

**Rock Valley College  
Community College District No. 511  
3301 N. Mulford Road, Rockford, IL 61114  
Karl J. Jacobs Center for Science and Math (JCSM), Room 2106**

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING  
5:15 p.m. Tuesday, November 15, 2022  
MINUTES**

**Call to Order**

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

**Roll Call**

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

Mr. Jarid Funderburg	Ms. Crystal Soltow joined at 6:29 p.m.
Mr. Robert Trojan	Ms. Gloria Cudia
Mr. Paul Gorski	Mr. John Nelson
Ms. Lynn Kearney	Mr. Ryan Russell, Student Trustee

Also Present: Dr. Howard Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Mr. Rick Jenks, Vice President of Operations; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; Ms. Betsabe Saucedo, Interim Assistant to the President; Ms. Tracy Luethje, Administrative Assistant to the Vice President of Operations; Attorney Joseph Perkoski, Robbins Schwartz.

**Board Member Attendance by Means Other Than Physical Presence**

Trustee Trojan made a motion, seconded by Trustee Nelson, to allow Trustee Crystal Soltow to attend the November 15, 2022, Board of Trustees Committee of the Whole meeting by means other than physical presence. The motion was approved by a unanimous roll call vote.

**Communications and Petitions**

There were no public comments, communications, and/or petitions.

**Recognition of Visitors**

Dr. Spearman recognized Ms. Lindsey Fish from Sikich, LLC.

**Review of Minutes**

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

**General Presentations**

There were no general presentations.

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

### **1. Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2023 Enrollment Update. Ms. Snider stated that enrollment is 71% of the goal for spring, and is at 85% of the budget. Ms. Snider said that Winterim 2022 begins December 12, 2022, and Spring 2023 begins January 14, 2023. Discussion ensued.

### **2. Fall 2022 Student Profile**

Ms. Snider presented the Fall 2022 Student Profile. Ms. Snider stated that the report provided information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at RVC in the Fall 2022 term. The report provides a visual brief of multiyear comparisons and demographics of who is currently attending RVC, who are the students attending RVC for the first time, and who are the students taking college classes for the first time. Data in this Student Profile report was captured with compliance submissions made to the Illinois Community College Board (ICCB). Specifically, the A1 (Annual Enrollment) and E1 (14<sup>th</sup> Day Census Enrollment for Fall). Student profile data pulled from the ASCE credit students and other general submissions were also used to develop the Student Profile report. Discussion ensued.

### **3. RVC Strategic Plan Update**

Ms. Snider presented the RVC Strategic Plan Update. Ms. Snider stated that she would focus on the progress toward the Fiscal Year 2023 goals. Ms. Snider discussed the following categories: Enrollment/Growth, Student Success/Retention/Graduation, Employees, Finance (Revenue Producing/Cost Efficiencies/Rate of Investment), and Community. Ms. Snider reviewed each strategic plan goal and the status of that goal. Ms. Snider concluded her presentation with a Divisional Success Story of Industry Partnerships and Community Engagement. The success story included the development of a framework to measure partnership engagement. In addition, the analysis of historical revenue data was established, with assistance from Finance, and the Career and Technical Education (CTE) Running Start Program was created. Discussion ensued.

### **4. Academic Calendar 2024-2025**

Dr. Amanda Smith, vice president of liberal arts and adult education, reviewed the 2024-2025 Academic Calendar. The College is submitting a full calendar beginning with Summer Session 2024 and ending with Summer Interim 2025, allowing a fiscal and academic year alignment. The Administration recommends that the Board of Trustees approve the 2024-2025 Academic Calendar.

## Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow

### **1. Fiscal Year 2022 Financial Audit Report**

Ms. Ellen Olson, vice president of finance, introduced Ms. Lindsey Fish, senior manager, with the College's independent auditing firm of Sikich, LLP. RVC's Fiscal Year 2022 audit was presented at the College's Committee of the Whole meeting on November 15, 2022. Ms. Fish discussed what Audit Opinions were given. The Administration recommends that the Board of Trustees accept the Fiscal Year 2022 Comprehensive Annual Financial Audit Report prepared by Sikich, LLP. Discussion ensued.

### **2. Purchase Reports**

Ms. Olson presented the purchase reports.

#### ***Purchase Report A – FY 2023 Amendments:***

A. Contractual Services – (Consultant Services – Professional/Technical: Operations)

1. OEM Architects	Belvidere, IL	\$ 144,375.00 (1)*
		Not to Exceed

B. Supplies – (Maintenance Services Plant Operations)			
2.	City of Rockford	Rockford, IL	\$ 35,000.00 (2)*
			Not to Exceed
C. Contractual Services – (Other Contractual Services: Finance)			
3.	Sikich, LLC	Naperville, IL	\$ 102,650.00 (3)*
			Not to Exceed
D. Contractual Services – (Maintenance Services: Plant, Operations, and Maintenance: Boiler House)			
4.	Johnson Control Fire Protection	Palatine, IL	\$ 44,000.00 (4)*
			Not to Exceed
E. Supplies – (Other Capital Outlay: LED Upgrades)			
5.	Steiner Electric	Loves Park, IL	\$ 11,000.00 (5)*
F. Supplies – (Other Capital Outlay: LED Upgrades)			
6.	Lift Works	Rockford, IL	\$ 9,000.00 (6)*
	Discussion ensued on Purchase Report A, item A, and item D.		

***Purchase Report B – FY 2023 Purchases:***

A. Equipment – (Human Resources: Software)			
1.	Frontline Education	Malvern, PA	\$ 30,357.00 (1)*
B. Grant Expense – (External, Private Donor)			
2.	Northern Illinois University	DeKalb, IL	\$ 24,000.00 (2)*
C. Membership Fees – (Membership and Dues: President’s Office)			
3.	American Association of Community Colleges	Baltimore, MD	\$ 10,833.00 (3)*
D. Instructional Equipment – (Automotive Services)			
4.	TBD (Unknown Used Car Sources)		\$ 70,000.00 (4)*
			Not to Exceed
E. Software – (Information Technology: TRiO)			
5.	Barnes and Noble Education	Basking Ridge, NJ	\$ 15,108.00 (5)*
			Not to Exceed
F. Equipment – (Maintenance Services Plant Operations Equipment: Boiler House)			
6.	Master Building Solutions	Madison, WI	\$ 12,000.00 (6)*
			Not to Exceed
G. Contract Services – Theatre Costume Materials: Starlight Theatre)			
7.	Bennies Dry Cleaning & Laundry Services	Rockford, IL	\$ 13,000.00 (7)*
			Not to Exceed
H. Supplies – (Instructional Supplies: Computer Numerical Controls/Instructional Supplies General: Business Outreach Programs)			
8.	MSC Industrial Supply Company	Machesney Park, IL	\$ 50,000.00 (8)*
I. HVAC Equipment and Installation – (Capital Expense)			
9.	TBD		\$ X.XX (9)*
J. HVAC Equipment and Installation – (Capital Expense)			
10.	TBD		\$ X.XX(10)*
	Discussion ensued on Purchase Report B, item I, and item J.		

**3. Cash and Investment**

Ms. Olson presented the Cash and Investment Report through October 31, 2022. Total operating cash and investments are \$79,115,154. Total capital funds are \$18,105,076. Since September 30, 2022, the change in capital funds has been <\$1,554,107>. The difference in the operating cash and investments since September 30, 2022, was \$3,631,473. Ms. Olson stated that the total operating cash and investment funds were 74.87% of the Fiscal Year 2023 operating budget. Discussion ensued.

#### **4. Summary of Fiscal Year 2023 Estimated Revenues by Source**

Ms. Olson stated that each year the Chief Financial Officer for RVC is required to certify the upcoming year's estimated revenues by their source. Ms. Olson explained each of the sources and the estimated revenues.

#### **5. 2022 Tax Levy and Certify Compliance**

Ms. Olson presented the 2022 Tax Levy and the Certificate of Compliance for the Truth-In-Taxation Hearing. Ms. Olson stated that the RVC Board of Trustees approved the estimated taxes required for the upcoming levy year at the October 24, 2022, Board Meeting. The final 2022 tax levy did not change from the estimated taxes. The total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 12.67%. A Truth-In-Taxation Hearing is required. A Truth-In-Taxation Hearing is being held on December 13, 2022, at 5:15 p.m. A notice was published within 14 days of the Truth-in-Taxation Hearing in accordance with the Truth-In-Taxation law. Discussion ensued.

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

#### **1. 2021 Campus Safety and Security Report (Clery Act Report)**

Mr. Thomas Yehl, chief of the RVC Police Department, presented the Clery Act Report. The purpose of the report is to provide the campus community with timely, accurate, and complete information about crime and the safety of the campus so that they can make informed decisions to keep themselves safe. Compliance with the Clery Act allows us to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work-Study, Federal Perkins Loans, etc. Material published in the report also reflects requirements for the State of Illinois Security Enhancement Act. The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st for the preceding year. The ASR must include campus crime statistics for the preceding three calendar years and details about improving campus safety. Chief Yehl stated that during the 2021 school year, the College began reopening from COVID, and there were four reportable Clery Crimes for 2021. One subject accounted for three of the reportable crimes, and juveniles accounted for the other crime.

#### **2. Personnel Report**

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for November 2022. There are four appointments, two placeholders, and two departures.

#### **3. College Closure December 27, 28, 29, 2022**

Mr. Handley presented the College Closure between December 27, 2022, and December 29, 2022. Mr. Handley stated that Christmas Day, December 25, 2022, will be observed on Monday, December 26, 2022, due to the holiday falling on the weekend. New Year's Eve Day, December 31, 2022, will be observed on Friday, December 30, 2022, due to the holiday falling on the weekend. The campus will be open on Tuesday, December 27, 2022; Wednesday, December 28, 2022; and Thursday, December 29, 2022. As stated in Board Policy 2:10.050, the Board of Trustees reserves the right to designate additional days that the College will be closed.

The Administration recommends that the Board of Trustees close Rock Valley College on Tuesday, December 27, 2022; Wednesday, December 28, 2022; and Thursday, December 29, 2022, and designate

those days as additional paid days off for employees scheduled to work. Members of the Fraternal Order of Police (FOP) and Support Staff Association (SSA) who are required to work on any of those days to keep the campus safe and secure will be paid in accordance with their respective collective bargaining agreements, treating compensation for those days as a campus closure day. Discussion ensued.

Trustee Crystal Soltow joined the Board of Trustees Committee of the Whole meeting via telephone at 6:29 p.m.

#### **4. RVC Foundation Memorandum of Understanding (MOU) Update**

Ms. Brittany Freiburg, chief development officer, presented the MOU Update between RVC and RVC Foundation. Ms. Freiburg stated that the Rock Valley College Foundation solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College and to support its educational mission. The Foundation has provided valuable support to Rock Valley College and its students, and Rock Valley College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes. Rock Valley College and the Foundation wish to continue this relationship and believe it is in the best interest of both parties to document the respective rights, responsibilities, and obligations of Rock Valley College and the Foundation as stated in the updated Memorandum of Understanding. Both parties shall review the memorandum on a biennial basis. The RVC Foundation will initiate the review in December of each even-numbered year. The review process will be completed by the College and the Foundation by February of the year immediately following. Through the biennial review process, both parties intend that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #7894 dated January 25, 2022.

The Administration recommends that the Board of Trustees approves the updated MOU between RVC and the RVC Foundation. Discussion ensued.

#### **5. RVC Foundation Fundraising Agreement - Athletics**

Ms. Freiberg presented the Fundraising Agreement between the RVC Foundation and RVC's Athletic Department. Ms. Freiberg stated that the RVC Foundation met with RVC's Athletic Director, Darin Monroe, and RVC's Booster Club President, Duey Hoff, regarding funding opportunities within RVC's Athletic Department. The RVC Foundation believed that the RVC Athletic Department was an opportunity to increase the College's support through strategic and targeted efforts toward donor prospects. The agreement's purpose is to clearly outline the roles and responsibilities of each department playing an active role in the execution of the campaign. The agreement shall remain in effect for the first four years of RVC's transition to Division II of the National Junior College Athletic Association (NJCAA), effective July 27, 2022, and will be jointly reviewed by both parties during the academic year of 2024 – 2025. A fee of 6.0% will be assessed to all individual and organization donor dollars donated to the RVC Athletic department as part of the Foundation's Administration Fee Policy. All fees shall be applied to the unrestricted fund's line item of the RVC Foundation budget to support the ongoing expenses of the RVC Foundation. Discussion ensued.

#### **6. Board Policy 3:10.030 Access to Personnel Files**

Mr. Handley presented the Board Policy 3:10.030, Access to Personnel Files. Mr. Handley stated that Board Policy 3:10.030 currently states that employees may examine items in their personnel file with a 24-hour written notice to the Vice President of Human Resources or designee. The Illinois Personnel Records Review Act states that an employer shall provide an employee with an inspection opportunity. The inspection will be within seven working days after the employee makes the request, or if the employer can reasonably show that such a deadline cannot be met, the employer shall have an additional seven days to comply.

The Administration recommends that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies to waive the requirement of two readings of this board policy revision and that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Records Review Act. Discussion ensued.

#### **7. Board Policy 3:30:150 Bereavement Leave– First Reading**

Mr. Handley presented the Board Policy 3:30.150, Bereavement Leave. Mr. Handley stated that RVC has an existing board policy for Bereavement Leave in accordance with the Child Bereavement Leave Act. On June 9, 2022, the Governor of Illinois signed Public Act 102-1050 (SB3120), which amends the Child Bereavement Act, effective January 1, 2023. The newly signed law changes the Act’s title to “Family Bereavement Leave Act.” It expands the requirement to provide leave to additionally include the event of a miscarriage, an unsuccessful round of intrauterine insemination or an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. The applicable healthcare provider or adoption or surrogacy organizations will be required to complete a form created by the Illinois Department of Labor, certifying that one of the preceding events has occurred.

The Administration recommends that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies, waive the requirement of two readings of this board policy revision, and support the revision of Board Policy 3:30.150, Bereavement Leave, to comply with the Family Bereavement Leave Act Effective January 1, 2023. Discussion ensued.

#### **6. Repeal Board Policy 4:10.180 Communicable Disease, Students – First Reading**

Mr. Handley presented the Repeal of Board Policy 4:10.180; Communicable Disease, Students. Mr. Handley stated that on August 25, 2009, the Rock Valley College Board of Trustees approved and enacted Board Policy 2:20.080, “Communicable Diseases,” which applies to RVC staff, students, and the community. Policy 2:20.080 was subsequently revised on April 8, 2014. Administrative Procedures for Policy 2:20.080 were implemented on March 12, 2020, and changed on September 1, 2021.

On April 8, 2014, the Board adopted Policy 4:10.180, “Communicable Diseases, Students,” which only applies to College students. Board Policy 4:10.180 was never revised and had no Administrative Procedures. Board Policy 4:10.180 should be repealed because Board Policy 2:20.080 already addresses communicable diseases concerning students, thus making Policy 4:10.180 redundant as to the subject matter. Further, Policy 4:10.180 is outdated and inconsistent with Policy 2:20.080 and its updated Administrative Procedures.

The Administration recommends that the Board of Trustees repeal Board Policy 4:10.180, under Board Policy 1:10.080, through a unanimous vote of all voting Board members. Discussion ensued.

#### **7. RVC College Events Calendar**

Mr. Handley presented the RVC on-campus events calendar for October, November, and December 2022. Discussion ensued.

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

**New Business:** Dr. Spearman stated that the Board Retreat would take place on January 28, 2023, at 8:30 a.m., via Zoom. Dr. Spearman asked if anyone would not be able to attend. Trustee Soltow stated she could not attend, and Student Trustee Russell was not sure he would be able to attend but would confirm via email.

**Unfinished Business:** Dr. Spearman asked if any trustees would be attending the governance training on November 30, 2022, through December 2, 2022. None of the trustees indicated that they would attend. Discussion ensued.

**Adjourn to Closed Session**

At 7:00 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

**Reconvene Open Session**

At 7:50 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

**Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees meeting will be held on December 13, 2022, at 5:15 p.m. virtually via teleconference.

**Next Committee of the Whole Meeting**

The next Committee of the Whole meeting will be held on January 10, 2023, at 5:15 p.m. virtually via teleconference.

**Adjourn**

At 7:52 p.m., a motion was made by Trustee Cudia, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

  
Robert Trojan, Secretary

  
Gloria Cudia, Chairperson

**Explanation of Signature:**

11/13/22 Jarid Funderburg, Chair  
01/01/23 Funderburg resigned  
01/10/23 Gloria Cudia elected Chair  
01/24/23 Minutes approved-11/15/22