

Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114

Regular Board of Trustees Meeting
5:15 p.m.
February 22, 2022

On February 4, 2022, Governor Pritzker issued the twenty-sixth 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-du.zoom.us/j/93107282688?pwd=ZHdlM2JsMnVGYUFHSFdKUUN2UmdwQT09> or by phone at 312-626-6799 using Meeting ID: 931 0728 2688; Passcode: 865881. 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 by 3:15 p.m. on February 22, 2022. Public comments submitted via email will be announced during the public comment portion of the meeting.

AGENDA

A. Call to Order

B. Roll Call

C. Communications and Petitions (Public Comment)

D. Recognition of Visitors

E. Adjourn to Closed Session to discuss 1) Collective negotiating matters per Section 2 (c) (2); and/or 2) The sale or lease of real property for the use of the public body per Section 2 (c) (5); and/or 3) Litigation has been filed, is pending, or probable per Section 2 (c) (11); and/or 4) Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property per Section 2 (c) (8), all in accordance with the Illinois Open Meetings Act.

F. Reconvene Open Meeting

G. General Presentations

H. Approval of Minutes

1. January 11, 2022 Committee of the Whole Meeting
2. January 22, 2022 Board Retreat
3. January 25, 2022 Regular Board Meeting

I. Action Items

1. Approve Claims Sheet (Check Register-January 2022) (BR 7902)
2. Approve Purchase Report
 - a. Purchase Report-A – FY22 Purchases (BR 7903-A)
 - b. Purchase Report-B – FY22 Purchases-Architectural Consulting Services (BR 7903-B)
3. Approve FY2023 Tuition Increase (BR 7904)
4. Approve 2023-2024 Academic Calendar (BR 7905)
5. Approve Medical Assistant Program (BR 7906)
6. Approve Personnel Report (BR 7907)

J. Other Business

1. New Business
2. Unfinished Business

K. Updates / Reports

1. President's Update
2. Leadership Team Updates
3. ICCTA Report
4. Trustee Comments
5. Student Trustee Report
6. RVC Foundation Liaison Report
7. Freedom of Information Act (FOIA) Report

L. Adjourn to Closed Session to discuss 1) Collective negotiating matters per Section 2 (c) (2); and/or 2) The sale or lease of real property for the use of the public body per Section 2 (c) (5); and/or 3) Litigation has been filed, is pending, or probable per Section 2 (c) (11); and/or 4) Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property per Section 2 (c) (8), all in accordance with the Illinois Open Meetings Act.

M. Reconvene Open Meeting

N. Date of Next Committee of the Whole Meeting: March 8, 2022. 5:15 p.m., Remote meeting to be held via teleconference

O. Date of Next Regular Meeting: March 22, 2022. 5:15 p.m., Remote meeting to be held via teleconference

P. Adjourn

Jarid Funderburg, Board Chair

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, January 11, 2022
MINUTES

On January 7, 2022, Governor Pritzker issued the twenty-fifth 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.*

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Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:15 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 joined at 5:34 p.m.	Ms. Gloria Cudia
Mr. John Nelson joined at 5:19 p.m.	Mr. Robert Trojan
Ms. Evelyn Molina, Student Trustee	

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 December 7, 2021 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

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY 2022 enrollment update. Ms. Snider explained that the report was outdated since enrollment moved so fast since the information was created. Although the report states 83% to budget for spring, it has changed to 93% to spring budget. Ms. Snider then gave a few dates for the enrollment. January 10, 2022, thru January 14, 2022, is the schedule adjustment period, and you will see a lot of fluctuations during this period. January 19, 2022, is the deadline for students to drop and receive a refund. It is also the deadline for students to comply with the Executive Order regarding vaccines and weekly testing. There were no questions and no discussion.

2. Adult Education Plan

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the Adult Education Plan. Dr. Smith explained the needs and barriers for the Rockford region. She stated that of the 282,830 adults in the College district, 35,724 have less than a high school diploma; 10,243 have less than a 9th-grade education which is a big issue in our community. Dr. Smith explained that the RVC Adult Education Plan offers Allied Health and Nursing classes, Arts and Social Sciences, Communications and Humanities, Instructional Support Services, Math and Sciences, and Adult and Developmental Education. In addition, three areas to be developed under Adult and Developmental Education (K5 Tutoring, Human Services Program, and Early Childhood Education Learning Lab) will provide additional support to children and adults enrolled in Adult Education or credit coursework, as well as a new Human Services program. What brings the three areas together is work-based learning, which will address the needs of the Rockford community. Dr. Smith gave a timeline for the Adult Education Plan. Discussion ensued.

3. Fiscal Year 2022 – 2024 Operations Calendar

Mr. Rick Jenks, vice president of operations, presented the Fiscal Year 2022 - 2024 Operations Calendar. Mr. Jenks stated that RVC combined the Academic and Operations Calendar as one calendar in past years. However, on March 27, 2018, Board Report #7496 separated the Academic and Operations Calendar. Mr. Jenks explained that the 2022 - 2024 Operations Calendar subset includes dates the College is closed, and there will be no access to College buildings, offices, and student services. The primary use for the calendar is to communicate to the public and college community the dates when the College operations are affected. There were no questions and no discussion.

4. 2022 – 2023 Academic Calendar Update

Dr. Smith presented the revised 2022 - 2023 Academic Calendar. A revision was necessary as the Board has approved June 19, Juneteenth National Freedom Day, and November 8, 2022, for General Election Day as paid holidays on which the College will be closed. There were no questions and no discussion.

5. Participation in the Federal Surplus Aircraft Program

Dr. Smith presented information on the General Services Administration Federal Surplus Personal Property Donation Program. This program will provide RVC the opportunity to accept aircraft at low cost or no cost for the Aviation Maintenance Program. A brief discussion ensued.

6. Advanced Technology Center (ATC) Wall Art Design Process and Donor Recognition Display

Ms. Jennifer Thompson, executive director of college communications, and Ms. Brittany Freiberg, chief development officer for the Rock Valley College Foundation, presented the ATC Wall Art Design Process and Donor Recognition Display presentation. Ms. Thompson explained that the objective is to create a dynamic, eye-catching visual for the front wall inside the ATC. The process will be to select a vendor to partner with on the art's creation and installation, finalize the concept drawing, and select materials to be used.

Ms. Freiberg presented the donor signage information. Ms. Freiberg stated the objective is to recognize donors of the individually named spaces. RVC will work with the vendor to identify value words to include on the signage and work with the vendor and marketing to finalize the concept drawings for each donor. The recognition wall will be located in the ATC lobby.

Ms. Thompson stated that the ribbon-cutting will be held on March 30, 2022, at 2:00 p.m. Ms. Thompson explained that the planning committee will provide a hands-on event to spotlight the programs offered at the ATC to coincide with a non-traditional, innovative “ribbon-cutting.” In addition, lead donors for the RVC Strong fundraising campaign will be recognized and will launch the public campaign. Discussion ensued.

Finance Discussion: Board Liaison Trustee Soltow

1. Purchase Reports

Ms. Ellen Olson presented the purchase reports.

Purchase Report A – FY 2022 Addendums:

A. Contractual Services – (Maintenance Services for Buildings; Plant Maintenance)			
1. Helm Services	Freeport, IL	\$	50,000.00 (1)*
B. Scholarships – (External, Private Donor Scholarships)			
2. Northern Illinois University	DeKalb, IL	\$	3,100.00 (2)*
C. Software – (HEERF: General Institutional Expenses)			
3. Servio Consulting	Frankfort, IL	\$	102,000.00 (3)*
D. Software – (HEERF: General Institutional Expenses)			
4. Carahsoft	Reston, VA	\$	12,500.00 (4)*
E. Software – (HEERF: General Institutional Expenses)			
5. LingK	Danville, CA	\$	10,000.00 (5)*

F. Software – (HEERF: General Institutional Expenses)			
6. Formstack	Fishers, IN	\$	7,500.00 (6)*

Purchase Report B – FY 2022 Purchases:

A. Commencement Regalia – (Education Fund – Graduation and Commencement, Other Contractual Services)			
1. Oak Hall	Salem, VA	\$	14,006.00 (1)*
Herff Jones	Indianapolis, IN	\$	15,578.00
Jostens	Waterford, WI	\$	16,496.00
B. Online Training for Employees – (HEERF: General Institutional Expenses)			
2. Cornerstone OnDemand, Inc.	Palatine, IL	\$	18,515.00 (2)*
C. Contractual Services – (Other Conference and Meeting Expenses: Upward Bound)			
3. Media Arts Institute	Huntsville, AL	\$	18,000.00 (3)*
D. Membership Fees – (Membership and Dues: President’s Office)			
4. American Assoc. of Community Colleges	Baltimore, MD	\$	10,833.00 (4)*
E. Contractual Services – (HEERF: General Institutional Expense)			
5. Hyland	Olathe, KS	\$	49,600.00 (5)*
F. Other Materials – (Other Materials: Big Thunder Blvd., Belvidere)			
6. Meridian	Loves Park, IL	\$	12,390.00 (6)*
Image Signs	Loves Park, IL	\$	13,858.00
G. Printing – (Print/Copy Commercial Services: Unrestricted / Non-Chargeback Postage; unrestricted)			
7. Meridian	Loves Park, IL	\$	11,039.00 (7)*
H. Computers – (HEERF: General Institutional Expense)			
8. To Be Determined		\$	XXX.XX (8)*
I. Equipment – (Capital Instructional Equipment: Workforce Development)			
9. To Be Determined		\$	XXX.XX (9)*

Purchase Report C – FY 2022 Advanced Technology Center (ATC) Change Orders:

A. Advanced Technology Center – (Operations and Maintenance Fund: ATC)			
1. Stenstrom Construction	Rockford, IL	\$	1,562.00 (1)*
B. Advanced Technology Center – (Operations and Maintenance Fund: ATC)			
2. Stenstrom Construction	Rockford, IL	\$	1,334.00 (2)*

Discussion ensued.

2. Cash and Investment

Ms. Olson presented the cash and investment report through December 31, 2021. Total operating cash and investments are \$69,848,911. Total capital funds are \$13,496,844. The change in the operating cash and investments since November 30, 2021, is <\$9,994,765>. Ms. Olson stated that as of December

31, 2021, the total operating cash and investments funds were at 64.22% of the FY'22 operating budget. There were no questions and no discussion.

Operations Discussion: Board Liaison Trustee Kearney

1. Subaward Agreement Modification Between Goodwill Industries of Northern Illinois and Rock Valley College for One-Stop, Adult, and Dislocated Worker Services

Mr. Jim Handley, vice president of human resources, presented the Subaward Agreement Modification Between Goodwill Industries of Northern Illinois and Rock Valley College for One-Stop, Adult, and Dislocated Worker Services. As a result, RVC and Goodwill Industries of Northern Illinois were approved to be the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator and Career Services provider for adult and dislocated worker services for the region. WIOA is a federally funded program passed down to the local service delivery areas. The total amount of the grant has not changed. The cost-reimbursement agreement does not exceed the total amount of \$586,654 from July 1, 2021, through June 30, 2022. The Administration recommends that the Board approve the Subaward Agreement Modification Between Goodwill Industries of Northern Illinois and RVC for One-Stop, Adult and Dislocated Worker Services. Discussion ensued.

2. Rock Valley College Foundation Funding Request

Ms. Brittany Freiberg, chief development officer for the Rock Valley College Foundation, presented the RVC Foundation Funding Request. Ms. Freiberg stated that the RVC Foundation's mission is to build regional relationships and secure resources to advance RVC and its students. Since March 28, 2017, the College has provided no financial support to the Foundation outside of an in-kind donation of rent for the Spring Brook House and accounting services that average around \$50,000 per year. The Foundation covers three full-time employees along with its daily operational expenses. Ms. Freiberg stated that the RVC Foundation is requesting consideration for funding by RVC an annual amount of \$150,000 in support of Foundation operations. The impact on the Foundation will be that the Foundation will reinstate a fourth position lost in 2017, the Director of Development and Alumni Relations, and assist with operational support. The administration recommends that the Board approve the request for funding in the annual amount of \$150,000 in support of the RVC Foundation. Discussion ensued.

3. RVC Computer Enhancement Roadmap

Mr. Rick Jenks, vice president of operations, presented the Life Cycle and Potential Future Remote Technology Upgrade plan. Mr. Jenks explained that RVC has traditionally tried to maintain a three-to-five-year life cycle replacement on computers, particularly in computer and specialized lab environments which utilize software like AutoCAD and MATLAB. Due to funding difficulties, RVC has not been able to maintain this replacement cycle, and many of the computers throughout the campus are old. The computers have difficulty running some of the software needed to conduct classes properly. The COVID-19 pandemic has created unique situations where RVC has had to adapt. The overall plan is to accelerate life cycle replacement and take advantage of Higher Education Emergency Relief Fund (HEERF) to replace or upgrade existing computers in all areas of the college. RVC will research building out a Virtual Desktop Infrastructure solution utilizing Azure (Microsoft) or Amazon Web Services (AWS) and research improving the classroom technology to allow for professors to instruct both students in the classroom and remote (Hyflex). Discussion ensued.

4. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for January 2022. There are two placeholders and one departure. There were no questions from Trustees.

5. Compensation Study Recommendation

Mr. Handley presented the Compensation Study Recommendation. Mr. Handley stated that the compensation study recommendation applies only to Administration (ADM), Educational Support Personnel (ESP), and Professional Staff Association (PSA) workgroups. Faculty (FAC), Fraternal Order of Police (FOP), and Support Staff Association (SSA) salary guidelines adhere to their collective bargaining agreements. The last formal Compensation Study was done in 2006. Minor adjustments were made to RVC's annual salary schedule in 2015 and 2019. The annual salaries for new hires and promotions are determined using the existing salary schedule and consider the internal pay equity of incumbents. Some concerns are that RVC needs to remain competitive with the annual salaries to attract and retain top talent. If turnover increases at RVC, that could be detrimental to the services we provide our students and community and negatively impact our budget. Human Resources (HR) will partner with Purchasing to obtain at least three competitive bids to conduct a market and industry-based compensation study. Ms. Ellen Olson will present a Purchasing Report recommending contracting with a Compensation Consultant at the March Committee of the Whole Meeting. If approved by the Board, HR will work with the selected consultant to complete the compensation study. If necessary, the consultant and HR will report back to the Board with the recommended changes to the existing salary guidelines.

6. Official College Holidays; Board Policy 2:10.050 (Second Reading)

Mr. Handley presented the proposed revision to Board Policy 2:10.050, Official College Holidays. (Second Reading). Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865. On November 23, 2021, the RVC Board of Trustees approved Juneteenth as an official college holiday. The Administration recommends that the Board of Trustees approve a revised Board Policy 2:10.050, Official College Holidays, adding Juneteenth National Freedom Day as an additional paid holiday for RVC employees. No discussion ensued.

7. Bereavement Leave; Board Policy 3:30.150 (Second Reading)

Mr. Handley presented the proposed update to Board Policy 3:30.150, RVC Bereavement Leave (Second Reading). On July 29, 2016, Governor Rauner signed the Child Bereavement Leave Act. The Act provides a maximum of two weeks (10 workdays) of unpaid leave for bereavement of an employee's child. The current board policy does not address employees' needs to care for other family members' grieving or funeral planning, nor does it allow any paid time off to grieve the loss of a family member, including the loss of a child.

The Administration is recommending to rename the policy from Child Bereavement Leave to Bereavement Leave and expand time off to include time away from work to plan for funerals and grieve the loss of other members of the immediate household in addition to a child, and to include up to three days of paid time off to plan for and grieve the loss of their immediate family member. No discussion ensued.

9. RVC Events Calendar

Mr. Handley presented the RVC events calendar. Discussion Ensued

10. RVC Athletics Update

Dr. Peyer presented the RVC Athletics update. Dr. Peyer reported on the RVC Men's and Women's Basketball Teams and that all other sports are currently off-season.

11. Advanced Technology Center (ATC) Update

ATC Progress Update: Mr. Jenks presented an update on the ATC. Mr. Jenks stated that the ATC is open and teaching limited classes, such as Mechatronics and Welding, which started on Monday, January 10, 2022. There were no questions from the Trustees.

ATC Cost Summary: Ms. Olson presented the ATC cost summary. To date, Ms. Olson stated that RVC has spent \$463,670.79 on change orders. In addition, Ms. Olson said that RVC came in under the \$500,000 budget. Trustees Trojan and Gorski complimented the RVC group on a job well done. Mr. Jenks stated that he is looking at also receiving some potential change order credits.

New Business / Unfinished Business

New Business: Dr. Amanda Smith stated that in November 2021, a press conference was held announcing that a grant was received in conjunction with AAR for \$2,600,000. As a result, AAR is donating an aircraft to RVC's Aviation Program. It is expected that the airplane will be delivered at the end of this month.

Unfinished Business: Dr. Spearman stated that Studer Education would present its quarterly report at the Board of Trustees Meeting on January 25, 2022. Studer Education will be doing an onsite visit to RVC during the first week of February.

Adjourn to Closed Session

At 7:54 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), and/or 2) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 8:15 p.m., a motion was made by Trustee Kearney, 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.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on January 25, 2022, 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 February 8, 2022, at 5:15 p.m., remotely via teleconference.

Adjourn

At 8:17 p.m., 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

**Illinois Community College District #511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114**

**Board of Trustees Special Meeting – Retreat
Saturday, January 22, 2022, 9:00 a.m.**

MINUTES

On January 7, 2022, Governor Pritzker issued the 25th 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.

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Call to Order

The special meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened via remote video conference on Saturday, January 22, 2022. Board Chair Jarid Funderburg called the meeting to order at 9:00 a.m.

Roll Call

The following trustees were present:

Mr. Jarid Funderburg

Ms. Gloria Cudia

Student Trustee Evelyn Molina

Mr. Bob Trojan

Ms. Lynn Kearney

Mr. John Nelson arrived at 9:19 a.m.

The following trustees were absent: Ms. Crystal Soltow, Mr. Paul Gorski.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/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. Rick Jenks, Vice President Operations/Chief Operations Officer; Ms. Ann Kerwitz; Assistant to the President; Ms. Kris Fuchs; Assistant to the President; Attorney Matt Gardner, Robbins Schwartz.

Communications and Petitions (Public Comment)

No communications or petitions were presented.

Recognition of Visitors

President Howard Spearman announced that Mr. Jim Reed, executive director of the Illinois Community College Trustees Association, will be joining the meeting later and participating in the closed session discussion.

Discussion

1. State of the College

Board Chair Funderburg complimented all on the State of the College video prepared by Vice Presidents Heather Snider and Ellen Olson and noted his appreciation for receiving it in both video and digital format prior to the meeting, which gave trustees an opportunity to submit their questions in advance.

Dr. Spearman welcomed trustees and reviewed the meeting agenda with the goal of discussing key indicators so that everyone is on the same page. Two Town Hall meetings featuring the State of the College in a webinar format will be held next week for employees and another will be held in February for students. The State of the College also has been shared with representatives of Studer Education. Dr. Spearman reviewed the documents included in the meeting packet and explained that questions from trustees received this week will be answered during the presentations.

Ms. Heather Snider, vice president of institutional research and effectiveness, and Ms. Ellen Olson, vice president of finance, reviewed the Executive Summary of the State of the College presentation that was included in the meeting packet.

Ms. Snider then reviewed the questions submitted by trustees prior to the meeting and provided answers. A compilation of all questions and answers submitted by trustees is attached as Exhibit A.

2. 10-Year Financial Projections

Ms. Ellen Olson, vice president of finance, reviewed the 10-Year Financial Projections document and answered questions submitted by trustees prior to the meeting. A compilation of all questions and answers is attached as Exhibit A.

Trustee Nelson commented that he is not a fan of 10-year plans and asked if administration has or will create a joint faculty/administration committee to analyze what programs would be cut in the event of a budget deficit. Vice President Olson explained that this is the beginning of the discussion and no decisions have been made due to the unknown effects of the Covid-19 pandemic. Dr. Spearman added that the College has strategies in place to maintain financial stability, including unit cost monitoring and annual program reviews that are submitted to ICCB. Dr. Spearman confirmed that the administration is not looking at eliminating any programs at this time.

At 10:30 a.m., Dr. Spearman asked if anyone wanted a break. No one requested a break, and the meeting continued.

3. Strategic Plan Review

Dr. Spearman commented that he attended a retreat of the Illinois Council of Community College Presidents (ICCCP) yesterday, which included a new presidents' orientation, legal advice, enrollment trends and the effects of Covid-19. Discussion among the college presidents indicated that planning cannot be based on pre-Covid numbers, and their focus will be on students who are in college despite the Covid pandemic. Dr. Spearman then introduced Heather Snider who reviewed the draft Strategic Plan 2022-2024.

Vice President Snider reviewed the Strategic Planning Tenets, also known as the Four Pillars: 1) Access; 2) Exceptional Educational Opportunities; 3) Exceptional Training Opportunities; and 4) Diversity, Equity, and Inclusion. She reminded trustees of the division strategic plans that have already been presented to trustees at previous meetings. These include the Information Technology (IT) Plan, the Strategic Enrollment Management Plan and the Academic and Adult Education Plan presented at previous Committee of the Whole meetings. At the request of Trustee Trojan, a list of those division presentations and dates presented will be sent to trustees.

Ms. Snider also reviewed the plan levels and terminology and explained that she would focus on department plans not previously shared with trustees, which included the Professional Development Plan and the Diversity, Equity, and Inclusion (DEI) Plan. Ms. Snider then reviewed those Plans in more detail, explaining the goals and tactics to reach those goals. Snider noted that the Information Technology (IT) goals have not been broken down to show further detail, as IT supports all of the tenets and the entire college.

Trustee Nelson commented that he prefers a summary of progress that has been made rather than a reading of the details of the plans.

Ms. Snider then reviewed the monitoring example showing how proposed quarterly monitoring reports will show a progress summary, a focus area of success, and the Studer Education scorecard.

Dr. Spearman added that administration is following this path as it's important that trustees know and understand the foundation of these strategic priorities. These will be shared with the campus community and Studer Education in the next two weeks, and then updates will be presented to the Board. In response to Trustee Nelson's comments and questions on how to attract diverse faculty and students to the College, Dr. Spearman explained that the College is still looking at its own culture and climate and investing in the talent already on campus. He noted that trustees have already approved the addition of Human Resources personnel to help develop a diversity pipeline for talent acquisition. He also noted that the Illinois Board of Higher Education may require a Diversity, Equity, and Inclusion (DEI) Plan from all community colleges.

In response to a question from Trustee Cudia regarding professional development and consequences if employees do not reach their goals, Ms. Snider explained that a performance evaluation plan is put in place and monitored by Human Resources and the supervisor. Dr. Spearman added that employees are encouraged to participate in professional development

activities, but that is not part of performance goals. The Human Resources Department is working on how to make the professional development plan inclusive and determine what that means.

New Business/Unfinished Business

1. Trustee Training Resources

Board Chair Funderburg explained that he will send an email to trustees showing various opportunities for them to brush up their skills, learn something new about operating as a board and other beneficial information.

2. Creation of Special Board Committee: “Board Policies and Special Projects”

Board Chair Funderburg explained that a new ad hoc committee will be formed to focus on updating the board policies, as well as special projects. Trustee Kearney will be the board liaison for that committee.

Trustee Nelson announced that he wants to discuss resurrecting football at RVC either at the February or March Committee of the Whole meeting. Board Chair Funderburg recommended it be placed on the March Committee of the Whole agenda to give administrators sufficient time to gather information. Trustee Nelson indicated he would like to know the cost, what schools the College would play, availability of a coach, what kind of fundraising effort is needed to provide scholarships, what other community colleges do, and if RVC can contact high school students in other community college districts to play at RVC. He believes there’s an untapped source of male students that would help with diversity.

Adjourn to Closed Session

At 11:15 a.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss: 1) Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member per Section 2 (c) (16); and/or 2) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees per Section 2 (c) (1), all in accordance with the Illinois Open Meetings Act.

The motion was approved by majority roll call vote. Trustees Cudia, Kearney, Funderburg and Trojan voted yes. Trustee Nelson voted no. Student Trustee Molina voted yes (advisory).

Reconvene Open Session

At 12:58 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cudia, to reconvene to open session. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

Next Meeting

The next Committee of the Whole meeting will be held February 8, 2022 at 5:15 p.m. Remote meeting to be held via teleconference.

The next Regular meeting of the Board of Trustees will be held February 22, 2022 at 5:15 p.m. Remote meeting to be held via teleconference.

Adjournment

There being no further business to come before the Board, at 12:58 p.m., a motion to adjourn was made by Trustee Nelson, seconded by Trustee Cudia. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz

Robert Trojan, Secretary

Jarid Funderburg, Board Chair

EXHIBIT A
Minutes of the Rock Valley College
Board of Trustees Retreat
January 22, 2022

Mission, Vision & Core Values

Vision Statement: Rock Valley College empowers the community to grow as a society of learners through well-designed educational pathways, leading to further education, rewarding careers, cultural enrichment, and economic-technological development.

- **I believe this to be true. (Gorski)**
- **How do we market or illustrate this vision? (Gorski)**

The College's Mission and Vision are used to guide marketing. We use our mission, vision, and values as our keywords. What does that mean? When we edit the content on the website, write stories/blogs, create videos, etc., we infuse those keywords into all our work. This is important as it provides a consistent message regarding who we are as a college. Committing to these keywords really helps shape the voice and tone of the college, enhances our Search Engine Optimization (SEO) performance, and provides a consistent foundation for how we talk about the College.

Currently, we do capture the mission, vision, and values on different platforms, such as our business cards, our homepage, the college catalog, handbooks, etc.

- **Do we have any materials or videos outlining these pathways? If not, do we have plans to create such materials? (Gorski)**

The Marketing and Communications team is working with Academic Affairs and Student Affairs to create pathways documents. Now that our multimedia content creator is on board, we will be working to create more videos that highlight our students, employees, and alumni. As we tell those stories, we will highlight our pathways.

Core Value: Learner-centered Community – Rock Valley College is dedicated to providing affordable lifelong opportunities that foster student success.

- **Affordable I understand. Very affordable indeed. (Gorski)**
- **How is our curriculum marketed as “lifelong learning opportunities?” (Gorski)**

In the past, we have focused our marketing efforts on credit-seeking student enrollment. Recently, we have changed the purpose statement of the Communications and Marketing Department. Our focus is expanding to prioritize areas of the college that generate enrollment and/or revenue. This includes Continuing Education and Community Education (e.g., Whiz Kids and Center for Learning in Retirement). The College launched digital ads to promote CCE enrollment, we have incorporated those areas into our social content plans to promote classes for all ages, and we are currently working with both of those areas to revamp their web pages.

- **What is the measure of “foster student success?” (Gorski)**

Student success is measured by course completion, persistence, retention, and completion. The College also assesses course, program, and institutional student learning outcomes. We are working on additional success metrics for noncredit programs, including completion and job placement.

Sections, Fill Rates & Unit Cost

To what extent does # Sections offered affect the Normal Time for Graduation? (Trojan)

Slides 6, 7, 8, and 9 show the decrease in sections run since FY2017. Slide 26 shows that 11% of the Fall 2016 first-time, full-time cohort graduated within normal time. While the number of sections offered has decreased, careful consideration is made to include courses needed for graduation when the schedule is built. The College also uses discretion when cancelling classes due to low enrollment. The faculty contract states that "the minimum number of students required for a class to 'make' shall generally be forty percent (40%) of the established maximum student capacity of the course, with provision for extenuating circumstances, i.e. program needs and/or graduation requirements." Every effort is made to run classes needed for students to meet graduation requirements.

While # sections have decreased, so has # of Credit Hours; would the decrease in # sections partially caused the decrease in Credit hours? (Trojan)

The decrease in sections offered may have partially caused the decrease in credit hours. In FY2018, the College intentionally decreased the number of credits offered to reduce the negative differential between unit revenue and unit cost. The intent was to build back the schedule after the initial reduction. Since then, COVID has had an unpredictable impact on enrollment. Each semester we offer more sections than we can fill, and some are ultimately canceled. Now it seems that the decrease in enrollment may be impacting the number of sections run.

Enrollment

Is the administration concerned about the historical decline in enrollment? If so, what are those concerns? (Gorski)

Yes, we are concerned about the impact of population decline in the region, especially for traditional college-age students and recent high school graduates. This is one reason we are focused on growing our adult student population. We are also concerned about the low college-going rate as compared to the State and Nation.

Current enrollment is comparable to the early 2000s, and the enrollment peak in 2011 was driven by the 2008 recession. We are still trying to determine the right size for enrollment, which is especially difficult to predict as we continue to navigate the covid-19 pandemic. Prior to the emergency shift to online learning in Spring 2020, we experienced one year of enrollment growth. In FY2021, the College conservatively budgeted for 100,000 credit hours and reached 117,000. In FY2020, the College conservatively budgeted for 115,000 credit hours.

Recent changes in organizational structure were designed to impact enrollment and retention. The Strategic Plan, Strategic Enrollment Management Plan, and Academic Plan all emphasize enrollment through retention and completion.

How are other similar institutions regionally dealing with declining enrollment? (Gorski)

Colleges are using a variety of methods to combat declining enrollment. We have heard from McHenry College that their enrollment success is due to emphasis on dual credit. RVC's Early College Department is already working to increase dual enrollment.

A recent article, published in [Inside Higher Ed](#) and distributed by ICCTA, attributes the recent decline in male enrollment at community colleges to the pandemic-related shift to online course delivery. Online delivery is difficult for male-dominated programs such as automotive repair and welding. RVC has attempted to offer as much face-to-face delivery as possible to continue these programs. We are also evaluating course offerings and modalities in other programs, some of which have shown success online.

Another article published in [Inside Higher Ed](#), noted the use of covid-relief funds to combat declined in enrollment. Some schools are clearing student account balances. Other enrollment incentives funded by HEERF include cash payments, laptop and hotspot loans, free courses and textbooks, and tuition discounts. RVC has implemented some of these same incentives.

Danville Area Community College recently reported an 18% increase in enrollment. Is there something we could learn from them? (Nelson)

DACC is up 18% in headcount enrollment for spring. When credits are considered, the increase is only 2%, and enrollment is flat compared to pre-pandemic. The increase is partly attributed to fewer pandemic-related barriers.

What factors or trends might cause enrollment to continue to decline? (Gorski)

A recent report from Emsi ([The Demographic Drought](#)) confirms what we have predicted about continued enrollment decline. Nationally, the primary factor for enrollment decline is low birth rates, which have resulted in fewer high school graduates in recent years.

The COVID-19 pandemic and increased wages for jobs that do not require a degree or certificate also contribute to enrollment decline.

Credit Hour Enrollment by Category - The credit hour trend seems to be in a steady decline. Do we expect this to flatten out? Or do we expect the same steady decline? (This speaks to enrollment and finance) (Gorski)

Based on population projections for high school and college-age students, we could expect additional declined in enrollment (with or without the unpredictable impact of COVID-19). For this reason, the College is focused on enrolling adult students (aged 25 and older) in credit programs. We are also focused on increasing enrollment in noncredit programs designed to meet industry needs for a skilled workforce.

Credit Hour Enrollment: LAS and CTE - The credit hour trend appears to be in a steady decline, but with a few positive upward ticks. Can we learn anything from these upward ticks and grow them, improve the trend? (Gorski)

Since FY2011, the only year we experienced an increase in credit hour enrollment was from FY2019 to FY2020. Factors that may have impacted this increase include:

- Additional staff in recruitment and retention
- Improvements in online support (e.g., online tutoring, instructional design improvements and staffing in this area)
- Improvements and enhancements in late start course scheduling options
- Improvements and adjustments in marketing strategies

- Early College Dual Credit Linking Talent to Opportunity and Pathways initiatives

What are some of the reasons that Enrollment in the Rockford Region has decreased so dramatically over the past years? This is 50% of the market. (Trojan)

Slide 14 illustrates headcount enrollment by region. Enrollment in the Rockford region has declined by 50.6% over the last 10 years. Several factors impact enrollment, including population decline (slide 17). The high school age and traditional college age populations are expected to continue declining (slide 18). Populations by age depends, in some part, on the birth rates during different decades. District residents also have moved out of the region. We do not have data to identify the reasons for these moves.

Headcount Enrollment by District Region – The Central region appears to be in steady decline since 2010, at a much higher rate than the other regions. Do we know why this is? Simple population changes? Or are they choosing other educational opportunities? (Gorski)

The Central region consists of Rockford zip codes. Part of the decline in enrollment is related to population decline in Winnebago County. It is possible that the county's decline is driven by movement out of Rockford. This would require some additional research to validate. It is possible that prospective students are choosing other schools or choosing not to attend college. We currently do not have a metric for prospective student choice. This is further explained in another response in this section.

For Market Distribution, what is the population base of the different quadrant? What is the percentage of actual students of the total population attending RVC in each quadrant? (Nelson)

This information is obtainable but not readily available. We will provide an update at the January Board Meeting or the February Committee of the Whole.

Of existing RVC programs, which are experiencing growth and what can we learn from the successes in the programs to head off declines in other programs? (Gorski)

This will be addressed at the February Committee of the Whole, so we can present with data.

What programs and/or initiatives are we putting in place to slow or reverse enrollment declines? Please rank these initiatives in order of their likelihood to significantly increase enrollment. (Gorski)

The Strategic Enrollment Management Plan presented to the Board last fall and the College Strategic Plan, which will be discussed during the retreat, both include programs and initiatives to slow or reverse enrollment decline. The Scorecard being developed with Student Education will include enrollment metrics. Examples of focus areas include dual credit, online delivery, adult students, and flexible pathways.

Strategies for "territory" recruitment have already changed to improve outreach. A Spanish-speaking recruiter has been assigned a territory designed to work with the adult student population. Another recruiter has been assigned to focus on minority male recruitment.

A certain percentage of potential RVC students choose other educational paths. (Example, not real stats, for illustration only, 10% of our potential student population chooses RVC and 90% other educational opportunities.) Has that percentage changed substantially during this 10-year period of decline? Are more students choosing RVC or are they choosing other options? (Gorski)

We do not have a metric for prospective student choice. Admitted student questionnaires typically have low response rates for individuals who choose not to enroll. An ideal solution would be for feeder high schools to submit graduate lists to the National Student Clearinghouse and share their subsequent enrollment data with us. Even then, we would know where prospective students choose to attend, but we still wouldn't know what influenced their college choice. Our main competitors tend to be the same institutions to which RVC students transfer (Northern Illinois University, Rockford University, Illinois State University, and the University of Illinois).

Please identify and rank in order of importance the barriers potential students have in enrolling in and attending classes at RVC. (Gorski)

Ranking barriers is difficult because barriers are often as unique as our students. Many of these barriers can be classified as financial. Use of financial aid is low and scholarship opportunities are limited. Students who utilize financial aid still stop out due to life circumstances (e.g., family care and work). Students who pay as they go stop out when they cannot pay. Other barriers include transportation, textbook costs, and placement. All these barriers are addressed in the Strategic Enrollment Management Plan and/or the Academic Plan.

Covid has also presented a variety of barriers to enrollment.

Once students are enrolled, feelings of safety and sense of belonging are important for retention. We monitor these factors with the Community College Survey of Student Engagement and Diverse Learning Environment surveys.

Population

Are the educational attainment percentages more or less than in years past? (Trojan)

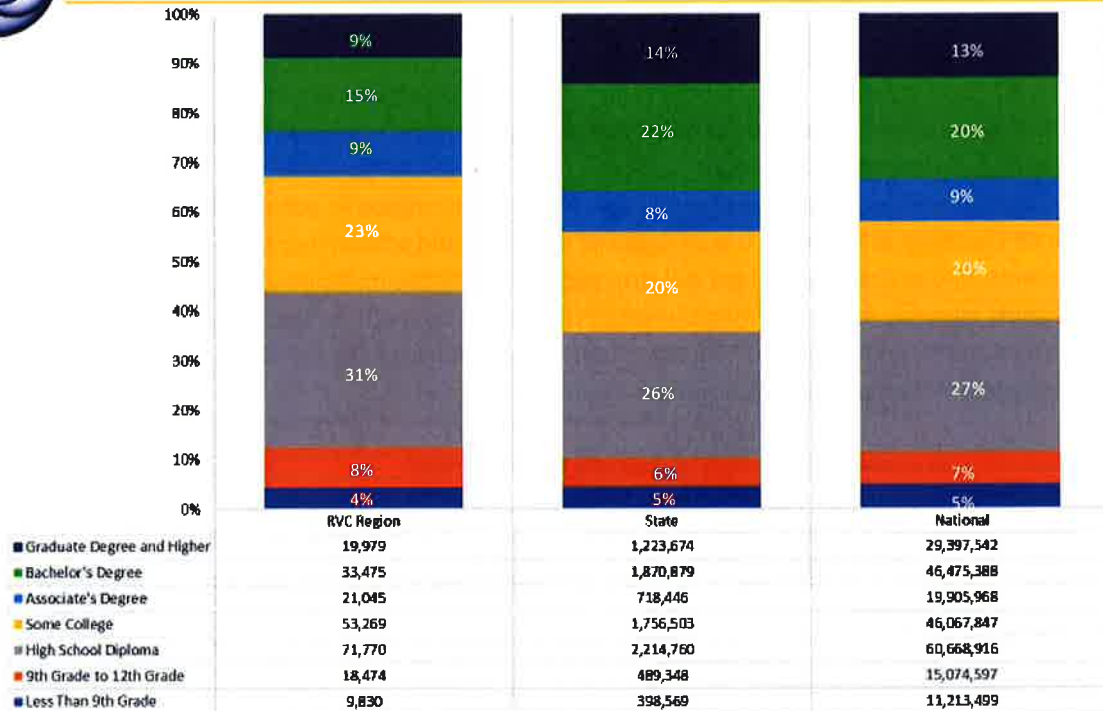
Overall, if you compare 2015 data to 2020 data, educational attainment is slightly higher.

In the Educational Attainment Chart, it would be helpful to know how many students are in each category. (Trojan)

Of the nearly 230,000 adults in the RVC Region who are 25 and older, 71,770 have a high school diploma as their highest level of education and 53,269 have "some college" as the highest level. These are individuals who may benefit from completing a certificate or degree program at RVC, depending on their career goals. In addition, 28,304 have less than high school as their highest level of education. These community members may benefit from our GED and Adult Education programs. (See revised figure on next page.)



Population by Educational Attainment



Source: Emsi Educational Attainment Overview, Q4 2021 Data Set
 Note: Percentages do not add to 100% due to rounding.

Does the educational attainment by race/ethnicity correspond with the racial/ethnic population of the district? (Nelson)

When we consider the entire RVC Region, 12% of adults aged 25 and older have less than a high school diploma. The rate is much higher for the Hispanic population at 37%. Thirty-three percent (33%) of the overall adult population has a college degree. The rates are lower for the Black/African American population (29%) and Hispanic population (14%).

Race/Ethnicity	2021 Population	2021 Less Than High School		2021 High School Diploma		2021 College Degree	
	#	#	%	#	%	#	%
White	168,342	13,394	8%	95,464	57%	59,484	35%
Black/African American	23,619	3,587	15%	13,093	55%	6,940	29%
Hispanic	26,824	10,010	37%	12,977	48%	3,837	14%
American Indian or Alaskan Native	467	62	13%	306	66%	99	21%
Asian	5,726	786	14%	1,598	28%	3,343	58%
Native Hawaiian or Pacific Islander	74	5	7%	37	50%	32	44%
Two or More Races	2,789	460	17%	1,565	56%	764	27%
Total	227,841	28,304	12%	125,038	55%	74,499	33%

Labor Market

Unemployment Rate – How does the unemployment rate effect enrollment and finances? (Gorski)

Community college enrollments generally decline when unemployment is low (i.e., people are working). When unemployment rates increase, some people choose to reskill or upskill by going back to school. As enrollments increase, tuition revenue increases.

Student Success: Retention & Graduation Rates

Has any analysis been made about why the Normal Graduation Rate is so low by comparison with Peer, State and National? What impact of # sections being offered? (Trojan)

As described earlier, the College cancels some sections each term for low enrollment. Whether a course is needed for graduation is considered before sections are cancelled. We will investigate why the rate is lower than the Peer, State, and National rates and report out at a future Committee of the Whole.

It seems like Unit Cost, Fill Rate, # Sections, Normal Graduation Rate are somewhat in conflict, we should identify the priority, what is most important? (Trojan)

In FY2018, the schedule was intentionally reduced to address budget concerns. When we began to build back the schedule, COVID made enrollment patterns unpredictable. Now that we are more financially stable, the College can focus on enrollment and retention in a different way. One of the SEM goals is to move to case management advising and degree mapping to help students complete on time.

Staffing

Seems like a big increase in FT Staff while credit hours decreasing. (Trojan)

The College is building back staffing and infrastructure to support student success. Wrap-around services impact retention and completion. Additional staff also have been added to support the Advanced Technology Center programs and services.

Expenses and Revenues

State Revenue – Operating Funds – State revenue looks reasonably sound, with some hiccups. But it appears to be flattening out, do we expect the revenues to rise more than 1% a year? (Gorski)

At this time we have no reason to assume that they will rise more or less than 1% per year.

Per Capita Cost and Tuition

See questions under Financial Forecast

Financial Forecast

Interesting 10-year look, but no mention of college having to fund SURS or the potential refinancing of bonds, both topics having been discussed. So, depending on 10 Assumptions, we could vary them and see what impacts different assumptions have. To me, what would be more useful would be a good 3–5-year forecast where I think the assumptions can be more realistic. (Trojan)

Good question – The 10 Year Forecast was just a look at the Operation Funds, which are Funds 01 and 02. The potential refinancing of the bonds is in Fund 09 and is paid for directly by the tax levy assessed. The potential funding of SURS is definitely up for discussion. It is a challenge to factor it into the 10-Year forecast. One we would have to make an assumption on when the State may take such action and then what the assumptions would be since SURS is calculated using actuarial assumptions.

Revenue Assumptions

- **Do we expect property tax increases of 1.5% per year for FY 2024-2032? (Gorski)**
The 1.5% increase is based on an increase of 1.5% in EAV. That may be considered conservative, but the housing market is very “hot” right now as a seller’s market. Home prices have increased, and I am cautious due to the housing bubble we may be sitting on right now.
- **Do we expect enrollment to remain flat 110,000 credit hours for FY 2024-2032? (Gorski)**
We certainly hope not. As we come out of this COVID pandemic, we are not sure what is on the other side. Right now, we feel it was a realistic projection.

Is the administration concerned about the future projected deficit mentioned in the video? If so, what are those concerns? (Gorski)

RVC has worked through a difficult period and now have demonstrated financial stability and are trying to be good stewards of the taxpayer dollars. Just as we are looking forward at the opportunity to refund bonds, potentially saving taxpayers \$7 to \$8 million, it is fiscally diligent to look at a 10-year forecast using some basic assumptions. Based on this forecast, we have the opportunity develop different strategies and monitor it year over year.

How are other similar institutions regionally and nationally dealing with deficits? (Gorski)

Some Illinois Community Colleges right now are projecting deficits in the immediate future due to declines in credit hours. The pending question is the decline in credit hours due to COVID or is this a trend due to negative demographics changes.

Currently, several Community Colleges are reliant on HEERF Funding to maintain a balanced budget for FY22 and possibly into FY23. They are also looking at cost reductions, particularly in the area of compensation, however they are highly restricted by their CBA’s.

Others are contemplating if the future will include consolidation of Community College districts in order to reduce additional overhead salaries and gain cost efficiencies.

This is why the credit hour goal is so important. Currently RVC is using 110,000 credit hours as a realistic goal due to the instability of COVID.

What factors or trends might cause deficits to continue to increase? (Gorski)

Factors that could contribute to deficit increases would include a continued declining enrollment and changes in the overall population. It is becoming more important to focus on the adult students returning for higher education opportunities.

On the revenue side, the following factors could cause deficits to increase:

- Property Tax EAV decline
- Continued decline in the number of credit hours
- State Apportionments do not keep pace with increasing costs or apportionments decline.

Expenses:

- Salaries and Benefits represents over 70% of the expenses, moving to nearly 80% projected for FY2032. Increasing compensation due to marketplace pressures and future CBA negotiations along with accelerating healthcare cost if revenues do not keep pace with the increase. If revenues do not increase, may need to consider reducing faculty/staff.
- Inflationary pressures resulting in increasing costs of materials and utilities
- The other item to keep in the back of your mind is the additional expense if SURS is passed down to the College.

What initiatives and or financial controls are we putting in place to minimize the impact of future expected financial deficits? (Gorski)

The College annually presents a balanced budget to the Board for approval. We utilize Ellucian Colleague system features that will not allow expense accounts to exceed budget for purchase orders or when invoices are vouchered automatically. It requires review and encumbrance adjustments or budget transfers by the responsible department from their department budget.

The Board approved the Operating Fund Balance Policy which establishes an operating fund balance of 35%-50% of the following year's budgeted expenses, which provides a cushion in the case of a temporary deficit.

The Cash & Investment Report is provided to the Board monthly to monitor the operating cash balance and the percentage coverage of the current fiscal year operating budget. This demonstrates the liquidity that the College has to immediately pay operating costs.

Regarding initiatives, we can consider increasing revenue, reducing expenses or some combination of the two.

Increase revenues:

- Increase tuition
- Increase credit hours – What programs can we offer? Is there a population we should focus on?
- Alternate revenue streams

Reduce expenses:

- Become more variable rate in cost structure
- Right size facilities – create a Facilities Master Plan
- Review faculty/staff levels

The College would need to develop a nimble plan if negative revenue trends continue without a reduction in expense.

Do we expect local properties taxes to play a larger or smaller part in future college finances? (Gorski)

The College levies at its maximum rate for the operating funds (the fund discussed in the 10-Year Forecast, Funds 01 & 02) at \$0.27. Local property tax increase would be based on sustained increase in EAV. Local property taxes are expected to play a smaller role, based on the 10-Year Forecast, property taxes for FY2023 represents 38.53% of the revenues (excluding transfers) to 37.12% in FY 2032

Do we expect state contributions to play a larger or smaller part in future college finances? (Gorski)

In the current environment, we expect the state contributions to remain about the same. Often there is talk of increased financial support from the state, and then again, just a year ago, we were asked to provide numbers to ICCB assuming a 5% reduction. Community College funding is highly decisive based on the political environment in Springfield along with the status of the state's fiscal budget. Based on an assumption of 1% annual increase, the State Apportionment will decrease from 19.12% of revenues in FY 2023 to 17.62% in FY2032.

What can we do as a college or as board to work with the state on legislation favorable to college finances? (Gorski)

The most important thing is to stay in front of the State Representatives and Senators to highlight the opportunities that community colleges provide, not only in our district, but throughout the state. Also, to lobby for Community College financial support.

We are restricted by formula on tuition increases. Remind me what that formula is. Note though, I'm not a fan of tuition increases. (Gorski)

Tuition is restricted to 1/3 of the Per Capita Cost. Per Capital Cost includes Total Non-Capital Expenditures plus depreciation (defined percentage, not actual) divided by total certified semester credit hours.

How might projected deficits affect for-credit educational programming? (Gorski)

We would have to consider a reduction in the number of programs offered to students. We would also need to look at unit costs to determine if improvements could be made.

How might projected deficits affect non-credit programming? (Gorski)

Reduce offering or find creative ways to offer allowing more flexibility while not increasing costs.

How might projected deficits affect day-to-day operations and maintenance? (Gorski)

The reality is that when there are deficits, typically the first action is to look to day-to-day operations and maintenance for expense reductions. When those reductions occur, maintenance is unable to keep up with building/facility maintenance and maintenance projects are deferred and become costlier in the long run which is where we are right now. This contributes to the importance of having a Facilities Master Plan.

Reductions in non-student support staff does not decrease the workload shared by fewer individuals. It would result in a reduction in services for some of those support areas. In other areas it would

challenge the ability to execute projects to improve the student experience or create efficiencies to improve controls.

How might projected deficits affect capital projects? (Gorski)

Capital projects would no longer be funded by excess revenues over expenditures from Operations. Capital Projects would require funding from Bond issuance, where they would be repaid by tax levy.

New facilities also create additional expense in the Operations budget, and with deficits, it would become increasingly difficult to properly maintain those facilities over time.

Please identify any initiatives to maximize the revenues outside tuition, local property taxes and state contributions. (Gorski)

Some initiatives may include to grow the non-credit areas and increase customized training. Also, would seek additional funding through grant dollars.

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

BOARD OF TRUSTEES REGULAR MEETING

January 25, 2022

5:15 p.m.

MINUTES

On January 7, 2022, Governor Pritzker issued the 25th 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 Special Board of Trustees meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/96274517712?pwd=YkFibU9pMndBSnhzN0RiKzVEWnJudz09> or by phone at 312-626-6799 using Meeting ID 962 7451 7712; Passcode: 589844. 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 3:00 p.m. on January 25, 2022. Public comments submitted via email prior to 3:00 p.m. on January 25, 2022 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, January 25, 2022. Board Chair Funderburg called the meeting to order at 5:15 p.m.

Roll Call

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

Mr. Jarid Funderburg

Mr. Bob Trojan

Ms. Lynn Kearney

Student Trustee Evelyn Molina arrived at 6:08 p.m.

Mr. John Nelson

Ms. Gloria Cudia

Mr. Paul Gorski arrived at 5:24 p.m.

The following member of the Board of Trustees was absent: Ms. Crystal Soltow

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/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. Rick Jenks, Vice President Operations/Chief Operations Officer; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz; Assistant to the President; Ms. Kris Fuchs; Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

President Howard Spearman introduced Dr. Janet Pilcher and Dr. Julie Kunselman who will be presenting the quarterly update from Huron Studer Education. He also introduced Ms. Tammie Beckwith Schallmo from PMA Securities who will be presenting an update on bond refunding.

General Presentations

1. Studer Education Update

Dr. Janet Pilcher, managing director, and Dr. Julie Kunselman, coach, director of research, of Huron/Studer Education presented the quarterly update.

Dr. Pilcher reviewed the nine principles for organizational excellence that Studer Education follows and the context of how they achieve them. She also reviewed the College's accomplishments to date, noting that they have had great one-on-one interviews with the executive leadership team and six of eight board members. Dr. Pilcher and Dr. Kunselman will be on campus next week to conduct the second session. Next steps include: 1) Define key metrics aligned to RVC strategic priorities; 2) Facilitate discussion of lead metrics and deploy and advance a 90-day strategy implementation and review/adjustment cycle to execute on priorities; and 3) Engage leadership team in the first Leadership Development Institute.

Dr. Pilcher also reviewed the organizational leadership assessment, including participation rates, team highlights and themes discussed at the rollout session with leaders. These themes are: 1) High commitment to sense of mission, purpose, and drive to help RVC and the community succeed; 2) The way we work has changed; 3) Leaders feel confident in their teams, but not necessarily confident in how we work together to impact the institution; 4) Trust.

Questions and discussion followed.

2. Bond Refunding Update

Ms. Tammie Beckwith Schallmo, senior vice president, managing director of PMA Securities, LLC, presented an update on bond refunding. Ms. Schallmo reviewed the current debt structure, projected tax rate for existing bonds, existing principal, and refunding opportunities for the Series 2015C and 2015D bonds. Due to inflation pressures and the potential for rising interest rates, Ms. Schallmo recommended the College proceed with Restructuring Scenario #2 in the next couple of months, as this will flatten out the debt service payments and shorten the final maturity on the existing bonds by six years, thereby projecting a savings of approximately \$7,695,073. If trustees agree to move ahead, Ms. Schallmo would like to close before March 31, 2022.

Trustees Trojan, Funderburg and Gorski commented that they support moving forward with Scenario #2. In response to a question from Trustee Nelson, Ms. Schallmo explained that although Scenario #1 appeared to be the better choice in August 2021 when she first presented bond refunding to the Board, due to rising interest rates, the College would not be able to achieve Scenario #1. Ms. Schallmo reminded trustees that the savings may be less than shown in the Scenario examples, but there will still be a sizable savings.

Approval of Minutes

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve the minutes of the December 7, 2021 Special meeting, the December 7, 2021 Committee of the Whole meeting, and the December 21, 2021 Regular meeting.

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

Action Items

1. BR 7891 – 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 December 1, 2021 to December 31, 2021. The total is \$2,732,603.69.

A motion was made by Trustee Trojan, seconded by Trustee Kearney, to approve Board Report 7891.

There was no discussion. The motion was approved by majority roll call vote. Trustees Cudia, Gorski, Kearney, Trojan and Funderburg voted yes. Trustee Nelson voted no.

2a. BR 7892-A – Purchase Report-A – FY22 Addendums

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7892-A, Purchase Report-A.

\$ 50,000.00	A. Helm Services, Freeport, IL
\$ 3,100.00	B. Northern Illinois University, DeKalb, IL
\$ 102,000.00	C. Servio Consulting, Frankfort, IL
\$ 12,500.00	D. Carahsoft, Reston, VA
\$ 10,000.00	E. LingK, Danville, CA
\$ 7,500.00	F. Formstack, Fishers, IN

A motion was made by Trustee Cudia, seconded by Trustee Kearney, to approve Board Report 7892-A.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the January 11 Committee of the Whole meeting.

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

At 6:08 p.m., Student Trustee Molina joined the meeting

2b. BR 7892-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 7892-B, Purchase Report-B.

\$ 14,006.00	A. Oak Hall, Salem, VA
\$ 18,515.00	B. Cornerstone OnDemand Inc., Palatine, IL
\$ 18,000.00	C. Media Arts Institute, Huntsville, AL
\$ 10,833.00	D. American Association of Community Colleges, Washington, D.C.
\$ 49,600.00	E. Hyland, Olathe, KS
\$ 12,390.00	F. Meridian, Loves Park, IL
\$ 11,039.00	G. Meridian, Loves Park, IL
\$ 456,975.00	H. CDW, Vernon Hills, IL
\$ 80,340.00	I. Kent USA, Tustin, CA

A motion was made by Trustee Cudia, seconded by Trustee Kearney, to approve Board Report 7892-B.

Chief Financial Officer Ellen Olson confirmed changes to Item H. Computers, and Item I. Equipment, that have been made since the January 11 Committee of the Whole meeting.

In response to a question from Trustee Gorski if the College was looking for a one-stop shop rather than break out the purchases to multiple vendors, which might have had a better response, Ms. Olson responded that she believes the intent was a one-stop shop.

The motion was approved by unanimous roll call vote.

2c. BR 7892-C – Purchase Report-C – 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 7892-C.

\$ 1,562.00	A. Stenstrom Construction, Rockford, IL
\$ 1,334.00	B. Stenstrom Construction, Rockford, IL

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 7892-C.

Chief Financial Officer Ellen Olson explained that no changes have been made since the January 11 Committee of the Whole meeting.

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

2.c. BR 7893 – Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approve the personnel actions as outlined on Board Report 7893.

A motion was made by Trustee Kearney, seconded by Student Trustee Molina, to approve Board Report 7893.

Vice President of Human Resources Jim Handley confirmed that changes have been made to the report since the January 11 Committee of the Whole meeting and the distribution of the January 25 board meeting packet. Changes in the revised Personnel Report are the confirmed appointments of Joseph Agbeko as dean of adult and developmental education, and Cornell Bondurant as dean of non-credit programs. Both positions were still in the interview and hiring process which caused the confirmation delay.

The motion was approved by unanimous roll call vote.

3. BR 7894 – Rock Valley College Foundation Funding Request

The Board Report reads in part: It is recommended that the Board of Trustees approve the request for funding in an annual amount of \$150,000 for a portion of the operational needs of the Rock Valley College Foundation as a partner of Rock Valley College.

A motion was made by Trustee Trojan, seconded by Trustee Kearney, to approve Board Report 7894.

During discussion, Trustee Trojan commented that based on Ms. Brittany Freiberg's analysis, sent to trustees by President Spearman, this additional funding is desperately needed, and he will vote yes. Trustee Nelson commented that he wanted accountability from the Foundation and hopes to see good results. Trustee Gorski commented that he, too, will vote yes, but anything given can also be taken away.

The motion was approved by majority roll call vote. Trustees Cudia, Gorski, Kearney, Nelson, and Trojan voted yes. Board Chair Funderburg abstained. Student Trustee Molina voted yes (advisory).

4. BR 7895 – Subaward Agreement Modification between Goodwill Industries of Northern Illinois and Rock Valley College for One-Stop, Adult, and Dislocated Worker Services

The Board Report reads in part: It is recommended that the Board of Trustees approve the Subaward Agreement Modification Between Goodwill Industries of Northern Illinois and Rock Valley College for One-Stop, Adult, and Dislocated Worker Services.

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve Board Report 7895.

No changes have been made since the January 11 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

5. BR 7896 – Participation in the General Services Administration (GSA) Federal Surplus Personal Property Donation Program

The Board Report reads in part: It is recommended that the Board of Trustees authorize Rock Valley College to submit the application and participate in the General Services Administration Federal Surplus Personal Property Donation Program, effective upon signature by both parties.

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve Board Report 7896.

No changes have been made since the January 11 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

6. BR 7897 – Official College Holidays, Board Policy 2:10.050

The Board Report reads in part: It is recommended that the Board of Trustees approve a revised Board Policy 2:10.050, Official College Holidays, adding Juneteenth National Freedom Day as an additional paid holiday for Rock Valley College employees. Following the College's past practice for observing holidays that fall on a Saturday or Sunday, if June 19 falls on a Saturday, the College will be closed on the preceding Friday, and employees will receive a paid holiday. If June 19 falls on a Sunday, the College will be closed on the following Monday, and employees will receive a paid holiday.

A motion was made by Trustee Nelson, seconded by Trustee Cudia, to approve Board Report 7897.

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

7. BR 7898 – Bereavement Leave, Board Policy 3:30.150

The Board Report reads in part: It is recommended that the Board of Trustees approve the update to the existing Board Policy 3:30.150 to rename the policy from Child Bereavement Leave to Bereavement Leave; expand time off to also include time away from work to plan for funerals and grieve the loss of other members of the immediate household in addition to a child, and include up to three days of paid time off to plan for and grieve the loss of their immediate family member. The revised board policy would allow for up to an additional seven days (maximum of ten days off to be in accordance with the Child Bereavement Leave Act), plus any other provisions required by the Act. **Attorney Reviewed.**

A motion was made by Trustee Cudia, seconded by Student Trustee Molina, to approve Board Report 7898.

In response to a question from Trustee Nelson, Vice President of Human Resources Jim Handley indicated that he was in favor of this change to the board policy

The motion was approved by unanimous roll call vote.

8. BR 7899 – Operations Calendar for FY2022-FY2024

The Board Report reads in part: It is recommended that the Board of Trustees approve the Operations Calendar for FY2022-FY2024.

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 7899.

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

9. BR 7900 – Revised Academic Calendar for 2022-2023

The Board Report reads in part: It is recommended that the Board of Trustees approve the revised 2022-2023 Academic Calendar.

A motion was made by Trustee Nelson, seconded by Trustee Cudia, to approve Board Report 7900.

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

10. BR 7901 – Refunding Bond Issue: Authorization to Proceed, Series 2022A and 2022B Bonds

The Board Report reads in part: It is recommended that the Board of Trustees authorize PMA Securities, LLC to proceed with the process to refund the College’s outstanding Series 2015C (Tax-Exempt) and 2015D Bonds (Taxable) in 2022 with estimated closure by March 31, 2022.

A motion was made by Trustee Trojan, seconded by Trustee Cudia, to approve Board Report 7901.

There was no discussion. The 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 commented on the following:

- Two virtual Town Hall webinars for employees will be held later this week. The State of the College video and Executive Summary, as well as the Strategic Plan draft will be reviewed, and participants will have an opportunity to ask questions and provide input.
- He thanked the leadership team for their due diligence in preparing for the Board retreat last Saturday. Special thanks to Heather Snider and Ellen Olsen for their leadership in facilitating key conversations and addressing Board questions.

- He also thanked the Board for their participation in the Diversity, Equity and Inclusion training co-facilitated by VP of Equity and Inclusion Keith Barnes and Jim Reed, executive director of ICCTA. Mr. Reed appreciated trustees' participation in the conversation and is looking forward to meeting them later this year as part of ICCTA's self-evaluation process.
- Two former trustees passed away recently. John T. Wolf, better known as Jack Wolf, passed away January 6, 2022, at the age of 87. Jack was one of the first trustees of RVC, elected April 19, 1968, and served until April 1977. He was presented a Rock Valley College Lifetime Achievement Award in November 2020 for his many years of service to the College. Shirley Holzwarth passed away December 23, 2021, at the age of 94. She served on the Board of Trustees from April 1976 to April 1979. Although she served only one term, her legacy and imprint on campus are ongoing, as her granddaughter is our very own Vice President of Institutional Effectiveness and Communications, Heather Snider.

2. Leadership Team Updates

- Jim Handley commented that the recent employee culture focus group meeting with employees had more than 100 participants. The group reviewed the survey results, then broke into groups for further discussion. Another group meeting will be held February 14.
- Heather Snider reported that she joined Gina Caronna and Cara Schulz to present an update on the Linking Talent with Opportunity grant to the Community Foundation of Northern Illinois (CFNIL) board. She is pleased to report that the College has exceeded the deliverables of that grant. In addition, the compiled questions and answers, and requested reports from the Board retreat will be sent to trustees by the end of the week.
- Dr. Patrick Peyer explained that as a result of a major effort by the Student Services team, the number of RVC students not complying with the state's vaccine/testing mandate has been reduced from 1,400 down to 51.
- Keith Barnes participated in Student Life leadership training on how to engage in difficult conversations in a civil manner and how socialization shapes our beliefs. Activities are being planned to celebrate Black History month in February.
- Dr. Amanda Smith provided a brief update of the Faculty Development Day held January 7. It was a very productive event with 118 participants. In addition, two faculty are completing a partial reassignment for this semester to help with developmental education reform.
- Rick Jenks provided an update on the ATC, noting that three CNC mills and one lathe were delivered earlier today bringing the total to six mills and six lathes. Power and air will be connected tomorrow. Mr. Jenks confirmed that the equipment in the Woodward Technology Center will continue to be used by TechWorks and credit classes and will not be moved to the ATC.

3. ICCTA Report (Illinois Community College Trustees Association)

Trustee Nelson reported that ICCTA did not have any meetings in January. He is looking forward to the February 7 meeting and will report back.

4. Trustee Comments

- Trustee Trojan made several comments on the Board retreat held last Saturday: He was glad it was shorter than planned and receiving the videos ahead of time was very effective so that trustees could submit questions. All of his questions were answered.
- Trustee Cudia added that she feels the same way and the hard work by everyone shows.
- Trustee Nelson commented that he is on a mission to restore football and is looking for a detailed analysis of how the College can do that. He also wants to shorten meetings and suggested holding them from 7:00 a.m.–9:00 a.m. like some other government bodies. He also appreciates that the retreat didn't last as long as initially indicated.
- Trustee Kearney commented that she appreciates the work put into the presentations, found them very informative and liked the exchange of information.
- Board Chair Funderburg commented that he appreciates the retreat planning, the information provided, and receiving the videos in advance with time to submit questions. He also thanked Dr. Spearman for inviting Jim Reed, executive director of ICCTA, and for the DEI presentation by Mr. Reed and Vice President Keith Barnes. He feels that RVC is moving in the right direction. He also added his condolences to Heather Snider in the death of her grandmother, former trustee Shirley Holzwarth.

5. Student Trustee Report

Student Trustee Evelyn Molina presented her student trustee report highlighting the Student Government Association and Welcome Week activities held January 18-21.

6. RVC Foundation Liaison Report

Trustee Trojan reported that the RVC Foundation board did not meet in January.

7. Freedom of Information Act (FOIA) Report

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

Closed Session

At 6:49 p.m., Trustee Trojan made a motion, seconded by Trustee Kearney, to adjourn to closed session to discuss the following: 1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees per Section 2 (c) (1); and/or 2) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 3) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 7:14 p.m., Trustee Funderburg made a motion, seconded by Trustee Kearney, to adjourn the closed session and return to open session. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

Next Meeting

The next Committee of the Whole meeting will be held remotely via teleconference on Tuesday, February 8, 2022 at 5:15 p.m.

The next Regular meeting will be held remotely via teleconference on Tuesday, February 22, 2022 at 5:15 p.m.

Adjournment

At 7:16 p.m., a motion was made by Trustee Kearney, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz

Robert Trojan, Secretary

Jarid Funderburg, Chairperson

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from January 1, 2022 to January 31, 2022.

The total is \$1,802,493.09.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A – FY22 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Equipment – (Athletic Equipment: Athletics Administration)

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

1. This expense is to purchase a Carryall Utility Vehicle/Gator to be used as an athletic medical transport vehicle for use at all outdoor athletic facilities during practices and games. This vehicle/gator is essential for safely responding to athletic injuries that happen during practices and games. The vehicle/gator allows for the Athletic Trainer not only to store essential training equipment, but also to transport injured athletes safely to a secure location for evaluation and treatment.

FY22 Capital Budget Expense

B. Printing – (HEERF: General Institutional Expenses)

Action Printing Fond du Lac WI	\$20,435.00*(2)
KK Stevens Publishing Co Astoria IL	\$20,683.00

2. This expense is for printing the Summer Community and Continuing Education class schedule booklet to be mailed to all Winnebago County and Boone County households. The Department of Education has approved the community mailer, including the COVID-19 protocols for Rock Valley College, for use of funds provided by the Higher Education Emergency Relief Fund act (HEERF).

FY22 Grant Expense

Purchase Report-A – FY22 Purchases

C. Pickup Truck – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)

Morrow Brothers Ford Greenfield IL

\$38,890.00*(3)

This expense is for a 2022 Ford F-250 4x4 SD regular cab with an eight-foot truck bed and a snow prep package that will allow for a plow to be added for snowplowing. This vehicle will replace a 2006 Ford F-350 SD pickup truck currently being utilized by the Plant Operations Maintenance Department. The 2006 Ford F-350 has mechanical issues and rust. The approximate delivery date for the new vehicle is one month because the dealership already has one on order and slated to be delivered to them shortly. This purchase uses the State of Illinois bid pricing.

FY22 Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Purchase Report-B – FY22 Purchases
Architectural Consulting Services**

Recommendation: Board approval for items marked with an asterisk.

A. Consulting Services – (Capital Funds)

Ollmann Ernest Martin Architects & Engineers Belvidere IL
NOT TO EXCEED \$75,000.00*(1)

1. This expense is for Architectural Consulting Services to be used for smaller capital projects that may arise during the period of time between the release of a Request For Qualifications (RFQ) for Architect of Record (AOR) and the final selection of the official Architect of Record. This is a not-to-exceed expense.

FY22 Capital Budget Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Proposed FY 2023 Tuition Increase

Background: Current Rock Valley College tuition and fees are listed in the below table.

	Current LAS Rate	Current CTE Rate
Tuition	\$115.00	\$140.00
Technology Fee	\$ 10.00	\$ 10.00
Student Activity Fee	\$ 7.00	\$ 7.00
Total	\$132.00	\$157.00

LAS = Liberal Arts and Sciences CTE = Career and Technical Education

Per Section 110 ILCS 805/6 of the *Public Community College Act* and Illinois Community College Board (ICCB) Rule 1501.505, the In-District student tuition may not exceed one-third of the per capita cost as defined in the chargeback reimbursement calculation. The College’s estimated fiscal year 2021 per capita cost is \$541.40 resulting in a one-third per capita cost of \$180.85, pending audit of the certified credit hours. The College’s per capita cost for fiscal year 2020 was \$433.81, resulting in a one-third per capita cost of \$144.60.

The College’s administration recommends increasing tuition by \$5.00 per credit hour. The weighted average of these rates still falls below the one-third estimated per capita cost for fiscal year 2021 of \$180.85 and the \$144.60 for fiscal year 2020.

	Proposed LAS Rate	Proposed CTE Rate
Tuition	\$120.00	\$145.00
Technology Fee	\$ 10.00	\$ 10.00
Student Activity Fee	\$ 7.00	\$ 7.00
Total	\$137.00	\$162.00

Recommendation: It is recommended that the Board of Trustees approve a \$5.00 per credit hour tuition increase effective July 1, 2022, Fiscal Year 2023.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Academic Calendar for 2023-2024

Background: Rock Valley College is seeking approval for the 2023-2024 Academic Calendar. The College is submitting a full calendar beginning with Summer Session 2023 and ending with Summer Interim 2024, allowing a fiscal and academic year alignment.

Recommendation: It is recommended that the Board of Trustees approve the 2023-2024 Academic Calendar.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ACADEMIC CALENDAR 2023-2024

2023 SUMMER SESSION

EIGHT-WEEK SESSION (28 days plus 2 final exam days)

FOUR-WEEK SESSION (14 days plus 1 final exam day)

SECOND FOUR-WEEK SESSION (14 days plus 2 final exam days)

June 20 (Tuesday)	Classes Begin for First 4-week and 8-week Sessions of Summer Session
July 4 (Tuesday)	No Classes/College Closed
July 13 (Thursday)	Final Exam Day for First 4-week classes of Summer Session
July 17 (Monday)	Classes Begin for Second 4-week Session of Summer Session
August 8 (Tuesday)	End of Classes
August 9 & 10 (Wednesday, Thursday)	Final Exams for Summer Session
August 13 (Sunday)	Grades Due By 11:59pm Sunday Night

2023 FALL SEMESTER – Traditional start

August 19 (Saturday)	Weekend Classes Begin
August 21 (Monday)	Weekday Classes Begin
September 2, 3, 4 (Saturday, Sunday, Monday)	No Weekend Classes/College Closed
September 5 (Tuesday)	Faculty & Staff Development Day/No Classes/Offices Closed
November 22 (Wednesday)	Fall Recess/No Classes/College Open
November 23, 24, 25, 26 (Thursday, Friday, Saturday, Sunday)	No Classes/College Closed
December 8 (Friday)	End of Weekday Classes
December 9 (Saturday)	End of Weekend Classes
December 11 – 16 (Monday–Saturday)	Final Exams for Weekday & Weekend Classes
December 17 (Sunday)	Grades Due by 11:59pm Sunday Night
December 22, 23, 24, 25 (Friday, Saturday, Sunday, Monday)	No Classes/College Closed
December 26, 27, 28 (Tuesday, Wednesday, Thursday)	No Classes/College Offices Open
December 29 – January 1 (Friday, Saturday, Sunday, Monday)	No Classes /College Closed

2024 SPRING SEMESTER

January 2 (Tuesday)	Offices Open
January 12 (Friday)	Faculty Development Day/College Open
January 13 (Saturday)	Weekend Classes Begin
January 15 (Monday)	No Classes/College Closed
January 16 (Tuesday)	Weekday Classes Begin
March 10-17 (Sunday–Sunday)	Spring Recess - No Weekday or Weekend Classes
March 18 (Monday)	Classes Resume
March 28 (Thursday)	Faculty & Staff Development Day/No Classes/Offices Open
March 29, 30, 31 (Friday, Saturday, Sunday)	No Classes/College Closed
May 4 (Saturday)	End of Weekend Classes
May 10 (Friday)	End of Weekday Classes
May 11 (Saturday)	Final Exams for Weekend Classes
May 13-17 (Monday–Friday)	Final Exams for Weekday Classes
May 17 (Friday) at 6pm	Commencement Exercises
May 19 (Sunday)	Grades Due By 11:59pm Sunday Night

2024 SUMMER INTERIM

FOUR-WEEK SESSION (14 days plus 1 final day)

May 20 (Monday)	Classes Begin
May 27 (Monday)	College Closed
June 13 (Thursday)	Final Exams
June 16 (Sunday)	Grades Due By 11:59pm Sunday Night

**Most classes (16-week) begin this week. Check class schedule for specific dates.*

Deadlines vary for courses less than 16-weeks in length. Contact Records and Registration for specific dates.

Application for Permanent Approval of an Occupational Curriculum Medical Assistant Associate of Applied Science

Background: Rock Valley College is establishing a Medical Assistant Associate of Applied Science Degree. Students completing the program will 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. According to the Bureau of Labor Statistics, employment of medical assistants is projected to grow 18 percent nationally from 2020 to 2030, much faster than the average for all occupations. About 104,400 openings for medical assistants are projected each year, on average, over the decade. This growth is due to an aging workforce, as replacements are needed as employees retire. There is also an aging population, which is increasing the need for preventative medical services. An increasing number of group practices, clinics, and other healthcare 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 employers who approached the college, requesting a 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.

Recommendation: It is recommended that the Board of Trustees approve the submission of a proposal to the Illinois Community College Board (ICCB) to approve the Medical Assistant Associate of Applied Science Degree. The ICCB Form 20 proposal includes:

Part A. Feasibility, Curriculum Quality and Cost Analysis, and
Part B. Supportive Documentation and Data

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Form 20: Application for Permanent Approval Career & Technical Education Curriculum

Form 20: Application for *Permanent* Approval Career & Technical Education Curriculum

Illinois Community College Board
Application for *Permanent* Approval Career & Technical Education Curriculum Submit One

Hard Copy & One Electronic Copy

College Name:	Rock Valley College	5-Digit College #:	51101
Contact Person:	Jennifer Mickelson	Phone:	815.921.4257
Email:	j.mickelson@rockvalleycollege.edu	Fax:	

Curriculum Information

AAS Title:	Medical Assistant	Credit Hours:	60	CIP Code:	51.0801
AAS Title:		Credit Hours:		CIP Code:	
Certificate Title:		Credit Hours:		CIP Code:	
Certificate Title:		Credit Hours:		CIP Code:	

Proposed Classification:	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
Proposed Implementation Date:	Fall 2022					

Submission Includes:	
<input checked="" type="checkbox"/>	Part A: Feasibility, Curriculum Quality And Cost Analysis
<input checked="" type="checkbox"/>	Part B: Supportive Documentation And Data

<i>This Curriculum Was Approved By The College Board Of Trustees On:</i>	Date:
State Approval Is Hereby Requested:	
<i>Required--Chief Administrative Officer Signature</i>	<i>Date</i>

ICCB USE ONLY			
ICCB Approval Date:	AAS:	<29 ch Cert:	30+ ch Cert:
IBHE Approval Date For AAS:			

Please Note: ICCB Use Only Box Must Remain On Front Page Of Application Form.

Career & Technical Education Curriculum Approval Application

PART A: Feasibility, Curriculum Quality and Cost Analysis

Feasibility

1. **Labor Market Need.** Verify that the program is feasible from a labor market standpoint and demonstrate convincing evidence of labor market need.

- a. **Program purpose.**

Students who complete the Associate in Applied Science Degree in Medical Assistant will be eligible to sit for the AAMA exam and become gainfully employed as a Certified Medical Assistant (CMA) and work in all ambulatory care settings (Physician offices). The program will seek the gold standard accreditation CAAHEP which regional employers are requesting.

- b. **Target population.**

This program is intended for individuals seeking entry-level employment as medical assistants. It will also be appropriate for employees in health care who are looking to improve their skills set through specialized education.

- c. **Related occupations.**

This degree program will prepare students to enter the health science career cluster as medical assistants.

- d. **Supply-Demand Information.**

The Health care industry has a growing market. According to the Bureau of Labor Statistics (<https://www.bls.gov/ooh/healthcare/medical-assistants.htm>), employment of medical assistants is projected to grow 18 percent from 2020 to 2030, much faster than the average for all occupations. About 104,400 openings for medical assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

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. Medical assistants work mostly in primary care, a steadily growing sector of the health care industry.

- e. **Alternate Documentation.**

Additional documentation is provided: EMSI – Program Overview: 2 Health Professions and Related Programs (Emsi Q4 2021 Data Set).

- f. **Planning and Collaboration.**

The proposed curriculum fits into the College's overall plans and goals to meet Career and Technical Education/workforce preparation needs within the district. Rock Valley College understands the need for education that leads to industry-recognized credentials and self-sustaining employment. The Medical Assistant program will benefit not only the students interested in this career field, but also area employers who are looking for a skilled labor force.

1. **Educational & Workforce Partnerships.**

The Medical Assistant program will assist in meeting the needs of the community. Area employers approached the College to request that such a program be designed. A Business Industry Leadership Team model of advisory committee was held to determine the requested knowledge, skills and abilities to be included in the curriculum. This program will meet the needs of individuals seeking skills and a credential to enter the

health care field. It will also meet the needs of area employers who are looking for a skilled workforce in Medical Assistance. Rock Valley College will work closely with the Local Workforce Board to seek approval for funding of this degree for WIOA Title 1 participants.

2. Employer Partners.

The following employers have participated in advisory committees and gave feedback on the development of the curriculum. They will also provide locations for clinicals and externships.

Crusader Community Health, Rockford, IL
Mercy Health, Rockford, IL
Orthollinois, Rockford, IL
OSF Medical Group, Rockford, IL
UW Health, Rockford, IL

3. Employer Input.

Attached.

g Related Offerings:

There are other programs in the area:

- Rockford Career College, *10-month diploma/certificate*
- Rasmussen College, *12-month diploma/certificate*
- RVC: Continuing Education, *Medical Assistant Condensed Curriculum*

However, they are not comparable programs, as they result in a diploma, accredited by Accrediting Bureau of Health Education Schools. The proposed degree will be seeking accreditation from CAAHEP, which regional employers are requesting.

h Regional Programs:

N/A

2. Need Summary.

The Rockford region has a high need for health care workers. Health care and social assistance continues to be a leading industry (Illinois Northern Stateline Economic Development Region 5 Workforce Innovation and Opportunity Act Regional Plan, 2022). This degree will allow students to become a Certified Medical Assistant. It will enable individuals to gain employment with self-sufficient wages.

Curriculum Quality

1. Curriculum Information.

a. Curriculum:

i. Catalog description.

The Medical Assistant is a multi-skilled allied health professional who works primarily in ambulatory settings such as medical offices and clinics. The Medical Assistant functions as a member of the health care delivery team by performing a variety of administrative tasks and by assisting with clinical procedures to facilitate the work of the physician. The Medical Assistant is essential for the smooth workflow of the medical office.

The two-year Associate of Applied Science (AAS) Medical Assistant Program at Rock Valley College prepares graduates in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the entry level Medical Assistant. The program follows the Medical Assisting Education Review Board (MAERB) core curriculum required by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Instruction is delivered in the classroom, skills lab, and clinical setting including a final 200-hour non-paid externship in a physician's office.

ii. Curriculum.

Attached.

- b. Educational alignment:** Describe how the proposed program(s) illustrate a Program of Study. See ICCB's Programs of Study website for more information: [Illinois Programs of Study](#).

i. Academic/Curricular Alignment.

The Medical Assistant program has many opportunities for students to complete some courses as dual credit, thus reducing the amount of time required for completion.

Those courses include:

- ENG 101
- HLT 110
- FWS 237

Additionally, adults who are looking to improve their skills may have the opportunity to transfer in some required credits, i.e. Medical Billing/Coding would satisfy up to four of the required courses in the degree.

ii. Rationale.

N/A.

iii. Relationship to existing curricula at the college:

This program is a separate program from other programs at the college. There are currently classes offered that will be a part of the Medical Assistant program, but they are not part of a separate certificate.

iv. Articulation.

Articulation is not being planned at this time.

v. Academic & Technical Skill Requirements.

1) Academic Entry Skills:

The skills associated with the completion of a high school diploma or equivalency are required to be successful in this program. Students who need remediation may receive support through Instructional Support Services, as well as supplemental instruction.

2) General Education:

This program must follow the Medical Assisting Education Review Board (MAERB) core curriculum, which is required by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the accrediting body. The general education courses were selected to meet the MAERB core curriculum requirements.

3) Technical Skills:

The MAERB Core Curriculum outlines the necessary skills for the program. Appropriate Medical Assistant courses have a skills lab and/or clinical component. Students will be evaluated with a skills performance rubric and a clinical performance rubric. All courses must be completed with a "C" or higher. The program coordinator will seek input from employers regarding satisfaction of graduate performances.

Students will sit for the AAMA exam to become a Certified Medical Assistant. It is not a state or federal requirement, but many employers, including those in our region, do require this certification.

4) Employability Skills:

Employability skills are embedded throughout the entire program. Students begin observing and practicing employability skills as early as the first Medical Assistant course. This continues throughout each Medical Assistant course, and culminates in an externship and concurrent workplace seminar.

vi. Career Development.

Career pathways are discussed throughout all of the Medical Assistant courses. Students will be taught resume building basics for employment in this industry. The final seminar of the program includes topics including mastering professional communication, preparing for your first job, landing the job, and readiness for work.

vii. Course Syllabi.

Attached.

c. Work-Based Learning.

Work-based learning is offered throughout the Medical Assistant program, beginning in the first Medical Assistant course, where the student will participate in a clinical. The clinical will play an increasing part with each Medical Assistant course, culminating in an externship. This will provide an opportunity for completers of this program to be fully prepared to enter the workforce.

d. Accreditation for Programs.

The Medical Assistant program will seek accreditation by CAAHEP. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is a programmatic postsecondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) and carries out its accrediting activities in cooperation with 25 review Committees on Accreditation. CAAHEP currently accredits more than 2200 entry level education programs in 32 health science professions. CAAHEP is the gold standard for accreditation Medical Assistant programs.

The program will apply for accreditation after the program has been offered once, as that is included in the requirements for application.

e. Assessment of Student Learning: Describe how the college plans to ensure students will meet the objectives for this program through evaluation of knowledge and skills at both the course and program-level.

i. Student Learning Objectives.

Students completing the Medical Assistant Associate of Applied Science will be able to:

1. Incorporate clinical and theoretical knowledge while safely performing clinical skills effectively.
2. Apply computer skills while entering varying medical information accurately.
3. Prioritize patient care support activities effectively and efficiently.
4. Combine varying methods of communication to support patient centered care.
5. Demonstrate the professional behaviors in the Medical Assistant profession.

All courses included in the program, including general education courses, are aligned with these five student learning objectives.

ii. Assessment of Student Learning Objectives.

Course objectives and program objectives will be assessed through a variety of methods in order to ensure a successful evaluation is obtained. Such assessment methods include:

- Discussion boards
- Skills validation
- Exams
- Clinical evaluations
- Case studies, and
- Clinical papers

f. Continuous Quality Improvement.

- i. Describe how the college will utilize continuous quality improvement to ensure the curricula remains rigorous and relevant.**

Rock Valley College will use continuous quality improvement to ensure the curricula remains relevant and rigorous. Multiple methods of assessment will be employed, not only in the classroom, but also in the course and program-levels of assessment. The College will also ensure that a program review is completed as required during the five-year cycle to ensure relevance, as well as annual updates on progress toward action items and adjustments that may be needed based on academic and industry insights. The College will continue to connect with area employers to ensure the curricula remains relevant and innovative in meeting industry standards.

ii. **Describe how the college will use Assessment of Student Learning information/data to improve the curricula.**

The program will actively participate in course and program assessment. The results of the course and program assessment will be reviewed as part of the assessment cycle. If the data indicate that students are not achieving stated objectives, then improvements to the curricula will be implemented and may include changes in materials, pedagogy, or student support.

2. **Unique or noteworthy features of the program.**

The Medical Assistant program is unique as employers approached RVC, knowing the quality of instruction that the College delivers, and requested that RVC become the leader in preparing Medical Assistant graduates to enter the workforce. RVC will hold the only Associate's Degree Medical Assistant program in Rockford, IL. It will be the only CAAHEP (gold standard) accredited Medical Assistant program in Rockford, IL and will prepare students to sit for the AAMA exam, the gold standard credential for a Certified Medical Assistant. A group of CMA employers met for an Advisory meeting on curriculum development. They outlined the Program Outcomes and identified what they wanted for End of Program Student Learning Outcomes.

3. **Faculty Requirements.** Describe the number of faculty, existing and new, that will be required to implement and support the program.

a. **Faculty Qualifications.**

See attached.

b. **Faculty Needs.**

See attached.

4. **Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

a. **Internal Oversight.**

The Medical Assistant program will be a part of the Nursing & Allied Health division. As such, the program will have direct oversight by the dean of the division. This will include responsibilities of hiring and retaining qualified instructors, program content, and program quality. This division is a part of Academic Affairs, and will have oversight by the Vice President of Liberal Arts & Adult Education/Chief Academic Officer.

b. **Contractual/Cooperative Agreements.**

N/A.

Cost Analysis

Verify the college has the fiscal resources in place or budgeted to support the program in a cost-effective manner. Document the financial feasibility of the proposed program.

1. **Source of Funds.**

The College will utilize institutional funds to support the implementation of the Medical Assistant program. This will be a reallocation of existing resources and built into the next fiscal year's budget. Many of the equipment needs will be shared with other Allied Health programs, so the cost of this program is minimal. Additionally, area employers donated funds to support the development of the curricula, and may also donate start-up costs of the program.

2. **Equipment.**

Much of the equipment is already owned by the College, being used in other Allied Health programs.

3. **Facilities.**

The College has a building that is designed to support the needs of health care programs at RVC. There is adequate space in the building to implement and support the program.

4. **Finance.**

Attached.

Occupational Curriculum Approval Application

PART B: Supportive Documentation and Data

This part of the application is designed to document the program-to-occupational demand connection, the college’s projected enrollment, proposed curricular structure, faculty requirements, and fiscal support.

Occupational Demand

1. a) Labor Market Data. Append any occupational or industry projections data that supports the need for the proposed program(s).

1. b) Occupational Chart. List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.		
Soc Job Codes & Titles * Other Job titles if alternate date also submitted	Annual District Openings*	Employment Projections: Annual Program Completers** (indicate from which surrounding districts)
51.0710 Medical Office Assistant/ Specialist 51.0801 Medical/ Clinical Assistant	3,103	253

* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES [Illinois Dept. of Employment Security website](http://www.ides.state.il.us/).

** Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

1. c) Enrollment Chart. Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).			
	First Year	Second Year	Third Year
Full-Time Enrollments:	Cohort of 10 students	Cohort of 10 students	Cohort of 15 students
Part-Time Enrollments:			
Completions:	0	8	8

NOTE: Provide a separate Enrollment Chart for EACH program if submitting multiple programs in one application.

CURRICULUM STRUCTURE.

2. a) Curriculum Chart. List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "*" courses with pre-requisites; *Italicize* transferrable courses. **BOLD** new courses.

Program Title: Medical Assistant		Course Prefix/#	Course Title	Credit Hours	Lecture Hours	Lab Hours
General Education Courses (required coursework). Specify Courses.	<i>BIO 100</i>	<i>Intro to Human Biology</i>	3	3	0	
	<i>*CHM 110</i>	<i>General, Organic & Biochemistry</i>	4	3	3	
	<i>*BIO 185</i>	<i>Foundations of Anatomy & Physiology</i>	5	4	2	
	<i>ENG 101</i>	<i>Composition I</i>	3	3	0	
	<i>SPH 131</i>	<i>Fundamentals of Communication</i>	3	3	0	
	<i>FWS 237</i>	<i>Nutrition for Optimum Living</i>	3	3	0	
	Total			21	19	5
Career and Technical Education (CTE) Courses (required coursework)	<i>HLT 110</i>	<i>Medical Terminology</i>	2	2	0	
	<i>PHL 153</i>	<i>Medical Ethics</i>	3	3	0	
	<i>OFF 144</i>	<i>Insurance/Medical Office</i>	1	1	0	
	<i>*OFF 147</i>	<i>Coding</i>	4	4	0	
	<i>OFF 245</i>	<i>Intro to Health Information Technology</i>	3	3	0	
	<i>*OFF 250</i>	<i>Health Care Revenue Cycle</i>	3	3	0	
	*MDA 101	Intro to Medical Assisting	4	4	0	
	*MDA 102	Patho-Pharmacology for the Medical Assistant	3	2.5	1	
	*MDA 103	Medical Assistant Clinical Procedures I	5	3	4	
	*MDA 104	Medical Assistant Clinical Procedures II	5.5	3	5	
*MDA 106	Medical Assistant Seminar	1.5	1.5	0		
Total			35	30	10	
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)	*MDA 105	Medical Assistant Externship	4	0	8	
Total			4	4	8	
CTE Electives						
Total						
Total Credit Hours Required For Completion						

2. b) Curriculum Sequence.

Course	Description	Credit
Full-time Sequence		
Semester 1		
BIO 100	Introduction to Human Biology	3
CHM 110	General, Organic & Biochemistry	4
ENG 101	Composition I	3
SPH 131	Fundamentals of Communication	3
Semester 2		
BIO 185	Foundations of Anatomy & Physiology	5
HLT 110	Medical Terminology	2
MDA 101	Introduction to Medical Assisting	4
PHL 153	Medical Ethics	3
Semester 3		
OFF 144	Insurance Procedures/Medical Office	1
OFF 147	Coding	4
MDA 102	Patho-Pharmacology for the Medical Assistant	3
MDA 103	Medical Assistant Medical Procedures I	5
Semester 4		
OFF 245	Introduction to Health Technology	3
OFF 250	Health Care Revenue Cycle	3
MDA 104	Medical Assistant Medical Procedures II	5.5
FWS 237	Nutrition for Optimum Living	3
Summer		
MDA 105	Medical Assistant Externship	4
MDA 106	Medical Assistant Seminar	1.5

3. c) Contractual/Cooperative Agreements.

N/A

Faculty Requirements

3. a) Faculty Qualifications. Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.e., Cosmetology Instructor Certification to teach Cosmetology).				
Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
CAAHEP requires instructors to be current and competent in the MAERB Core Curriculum, evidenced by education or experience. Associates Degree	Ambulatory Medical Office – Medical Assisting, Nursing	CMA-AAMA, RN	2 years' experience as a CMA-AAMA or RN	Must have instruction in educational theory and techniques; 2 years preferred

3. b) Faculty Needs. Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty		2-3		2-3		2-3
# of Existing Faculty						
Program Coordinator	1		1		1	

FISCAL SUPPORT

4. a) Equipment. If necessary, append to Part B a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.

The program will need to purchase an Autoclave, which costs approximately \$5,000.

Finance Chart. Identify projected new direct costs to establish the program over the next three years.

	First Year	Second Year	Third Year
Faculty Costs (Adjunct)	\$2,800	\$2,800	\$2,800
Administrator Costs (Coordinator)	\$71,000 (including benefits)	\$72,000 (including benefits)	\$73,000 (including benefits)
Other Personnel costs (Travel to clinical sites for student evaluations)	\$600	\$600	\$600
Equipment Costs (Autoclave)	\$5,000	NA	NA
Library/LRC Costs	NA	NA	NA
Facility Costs*	NA	NA	NA
Other (Consumable lab supplies for: PPE Medication administrations, instrumentation sterilization, sterile procedures, phlebotomy, 1 st Aid & CPR)	\$5000	NA	NA
CAAHEP Accreditation costs	\$2,300	\$1,200	\$,1200
Total New Costs	\$86,700	\$76,600	\$77,600

* Capital projects that use state funds require prior ICCB approval. Contact ICCB Fiscal Staff with questions

Personnel Report

Recommendation: The Board of Trustees approve the following personnel actions:

A. APPOINTMENTS

Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement, full-time with benefits, exempt, grade G, \$115,000, prorated for the balance of the calendar year, effective April 4, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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Personnel Report

Recommendation: The Board of Trustees approves the following personnel actions:

A. APPOINTMENTS

Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement, full-time with benefits, exempt, grade G, \$115,000, prorated for the balance of the calendar year, effective April 4, 2022.

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Deleted: _____,

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Student Trustee Report
Evelyn Molina—Student Trustee
February 22, 2022
Regular Board of Trustees Meeting

In honor of February, a month filled with love and appreciation, the theme of today's report will embody all that the month of love is about. Over the past couple of weeks, SGA and the Campus Activity Board have been in close contact, working on a collaboration event in appreciation for our RVC staff. In honor of "World Acts of Kindness Day," on February 17th, both organizations worked together to hand out individual mini-Bundt cakes for RVC staff, acknowledging all the hard work they put in to help the college and its students. Staff was free to stop by whenever they could and pick up their treat.

As for the students, on February 22nd, showing our appreciation, SGA organized a "Paws to Distress" event in the Atrium. From 11 am to 1 pm, service dogs were at the student center, available for all students to come in and distress. Our goal with this event was to celebrate National Dog Walking Day but with a twist so that all RVC students could participate.

Looking into the future, SGA has a few more plans in the works for the upcoming months. One event that we're steadily working on is a recruitment event. All our current SGA members are vital assets to the team, but as our club has gotten smaller, the workload for each member has gotten bigger. Additionally, with a larger club, the more student voices and input we will have. In March, SGA will hold a recruitment event at the Hub in the Student Center, where we will give merchandise and educate the students about what we do. Our main goal is to reach out to students who might not know how to join our organization. I will hopefully update you all on the success of our event in my next report.

In theme with appreciation and education, RVC has taken steps to celebrate Black History Month with numerous events spread out throughout the month, educating and celebrating. On February 7th, Black History Month had a Kickoff event, highlighting the issues in black healthcare and professionals. The same week, Wellness Wednesday had a BHM edition in the Atrium. On February 15th, Dr. Yohanes Honu presented an empowering lesson on the road to success, highlighting the African perspective. Various other events were held throughout the month, with the upcoming Healthcare wellness and community panel being held this Wednesday the 23rd and a Divine 9 Greek Step Show on the 25th. And finally, there will be a Black History Month Closeout on the last day of the month, recapping the importance of celebrating diversity and embracing one's history.

**Rock Valley College Board of Trustees
Freedom of Information Act Report
1/15/2022 – 2/15/2022**

1/28/2022	582	Nancy Johnson	Current salary for all employees grade A through G, including employee name, title and salary.	Responded 2/3/2022 Approved in full.
1/28/2022	583	Sheri Reid SmartProcure	A commercial FOIA request to the Rock Valley College for any and all purchasing records from Nov 10, 2021 to current. 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address	Responded 2/3/22 re: extension 2/11/2022 Approved in Full
2/10/2022	584	Ethan Hunt	-List of students enrolled in any classes or programs at the RVC Advanced Technology Center, including city of residence for each of these students as listed on file with the college's student records for each of these students -Total dollar amount figure the college has spent on marketing/advertising specific to the Advanced Technology Center	Responded 2/14/2022 Approved in part
2/11/2022	585	Dennis Francis Blewett	This is an Illinois Freedom of Information Act request for course catalogs from the years of 2005, 2006, 2007, and 2008. I am resume building, whereby I seek course descriptions from the catalogs to aid me in resume building. Please respond with electronic files of the catalogs, if possible. I think there were catalogs in those years. If there were not, please provide whatever course schedule pamphlets that existed.	Due 2/18/2022