ 21,655.00
B. Printing – (HEERF: General Institutional Expenses)			
2.	Action Printing	Fond du Lac, WI	\$ 20,435.00 (2)*
	KK Stevens Publishing Co.	Astoria, IL	\$ 20,683.00
C. Pickup Truck – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)			
3.	Morrow Brothers Ford	Greenfield, IL	\$ 38,890.00 (3)*

Discussions ensued on all Items A, B and C.

### 2. Cash and Investment

Ms. Olson presented the cash and investment report through January 31, 2022. Total operating cash and investments are \$68,827,552. Total capital funds are \$13,507,358. The change in the operating cash and investments since December 31, 2021, is <\$1,021,359>. Ms. Olson stated that as of December 31, 2021, the total operating cash and investments funds were at 63.28% of the FY22 operating budget. There were no questions and no discussion.

### 3. Fiscal Year 2022 Second Quarter Vital Signs

Ms. Olson presented the fiscal year 2022 (FY2022), second quarter vital signs. Ms. Olson stated that operating revenues as of December 31, 2021, are at 67% of budget when you exclude SURS on Behalf. Student tuition and fees are at 94.5% of budget due to the spring semester tuition collected in December 2021. Trustee Trojan wanted to know if Summer I tuition will be included in the student tuition and fees. Ms. Olson stated yes, RVC would possibly exceed the budgeted revenue. As of December 31, 2021, operating expenses are 40% of budget, excluding SURS on Behalf. The FY2022 year-to-date payroll is currently under budget due to lag time filling open positions and not being fully staffed. Health care costs are running greater than anticipated due to higher-than-expected claims. Utilization during 2020 and 2021 was down due to COVID-19 when non-essential treatments and surgeries were postponed. RVC has had several large claims and is currently waiting for the stop-loss insurance to reimburse claims. Discussion ensued.

### 4. Proposed Fiscal Year 2023 Tuition Increase

Ms. Olson presented the fiscal year 2023 (FY2023) proposed tuition increase. The Administration recommends that the Board of Trustees approve a \$5.00 per credit hour tuition increase, effective July 1, 2022, for FY2023. Ms. Olson stated that the last time tuition increased was FY2018, when tuition increased by \$15.00 per credit hour. In addition, in FY2020, the variable tuition rate for Career and Technical Education courses was implemented. Ms. Olson explained that the Administration feels it is fiscally responsible to bring this increase for consideration due to rising costs as a result of inflationary pressures, annual Collective Bargaining Agreement salary increases, and opening the Advanced Technology Center.

Per Trustee Trojan's request, a tuition comparison to 4-year universities was provided to show the per credit hour tuition at five competing institutions. Discussion ensued.

### **Operations Discussion: Board Liaison Trustee Kearney**

#### **1. Personnel Report**

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for February 2022. There is one appointment placeholder and no departures. Trustee Nelson inquired if the Board would know the candidate's name before the next meeting. Mr. Handley stated that they would have the individual identified by the next meeting and that Dr. Spearman would communicate that information once a candidate was chosen. Discussion ensued.

#### **2. Architect of Record**

Mr. Rick Jenks, vice president of operations, presented the Architect of Record (AOR) update. Mr. Jenks explained that RVC utilizes an AOR for smaller projects on campus that would require architectural services. The last time RVC conducted a request for qualifications (RFQ) for architect services was in 2012, and the last AOR for RVC was SGA Architects of Rockford in 2014. Due to fiscal concerns since then, RVC has not had as many capital projects. Larger projects went through a selection process (RFQ) for the architect, and Capital Development Board (CDB) projects already have architect selection in its processes and procedures. Mr. Jenks explained that an AOR could assist RVC in evaluating and reviewing present or future property acquisitions or rental agreements; assist in future planning or development of capital project plans or projections; and be available for any emergency inspections or damage analysis in the event of an accident or natural disaster. Mr. Jenks reviewed RVC's proposed process and timeline. The recommendation from Administration is to conduct an RFQ for a new AOR. Discussion ensued.

#### **3. RVC Events Calendar**

Mr. Handley presented the RVC on-campus events calendar. Discussion ensued.

#### **4. RVC Athletics Update**

Dr. Peyer presented the RVC Athletics update. Dr. Peyer reported on the RVC Men's and Women's Basketball Teams, Baseball, Softball, and the Men's and Women's Bowling Teams. In February, all other sports are set to begin off-season workouts while actively recruiting potential student-athletes for the 2022-2023 school year. Discussion ensued.

#### **5. Architect Fees for Advanced Technology Center (ATC)**

Mr. Jenks presented the Architect Fees for the Advanced Technology Center. Mr. Jenks stated that RVC entered into an Intergovernmental Agreement (IGA) with Belvidere School District #100 (BR7734) for the Advanced Technology Center (ATC). In the IGA, District #100 stated they would manage portions of the ATC project, including utilizing the Ollmann, Ernest, Martin Architect (OEM) firm. District #100 and OEM signed a contract in August 2020 listing responsibilities and fees for the architect, in which RVC is listed as a third-party beneficiary. Due to additional change orders and changes in equipment, OEM is owed approximately \$63,495.55. When the outstanding change orders are finalized, the additional monies owed to OEM would be funded out of the Furniture, Fixtures, and Equipment (FF&E) fund. Discussion ensued.

#### **11. Advanced Technology Center (ATC) Update**

**ATC Progress Update:** Mr. Jenks presented an update on the ATC. RVC is waiting to receive the parts for the interior overhead door, and the CNC machining equipment has been received and hooked

up. Today, February 8, 2022, the manual lathe was delivered, but the grinder was not on the truck. Some of the brackets for the televisions and displays have arrived, and RVC is working on getting the rest of the brackets. The lockers have been received and installed. Mr. Jenks explained that some of the larger items are challenging to obtain. Discussion ensued.

**ATC Cost Summary:** Ms. Olson presented the ATC cost summary. Ms. Olson stated that RVC would have a surplus in Furniture, Fixtures, and Equipment (FF&E) of around \$800,000 if the Board approves the additional OEM architect fees. There are no additional change orders at this time. There were no questions.

### **New Business / Unfinished Business**

There was no new business or unfinished business.

### **Adjourn to Closed Session**

At 6:51 pm, 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 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); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all of the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

### **Reconvene Open Session**

At 7:14 pm, a motion was made by Trustee Nelson, seconded by Trustee Kearney, 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 February 22, 2022, at 5:15 pm remotely via teleconference.


### **Next Committee of the Whole Meeting**

The next Committee of the Whole meeting will be held on March 8, 2022, at 5:15 pm, remotely via teleconference.

### **Adjourn**

At 7:15 pm, a motion was made by Trustee Kearney, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy Luethje

  
Robert Trojan, Secretary

  
Jarid Funderburg, Chairperson