

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

BOARD OF TRUSTEES REGULAR MEETING

November 23, 2021

5:15 p.m.

MINUTES

On November 12, 2021 Governor Pritzker issued the 23rd 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 <https://rockvalleycollege-edu.zoom.us/j/91649140434?pwd=cFN2RFIZcnloQ0d3MjEycVpDYkUvdz09> or by phone at 312-626-6799 using Meeting ID : 916 4914 0434 ; **Passcode** 648710. 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 3:15 p.m. on November 23, 2021. Public comments 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, November 23, 2021. Board Chair Funderburg called the meeting to order at 5:16 p.m.

Roll Call

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

Mr. Jarid Funderburg	Mr. Paul Gorski
Mr. Bob Trojan	Ms. Gloria Cudia
Ms. Lynn Kearney	Student Trustee Evelyn Molina
Mr. John Nelson arrived at 5:20	

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

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Interim Vice President Academic Affairs/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

There were no visitors to be recognized.

Adjourn to Closed Session

At 5:17 p.m., a motion was made by Trustee Trojan, 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) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Meeting

At 5:55 p.m., a motion was made by Trustee Nelson, seconded by Kearney, to adjourn the closed session and reconvene the open meeting. The motion was approved by unanimous roll call vote.

Action as a Result of Closed Session

1. Approve Separation Agreement

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve the Separation Agreement with Mr. Chris Lewis as discussed in closed session.

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

In addition, President Spearman announced that the Board supports the Administration's proposal to close the College December 28, 29 and 30, 2021, the days between the Christmas and New Year's holidays when the College would be open. Eligible employees will be paid for this year only.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve the minutes of the September 28, 2021 Fiscal Year 2022 Public Budget Hearing (included in September 28, 2021 regular meeting minutes, but not specifically acknowledged in the motion to approve), the October 12, 2021 Committee of the Whole meeting and the October 26, 2021 Regular meeting.

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

Action Items

1. BR 7863 – 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 October 1, 2021 to October 31, 2021. The total is \$1,585,004.42.

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 7863.

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

2a. BR 7864-A – Purchase Report-A – FY22 Addendum

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7864-A, Purchase Report-A.

\$ 2,550.00 A. Zoom Video Communications, San Jose, CA

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7864-A.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the November 9 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

2b. BR 7864-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 7864-B, Purchase Report-B.

\$ 14,667.00	A. Rockford Symphony Orchestra, Rockford, IL
\$ 30,000.00	B. Tickets.com, Chicago, IL
\$ 23,871.00	C. Siteimprove, Sacramento, CA
\$ 39,944.84	D. Entre Computer Solutions, Machesney Park, IL
\$ 20,493.00	E. Entrinsik, Inc., Raleigh, N.C.
\$ 46,780.87	F. Hyland, Olathe, KS
NOT TO	G. City of Rockford, Rockford, IL
EXCEED	
\$ 21,350.00	

A motion was made by Trustee Nelson, seconded by Student Trustee Molina, to approve Board Report 7864-B.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the November 9 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

2.c. BR 7864-C – Purchase Report-C – FY22 Emergency Purchase

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked item for purchase on Board Report 7864-C, Purchase Report-C.

\$ 15,597.61 A. Helm Services, Freeport, IL

A motion was made by Trustee Cudia, seconded by Trustee Nelson, to approve Board Report 7864-C.

Chief Financial Officer Ellen Olson confirmed that the temporary repair on the steps of the ERC has been completed, but the date for completion of the permanent solution is unknown. She added that this is a new item since the November 9 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

3. BR 7865 – Board Personnel Report

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

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve Board Report 7865.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the November 9, 2021 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

4. BR 7866 – Fiscal Year 2021 Audit: Comprehensive Annual Financial Report

The Board Report reads in part: It is recommended that the Board of Trustees accept the Fiscal Year 2021 Financial Audit prepared by the independent auditing firm of Sikich, LLP.

A motion was made by Trustee Trojan, seconded by Trustee Nelson, to approve Board Report 7866, the Fiscal Year 2021 Audit.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the November 9, 2021 Committee of the Whole meeting, nor have any questions been submitted.

The motion was approved by unanimous roll call vote.

5. BR 7867 – Levy Year 2021 Estimated Taxes Required and Setting Hearing Date for Truth-in-Taxation

The Board Report reads in part: It is recommended that the Board of Trustees approve the following estimates for the amount of taxes necessary to be raised by taxation for the year 2021 as follows:

Educational Purposes – Fund 01	\$15,391,174
Operations and Maintenance Purposes – Fund 02	\$ 2,676,726
Fire Protection, Health, Life, or Safety – Fund 03	0
Financial Audit Purposes – Fund 11	\$ 50,000
Liability Protection Settlement Fund – Fund 12	0
Liability Insurance/Tort & Risk Management	0
Workers’ Compensation Insurance	0
Unemployment Insurance	0
Casualty Insurance	0
Athletic Insurance	0
Social Security and Medical Insurance	0
Total Tax Levy	\$18,117,900

This represents a 4.99% increase over the 2020 tax levy. To provide public disclosure, a hearing on the proposed 2021 Tax Levy under the Truth-in-Taxation law of the State of Illinois will be held virtually on December 21, 2021 at 5:15 p.m. via Zoom. Rock Valley College will publish the Notice of said hearing as required by Statute.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 7867.

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

6. BR 7868 – 2022 General Election Day Holiday

The Board Report reads in part: It is recommended that the Board of Trustees approve closing Rock Valley College on Tuesday, November 8, 2022 for the 2022 General Election Day holiday.

A motion was made by Trustee Gorski, seconded by Student Trustee Molina, to approve Board Report 7868.

Discussion followed regarding the College being used as a polling place. Although a provision in the new law states that any closed school must be made available to the local election authority for use as a polling place for the 2022 general election, Dr. Spearman confirmed that the College has not been contacted. Several trustees stated that they were against the College being used as a polling place and suggested waiting to see if Administration was contacted by the local election authority.

The motion was approved by unanimous roll call vote.

7. BR 7869 – Juneteenth National Freedom Day Holiday

The Board Report reads in part: It is recommended that the Board of Trustees approve adding Juneteenth National Freedom Day as an additional paid holiday for RVC 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 Gorski, seconded by Student Trustee Molina, to approve Board Report 7869.

No new information was provided in addition to what had been discussed at the November 9 Committee of the Whole meeting. Trustee Trojan announced that he would abstain, as he missed that Committee of the Whole meeting and does not know enough about the proposed holiday to make an informed vote.

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

**8. BR 7870 – FIRST READING: Update to Board Policy 3:30.090
Family and Medical Leave (FMLA)**

The Board Report reads in part: It is recommended that the Board of Trustees approve the revision of Board Policy 3:30.090 so that Rock Valley College is in compliance with House Bill 0012. **Attorney Approved.**

Because this is a First Reading, no vote was taken. There was no discussion.

**9. BR 7871 – FIRST READING: Update to Board Policy 3:30.110
Victims' Economic Security and Safety Act (VESSA)**

The Board Report reads in part: It is recommended that the Board of Trustees approve the revision of Board Policy 3:30.110 so that Rock Valley College is in compliance with House Bill 3582. **Attorney Approved.**

Because this is a First Reading, no vote was taken. There was no discussion.

10. BR 7872 – Repeal of Board Policy 3:30.140, Non-Union Employees Retirement Incentive

The Board Report reads in part: It is recommended that the Board of Trustees repeal Board Policy 3:30.140, Non-Union Employees Retirement Incentive, pursuant to Board Policy 1:10.080, Amendments and Adoption of Board Policies, through a unanimous vote of all voting Board members. **Attorney Approved.**

A motion was made by Trustee Nelson, seconded by Trustee Kearney, to approve Board Report 7872 to repeal Board Policy 3:30.140.

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

11. BR 7873 – Intergovernmental Agreement: Rock Valley College and Boone County Sheriff's Department E-9-1-1 Center

The Board Report reads in part: It is recommended that the Board of Trustees approve the Intergovernmental Agreement with the Boone County Sheriff's Department for monitoring and dispatching of RVC police officers in Boone County, Illinois. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 7873.

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

12. BR 7874 – Amendment to Intergovernmental Agreement: University of Illinois Board of Trustees SHIELD Program Covid-19 Testing Support Agreement

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees approve the amendment to the Intergovernmental Agreement with the Board of Trustees of the University of Illinois extending the COVID-19 Testing Support Agreement with Rock Valley College from December 31, 2021 to June 30, 2022, which designates RVC as a SHIELD Illinois testing site. **Attorney Reviewed.**

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve Board Report 7874.

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

13. BR 7875 – Intergovernmental Agreement: Rock Valley College and the County of Winnebago, Illinois, Cold Forming Training Center Site

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees approve the Intergovernmental Agreement with the County of Winnebago for the Cold Forming Training Site. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7874.

Trustee Gorski complimented Chief Operations Officer Rick Jenks for doing the extensive legwork on this project and finding a solution.

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 made the following remarks:

- He presented the Strategic Plan to members of the Center for Learning in Retirement (CLR) last week. During the program, Rockford Mayor McNamara presented a City Challenge Coin to CLR member Bob Bertolasi in recognition of his efforts to engage CLR members and conduct training for remote learning during the COVID-19 pandemic.
- Press conferences held November 16 provided positive publicity for the College. In the morning, Governor Pritzker visited the ATC where he signed a bi-partisan bill to attract electric vehicle manufacturers to Illinois. Immediately following, Governor Pritzker joined AAR, United Airlines and local officials and workforce partners to announce a \$2.6 million investment to develop training for in-demand aviation mechanics.
- Friday, November 19 was a leadership day for Cabinet. Topics discussed were the Strategic Plan and the Employee Culture Survey.
- Also, on Friday, November 19, the College received notification that the Higher Learning Commission has approved our request to open the ATC in January as a credit-granting site. An official visit is expected within six months.
- Tours of the ATC will be offered to RVC employees December 2 and to high school counselors on December 3 and December 9.
- ATC personnel are scheduled to begin moving in on Monday, December 6.
- Mechatronics and Welding classes will be held at the ATC beginning January 2022.

In response to a question from Trustee Trojan, President Spearman indicated that with a soft opening at the ATC in January, he is considering holding a ribbon-cutting in February rather than wait until June.

2. **Leadership Team Updates**

- Mr. Rick Jenks provided an update on the Advanced Technology Center regarding incoming equipment, installation, and new change orders. He added that the welding lab is taking shape quickly and equipment for the CNC lab is beginning to arrive but is still affected by the current supply chain issues. Mr. Jenks also explained the delay affecting completion of the renovation of steps at the Educational Resource Center (ERC). Because the Capital Development Board (CDB) did not issue a contract to the electrician until three weeks ago, and eight to ten weeks are needed to design and deliver the electronic ice melt system, the concrete steps cannot be poured until after the ice melt system is ready for installation. As a result, the project may be delayed until spring 2022. In the meantime, Jenks is working with the CDB to determine if a temporary ramp can be erected at the front of the building to provide access over the winter. He added that an existing ramp that meets ADA requirements is located on the Classroom Building I side and there are two other entrance/exits that should meet egress requirements.

In response to a question from Trustee Trojan on why the ATC is considered “advanced,” Board Chair Funderburg explained that was reviewed in the ATC presentation at the November 9 Committee of the Whole meeting. Trustee Trojan indicated he would like to see on paper what makes the ATC advanced.

- Dr. Amanda Smith shared the story of what student success looks like at RVC. A student in the Highway Construction Career Training Program (HCCTP) moved to Illinois to provide a better life for her children and enrolled in the HCCTP program. She bought a vehicle to prepare for the program and a future apprenticeship, but the car was a “lemon,” and she did

not have enough funds to pay for the repairs. RVC personnel encouraged the student to apply for emergency student relief funds through the RVC Foundation. She qualified, and the vehicle has since been towed to the RVC automotive program where Associate Professor John Skupien assessed the vehicle and ordered the parts. One of the program's adjuncts then made time to tackle the problem in his automotive class. Thanks to this successful collaboration among multiple departments, this student now has reliable transportation and is on track to become an apprentice for Rockford's Local 498.

- Mr. Keith Barnes thanked Ms. Milana Herman and her team for planning and hosting the Veterans Day celebration held November 11. The DEI Office celebrated November as National Native American Heritage month and hosted a webinar November 23, the first of more webinars. Thank you to RVC's new DEI Specialists Lien Vu and Tekkahmah Curry for facilitating the discussion.
- Ms. Ellen Olson announced that Rock Valley College has received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 14th consecutive year. She thanked her key staff, Aly Behmer and Sarah Shumway, for their hard work on the audit and compiling the financial report.
- Ms. Heather Snider reported on several items: 1) Regarding the recent Watermark purchase to improve digital efficiency, the technical implementation of planning and self-study have been completed and is working well. Faculty and staff are being trained to use the product. 2) RVC, now in the second year of participation in the Higher Learning Commission's (HLC) Assessment Academy, has been commended by HLC for efforts to date to improve assessment. 3) Enrollment is open for Winterim and Spring 2022. Although registration for Winterim is slightly ahead, Spring is down 5.15% compared to this time last year. Spring classes begin January 8, 2022.
- Dr. Patrick Peyer announced that his department has been contacting students to announce a \$50 per credit hour tuition discount as an incentive to enroll for the spring semester. This will be paid with HEERF funds and must be paid directly to students.

3. Trustee Comments

- Trustee Kearney commented that she used the SHIELD testing site today, and the process was very easy to follow.
- Trustee Gorski commented that the last couple of years have been rough, and he really appreciates everyone's efforts the past year.
- Trustee Trojan thanked all who expressed condolences on the recent passing of his wife. He added that a scholarship for RVC respiratory care students has been established in Norma Trojan's name.
- Trustee Cudia added her condolences to Trustee Trojan.
- Trustee Nelson commented that it is a privilege to be a trustee and wished a Happy Thanksgiving to all.
- Board Chair Funderburg commented that he was very proud of the RVC team and the well-coordinated effort to hold the governor's press conference at the ATC with very short notice. As a result of the governor's two press conferences, one at the ATC and the other at AAR at the Rockford airport, the College received national recognition for both the ATC and the aviation program.
- Trustee Trojan-commended Board Chair Funderburg for his efforts as well.

4. ICCTA Report (Illinois Community College Trustees Association)

Trustee Nelson reported on his attendance at the ICCTA conference held in Schaumburg November 12-13, 2021. He noted that trustees from other community colleges shared many good ideas on programming, technical education and increasing enrollment. The Robbins Schwartz

presentation, "You're on the Board, Now Elevate Your Game," held Friday afternoon was well done. Reminders to the group included not to text during a board meeting and that all votes must be by roll call when meeting remotely.

In response to a question from Trustee Kearney if the College would consider implementing some of the programs being offered by other community colleges, President Spearman indicated they would be reviewed, but added that the College is already addressing mental health issues that include employee training on how to recognize and assist with those situations. In reference to a specific class called Mental Health for Police Officers, Dr. Spearman indicated he would confer with Interim CAO Dr. Amanda Smith to confirm if RVC offers a similar class and report back at a future Committee of the Whole meeting.

Trustee Gorski added that he recommends focusing on current programs before adding more.

5. Student Trustee Report

Student Trustee Ms. Evelyn Molina read her report highlighting student activities during October and November and plans for the upcoming holidays. She also thanked trustees and administrators for all of their hard work and support for students, so they can participate in the various activities that she highlights in her student trustee reports.

6. RVC Foundation Liaison Report

Trustee Trojan reported the foundation board did not meet this month. He encouraged all to attend the foundation's donor luncheon to be held December 3.

7. Freedom of Information Act (FOIA) Report

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

Closed Session

A second closed session was not held.

Next Meeting

The next Committee of the Whole meeting will be held remotely via teleconference on Tuesday, December 7, 2021 at 5:15 p.m.

The next Regular meeting will be held remotely via teleconference on Tuesday, December 21, 2021 at 5:15 p.m.

Adjournment

At 7:05 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz


Robert Trojan, Secretary


Jario Funderburg, Chairperson