

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, November 5, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, November 5, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Robert Trojan.

Roll Call

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

Mr. Robert Trojan

Mr. Richard Kennedy

Ms. Gloria Cardenas Cudia

Mr. John Nelson joined the meeting at 5:31 p.m.

Ms. Kristen Simpson

The following Trustees were absent at roll call: Mr. Paul Gorski, Mr. Nico Mikos, and Ms. Crystal Soltow.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Terrica Huntley, Interim Vice President of Human Resources; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ellen Olson, Vice President of Finance; Ms. Ann Kerwitz, Assistant to the President; Ms. Araceli Olvera, Interim Executive Assistant; Tracy Luthje, Executive Assistant to the Vice President of Operations, Attorney Mathew Gardner, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

Trustee Trojan made a motion, seconded by Trustee Kennedy, to allow Trustee Paul Gorski to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Gorski entered the meeting via telephone at 5:16 p.m.

Communications and Petitions

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

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the October 8, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

1. Health Sciences Center (HSC) Update

Mr. Rick Jenks, vice president of operations, introduced Mr. Brett Rottinghouse, RVC's Project Architect from OPN. Mr. Rottinghouse discussed the floor plans for the Massage Therapy program and the Marketing and Communications department on the third floor of the HSC. Mr. Rottinghouse said he had contacted MCC Consulting

and Contracting about the buildout cost and second elevator for the HSC. MCC provided an estimated \$1,426,635 for the second elevator and \$1,357,783 for the HSC buildout, for a total estimated cost of \$2,784,418.

2. Fiscal Year (FY) 2024 Audit

Ms. Ellen Olson, vice president of finance, introduced Mr. Anthony Cervini, CFE, from Sikich CPA, LLC. Mr. Cervini presented the findings of the Annual Comprehensive Financial Report (CAFR), Single Audit Report, Illinois Grant Accountability and Transparency Act/Consolidated Year End Financial Report, and the Auditor's Communications to the Members of the Board of Trustees Report. Mr. Cervini reported that RVC only had one finding dealing with Title IV funding.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Fiscal Year 2025 Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and Communications, presented the FY 2025 Enrollment Update. Ms. Snider stated that the numbers have changed slightly from the report in the packet and that RVC is at 62% of the budget and 59% to goal for Spring 2025. Ms. Snider said that at this time last year, RVC was at 64% of the budget for FY 2024.

2. Quarterly Higher Learning Commission (HLC) Update

Ms. Snider gave a verbal update on the HLC Site Visit held on October 14-15 and that RVC received the draft report from HLC. Ms. Snider stated that the report has more steps to go before being finalized, but RVC has met all accreditation criteria, and no monitoring is required. Ms. Snider explained that no monitoring means that the HLC has determined that RVC complies with the Criteria for Accreditation.

3. Early College Enrollment Summary Update

Dr. Hansen Stewart, vice president of career and technical education and workforce development, presented the Early College Enrollment Summary Update. Dr. Stewart discussed the Running Start, Dual Credit, Senior Semester, Career Pathways Jump Start, Summer Manufacturing and Readiness Technology (SMART) Camp, and the Trade School Grant programs and what school districts were involved in each program. Dr. Stewart compared FY2023, FY2024, and FY2025 and the number of students participating in each program. Discussion ensued.

4. Division II Athletics Scholarship Update

Dr. Patrick Peyer, vice president of student affairs, and Mr. Darin Monroe, athletic director and head coach, presented the Division II Athletics Scholarship Update. RVC began competing at the Division II National Junior College Athletic Association in August 2022. In July 2021, the RVC Board of Trustees approved the transition from Division III to Division II in the sports of Baseball, Softball, Men's Basketball, Women's Basketball, Volleyball, Men's Soccer, and Women's Soccer. It was recommended that RVC provide scholarships to cover tuition and fees in terms of waivers for courses needed to earn a degree at RVC. RVC funded the scholarships at 50% of the maximum allowable for the sports listed above, totaling no more than \$300,000 in scholarship expenses per year for the next four years.

Dr. Peyer explained that in FY2023, 126 student-athletes signed Letters of Intent to participate in one of the Division II programs, and the 126 commitments totaled \$294,961. In FY2024, 125 student-athletes signed Letters of Intent to participate in one of the Division II Programs, and the 125 participants that committed totaled \$314,388 of scholarship funds. Dr. Peyer confirmed that the RVC Foundation covered the \$14,388 overage. Discussion ensued.

5. *Informational Only*

a. Strategic Plan Update: Fiscal Year 2024 First-Time Student Success Outcomes Analysis

The First-Time Student Success Outcomes Analysis was included in the Informational Only portion of the packet for the Board of Trustees Committee of the Whole meeting. The presentation focused on improving the access

and success outcomes for all new students in support of the RVC Strategic Plan Pillar IV: Diversity, Equity, and Inclusion: Strategic Goal Number Two. The report gave statistics on RVC’s enrollment status, persistence data, and data by gender, age, race, and ethnicity.

Informational Only

b. AAR-RVC Partnership (Presented at the Association of Community College Trustees (ACCT) Leadership Congress on 10/24/2024)

Trustee Robert Trojan, Dr. Howard Spearman, president, and Dr. Hansen Stewart traveled to Seattle, Washington, from October 23 to 26, 2024, to present at the Community Colleges as Catalysts: Cultivating Skills for the Future ACCT Leadership Congress. RVC representatives presented A Collaborative Partnership for Workforce Development: Insights from the AAR and Rock Valley College Aviation Program Partnership.

Finance Discussion: Board Liaison Trustee Gorski

1. Purchase Reports

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

Purchase Report A – FY2025 Amendments

A. Electrical Work – (Capital – Downtown West Site Improvements)

1.	Com Ed	Rockford, IL	\$ 15,000.00*(1)
----	--------	--------------	------------------

B. Production Contract – (Other Contractual Services – Starlight Theatre)

2.	Concord Theatricals Corporation	New York, NY	\$ 1,800.00*(2)
----	---------------------------------	--------------	-----------------

C. Charter Bus Services – (Participant Travel – Athletics)

3.	Windstar	Carroll, IA	\$ 35,000.00*(3)
----	----------	-------------	------------------

Purchase Report B – FY2025 Purchases

A. Ground Penetrating Radar – (Capital Equipment – Facilities, Plant Operations, and Maintenance)

1.	US Radar	Morganville, NJ	\$ 33,290.00*(1)
	Geo Physical Surveys Systems, Inc.	Nashua, NH	\$ 17,840.00
	Technology International, Inc.	Lake Mary, FL	\$ 18,811.00

B. Portable Lift – (Capital Instructional Equipment – Rev Up Electric Vehicle Grant)

2.	Snap-On Industrial	Crystal Lake, IL	\$ 36,147.95*(2)
	Car Quest Advance Auto Parts	Rockford, IL	\$ 37,799.00
	ProQuip Solutions	Auburn, KY	\$ 37,979.68
	Mobile Distributor Supply	Memphis, TN	\$ 38,961.92

Although Mr. Rick Jenks confirmed that Snap-On was awarded the consortium contract and offered the lowest pricing, Trustee Nelson commented that he might recommend that the Board award the Item B- Portable Lift contract to the local vendor Car Quest Advance Auto Parts.

2. Cash and Investment Report

Ms. Olson, vice president of finance, presented the Cash and Investment Report through October 31, 2024. Total operating cash is \$37,763,545. Total operating cash and investments are \$87,184,998. Total capital funds are \$36,439,132. Since September 30, 2024, the change in capital funds has been \$365,361. The operating cash and investments change since September 30, 2024, is <\$911,986>. Ms. Olson stated that the total operating cash and investment funds were 85.71% of the FY2025 operating budget.

3. Quarterly Vital Signs

Ms. Olson presented the First Quarter Vital Signs for FY2025. Ms. Olson stated that as of September 30, 2024, Fund 01 Operating Fund Revenues were \$17,554,977. Fund 02 Operating Fund Revenue was \$1,754,419. The total Operating Revenue Funds were \$19,309,396. RVC was running 34.47% of its budget.

Ms. Olson discussed that Fund 01's Operating Expenses were \$8,659,387.02, Fund 02's Operating Expenses were \$1,754,419.27, and the total operating expenses were \$10,413,806. RVC is running at 20.09% of the FY2024 budget. All figures above are as of September 30, 2024, and exclude SURS on behalf.

Ms. Olson discussed payroll and healthcare costs. She explained that healthcare costs increase as employees and families utilize health plans more. Discussion ensued.

4. Bond Series 2024 Update

Ms. Olson gave a verbal update on the Series 2024 Bond Sale, which went well. The bond sale was held on October 29, 2024, and received five bids. Based on the market conditions in August 2024. PMI, RVC's investment consultants, was projecting a 4.09% TIC (true interest cost), and for the actual sale, the TIC came in at about 3.21%, which reduced the interest paid over the life of the bonds by about \$500,000. The power value of the bonds RVC sold is \$13,775,000, with projected proceeds of the \$14,700,000 RVC requested. The bonds will close on November 18, 2024, and RVC will receive all the proceeds. Discussion ensued.

5. *Informational Only*

a. Quarterly Purchase Report Update / \$10,000 – \$25,000

The purchase orders quarterly report, which listed purchase orders for \$10,000 to \$25,000 from July 2024 through September 2024, was included in the November 5, 2024, Committee of the Whole packet.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for November 2024, which contained one placeholder for the Dean of Math and Sciences appointment and two retirements: Ms. Kerri Shaw, an English Professor, retired effective October 28, 2024, and Mr. Michael "Mike" Kelley, a Geoscience Professor, is retiring effective May 31, 2025. Mr. Jenks stated that a redlined report will be presented at the November 19 regular meeting, as a retirement notice came in today, November 5, 2024, for Frank Calvagna, a Chemistry Professor, who will retire effective December 31, 2024. Discussion ensued.

2. 2024 Clery Act Report

Chief of RVC Police, Mr. Tom Yehl, presented the Clery Act Report. Chief Yehl stated that the purpose of the Campus Safety and Security 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 RVC to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work-Study Programs, Federal Perkins Loans, etc. Chief Yehl stated that the crime statistics are gathered for the main campus and satellite campuses. Chief Yehl noted only three reportable Clery crimes for 2024: a motor vehicle theft on the main campus, an aggravated battery occurring in the East State Street and Water Street area, and an unlawful possession of a controlled substance on the public roadway on East State Street. Chief Yehl stated that the Annual Clery Report is available on the RVC website. Discussion ensued.

Trustee Cardenas Cudia had a question regarding the First-Time Student Success Outcome Analysis. In the analysis, under Overall Persistence Data, one reason a student dropped out was their death in 2023. Trustee Cardenas Cudia wanted to know the circumstances surrounding a student's death. Dr. Barnes could not answer that question, so Dr. Huntley recounted that in her previous role as Dean of Students, one responsibility was to review student

reporting, such as a student's passing. Dr. Huntley discussed the process that takes place in that situation. Discussion ensued.

3. *Informational Only*

a. Quarterly Employee Personnel Update

The Quarterly Employee Personnel Report, which listed information on employees hired and/or left the college from July 2024 through September 2024, was included in the November 5, 2024, Committee of the Whole packet.

4. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for October and November 2024. Mr. Jenks discussed the following:

- On November 7, 2024, the Highway Construction Careers Training Program (HCCTP) will hold its Graduation Ceremony in the Educational Resource Center (ERC), Performing Arts Room (PAR) at 3:00 p.m.
- The 2024 Veterans Celebration will be held on November 11, 2024, in the Stenstrom Student Center (SSC) Atrium. The program will start at 12:00 p.m.
- In appreciation of Native American Heritage Month (NAHM), a documentary, Lakota Nation vs. USA, will be broadcast from the ERC library on November 12, 2024, starting at 1:00 p.m. The NAHM closing event will be held on November 18, 2024, in the SSC Atrium at 11:00 a.m.

New Business/Unfinished Business

1. New Business:

- Dr. Spearman said RVC had its first Community Engagement for the Downtown West Campus on Tuesday, October 29, 2024. The second Community Engagement will be on Thursday, November 7, 2024, in the SSC Atrium at 10:00 a.m.
- Dr. Spearman announced that the RVC Foundation's Scholarship Luncheon will be held on Friday, November 8, 2024, at 11:30 a.m. at the Radisson Hotel and Conference Center.
- Trustee Kristen Simpson inquired if RVC employees were utilizing the RVCare Clinic for their wellness. Dr. Spearman responded that employees on the College's health plan were scheduling biometric screening appointments, and postcards regarding the RVCare Clinic were sent to employees' homes.

2. Unfinished Business:

- There was no unfinished business.

Adjourn to Closed Session

At 6:49 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting 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 7:16 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cardenas Cudia, 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 November 19, 2024, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on December 3, 2024, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

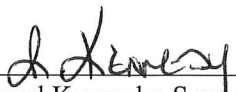
Board of Trustees Retreat

The Board of Trustees Retreat will be held on January 25, 2025, at 8:00 a.m. in the Woodward Technology Center (WTC), Room 1308, on the main campus.

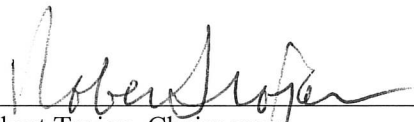
Adjourn

At 7:19 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Simpson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje



Richard Kennedy, Secretary



Robert Trojan, Chairperson