

Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
Educational Resource Center Performing Arts Room (PAR) Room 0214

Regular Meeting
AGENDA

5:15 p.m.
November 23, 2021

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=cFN2RFZcnloQ0d3MjEycVpDYkUvdz09> 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.

- 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) 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.
- F. Reconvene Open Meeting**
- G. Action as a Result of Closed Session**
 - 1. Approve Separation Agreement
- H. General Presentation**
- I. Approval of Minutes**
 - 1. 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)
 - 2. October 12, 2021 Committee of the Whole meeting
 - 3. October 26, 2021 Regular Board meeting
- J. Action Items**
 - 1. Approve Claims Sheet (Check Register-October 2021) (BR 7863)
 - 2. Approve Purchase Reports
 - a. Purchase Report-A – FY22 Addendums (BR 7864-A)
 - b. Purchase Report-B – FY22 Purchases (BR 7864-B)
 - c. Purchase Report-C – FY22 Emergency Purchase (BR 7864-C)

3. Approve Personnel Report (BR 7865)
4. Approve FY2021 Comprehensive Financial Audit (BR 7866)
5. Approve 2021 Tax Levy and Setting Date for Truth-in-Taxation Hearing (BR 7867)
6. Approve Election Day 2022 as a Holiday (BR 7868)
7. Approve Juneteenth National Freedom Day as Official College Holiday (BR 7869)
8. First Reading: Update to Board Policy 3:30.090 Family and Medical Leave (FMLA) (BR 7870)
9. First Reading: Update to Board Policy 3:30.110 Victims' Economic Security and Safety Act (VESSA) (BR #7871)
10. Approve Repeal of Board Policy 3:30.140 Non-Union Employees Retirement Incentive (BR 7872)
11. Approve Intergovernmental Agreement with Boone County for Police Dispatch (BR 7873)
12. Approve Amendment to SHIELD Program Covid-19 Testing Support Agreement with University of Illinois (BR 7874)
13. Approve Intergovernmental Agreement with Winnebago County (Cold Forming) (BR 7875)

K. Other Business

1. New Business
2. Unfinished Business

L. Updates / Reports

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

M. Adjourn to Closed Session to discuss 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), all in accordance with the Illinois Open Meetings Act.

N. Reconvene Open Session

O. Date of Next Committee of the Whole Meeting: December 7, 2021, 5:15 p.m. The meeting will be held remotely via teleconference in accordance with state statutes.

P. Date of Next Regular Meeting: December 21, 2021. 5:15 p.m. The meeting will be held remotely via teleconference in accordance with state statutes.

Q. Adjourn

Jarid Funderburg, Board Chair

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

**FY2022 PUBLIC BUDGET HEARING AND
BOARD OF TRUSTEES REGULAR MEETING *
September 28, 2021
5:15 p.m.**

MINUTES

On September 17, 2021 Governor Pritzker issued the twenty-first 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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FY2022 PUBLIC BUDGET HEARING

The Fiscal Year 2022 Public Budget Hearing was called to order at 5:15 p.m. on Tuesday, September 28, 2021 by Board Chair Jarid Funderburg. Due to the COVID-19 health pandemic, the Fiscal Year 2022 Public Budget Hearing was held virtually via teleconference and videoconference.

Mr. Jarid Funderburg
Mr. Paul Gorski
Mr. John Nelson
Ms. Crystal Soltow

Mr. Bob Trojan
Ms. Gloria Cudia
Ms. Lynn Kearney
Student Trustee Evelyn Molina

Board Chair Funderburg announced that anyone who wished to speak would have an opportunity to do so. Funderburg then introduced Vice President of Finance Ellen Olson who reviewed the Fiscal Year 2022 Final Budget.

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

FY2022 PUBLIC BUDGET HEARING, Continued

Vice President of Finance Olson noted the following:

- On August 24, 2021, the Board of Trustees approved the Tentative Budget for FY2022
- The budget has been on display for public viewing in the Financial Services office since August 24, 2021 and has been available online for public viewing
- There have been no changes to the budget
- The total budget is \$136,211,422
 - Operating Funds: \$62,663,860
 - Non-Operating Funds: \$73,547,562
 - Capital Projects – \$11.2 million
 - Bonds & Interest – \$12.2 million
 - Auxiliary Fund – \$12.4 million
 - Restricted/Grants – \$34.1 million
 - Trust & Agency (Student Clubs) – \$617,000
 - Audit – \$52,500
 - Liability, Protection & Settlement – \$1.9 million
 - OPEB – \$1.0 million (Other Post-Employment Benefits)
 - SURS – \$25,000 (State University Retirement System)

Following Ms. Olson’s presentation, Board Chair Funderburg invited public testimony concerning the FY2022 Final Budget. There were no requests from the public to address trustees.

At 5:21 p.m., a motion was made by Trustee Kearney, seconded by Trustee Trojan, to close the Public Budget Hearing. The motion was approved by unanimous roll call vote, and Funderburg declared the Public Budget Hearing closed.

*** NOTE:** Minutes of the September 28, 2021 regular Board of Trustees meeting were approved at the regular Board of Trustees meeting held October 26, 2021. However, the motion to approve did not include specific approval of the minutes of the Fiscal Year 2022 Public Budget Hearing that was held the same date immediately preceding the regular Board of Trustees meeting.

Robert Trojan, Secretary

Jarid Funderburg, Chairperson

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, October 12, 2021
MINUTES

On September 17, 2021, Governor Pritzker issued the twenty-first 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.

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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 5:16 p.m. by Chairperson Jarid Funderburg.

Roll Call

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

Mr. Jarid Funderburg	Mr. Paul Gorski
Ms. Lynn Kearney	Mr. Bob Trojan
Ms. Gloria Cudia	Mr. John Nelson joined at 5:22 p.m.
Ms. Evelyn Molina, Student Trustee	

The following Trustee was absent at roll call: Ms. Crystal Soltow

Also Present: Dr. Howard Spearman, President; Mr. Ron Geary, Vice President of Academic Affairs; 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. Janet Taylor; Executive Director of Facilities and Operations; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Mr. David Schneider, Dean of Student Success; Ms. Lynn Shattuck, Director of Disability Support Services; Ms. Tammie

Beckwith Schallmo, Senior Vice President, Managing Director of PMA Securities, LLC. Attorney Joseph Perkoski, Robbins Schwartz

Communications and Petitions

There were no public comments.

Recognition of Visitors

Dr. Howard Spearman recognized Ms. Tammie Beckwith Schallmo, Senior Vice President, Managing Director of PMA Securities, LLC. Ms. Beckwith Schallmo will be presenting the bond refunding resolution.

Adjourn to Closed Session

At 5:18 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 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 6:17 p.m., a motion was made by Trustee Nelson, 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.

Review of Minutes

There were no comments on the minutes from the September 14, 2021 Board of Trustees Committee of the Whole meeting.

General Presentations

1. Bond Refunding Resolution

Ms. Ellen Olson, vice president of finance, presented the bond refunding resolution. On June 29, 2015, RVC issued general obligation bonds. Tammie Beckwith Schallmo, senior vice president, managing director of PMA Securities, LLC., presented earlier this summer regarding bond refunding and at that time recommended that it may be in the best interest of the College to consider the opportunity to refund its outstanding Series 2015C and 2015D Bonds.

Refunding the Series 2015C and 2015D bonds would achieve several goals. First, the restructuring would level out the debt repayment through the levy year 2025, shortening the final maturity on the existing bonds by approximately six years. In addition, based on the total current debt of the College, all debt would be paid off in the levy year 2026. Also, the bond refunding will result in a reduction of interest expense to the College.

It is recommended that the Board of Trustees approve the resolution of the issuance of not to exceed \$43,500,000 general obligation bonds to be issued to refund the outstanding Series 2015C and 2015D Bonds and the levy of a direct annual tax sufficient to pay the principal and interest.

Trustees feel that it would be a tremendous accomplishment for the Board to pay off the existing debt in 2025 and 2026. Trustee Nelson inquired about what dollar amount RVC would be saving by paying off the debt. Ms. Olson stated that as presented at the August 2021 Committee of the Whole, scenario one, would be \$2,000,000, and in scenario two, it would be \$2,500,000. Ms. Olson said that the savings would depend on when RVC could sell the bonds out to the public and the rates. Ms. Olson stated the earliest that RVC could go out to market is early 2022, as there are a lot of steps to the resolution process. First, Ms. Olson and Ms. Schallmo recommend that the Board approve the resolution to set the parameters, issuing up to \$43,500,000 of general obligation bonds. Then, Ms. Schallmo and Ms. Olson would keep the Board updated on the status and information regarding the market. Finally, before RVC would go public and issue the bonds, Ms. Olson would notify the Board. The actual execution requires dual approval of the board chair or vice-chair and Ms. Olson as treasurer.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Fiscal Year 2022 enrollment update. Ms. Snider said that RVC is 97% to budget.

Spring enrollment will be opening up with priority registration beginning on October 24, 2021, so beginning November 2021, the Board will be receiving updates that include both winter and spring terms. There were no questions.

2. RAISE Program Presentation

Ms. Lynn Shattuck, director of disability support services, presented an update on the RAISE program. Ms. Shattuck stated that the RAISE program is an alternative post-secondary education (PSE) program for young adults with intellectual disabilities who desire to participate in an inclusive and comprehensive college experience. In addition, the program is designed for students who find traditional PSE options too challenging without additional support. Ms. Shattuck explained how the program officially began in 2010.

The RAISE program offers six core classes; Career Exploration, Career Skills, Financial Literacy, Safe and Healthy Living, Personal Empowerment, and Community Integration. Enrollment is between 25-40 students per semester and tuition is currently \$300 per class. Participants are presently from Rockford, Harlem, Belvidere, Belvidere North, Winnebago, Pecatonica school districts, and private-pay families. The RAISE program is 100% financially sustained by tuition.

Significant achievements have been made since the fall of 2019, and in 2021 RAISE had its First Annual Graduation Ceremony. There were 11 graduates of the six core classes, and six students have continued at RVC. In addition, the United States Department of Education has approved the RAISE program to become a Comprehensive Transition and Post-secondary (CTP) program. There are only six other such programs in the state of Illinois. With the CTP program, students must complete 45 credits of required coursework to earn their RAISE Certificate of Achievement. As part of the CTP process, RAISE was redeveloped to allow students to earn stackable credentials and take coursework aligned with vocational pathways. The CTP approval is significant as it waives or changes some of the standard requirements for students eligible for financial aid. Non-credit-bearing courses are eligible for aid as long as they are included in the program's course of study, including Community and Continuing Education classes, audited classes, and credit classes, not eligible normally for financial aid. Students in the CTP are eligible for three types of federal financial assistance; Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and Federal Work-Study. In addition to federal aid, scholarships are available due to private donor generosity, the RVC Foundation, the Community Foundation, and internal fundraising efforts.

The following steps in the new CTP designation will focus on the program promotion, transitioning RAISE students into vocational pathways and college coursework, building community partnerships with

employers identifying work experiences, and transitioning program completers into community employment.

Trustees thanked Ms. Shattuck for her presentation and complimented her on a job well done.

3. Advanced Technology Center (ATC) Program Success Metrics

Ms. Heather Snider presented the ATC goals and benchmarks. There are five goals for the ATC. Goal one is hands-on curriculum offerings. RVC will develop a curriculum that meets industry needs and monitor, adjust and add curriculum to meet industry needs. Some of the metrics used are positive feedback from advisory boards and industry partners, labor market reports, and ongoing input.

Goal two is to increase industry partner involvement with the programs. RVC will monitor job placement through number of students placed by the end of the program, number of completers employed in a related job within six months of completion by the company, and do occupational follow-up surveys.

Goal three is industry partner satisfaction. RVC will identify regional and national average benchmarks by identifying comparison groups, compare RVC ATC programs to comparable programs by industry credentials offered, employment outcomes, number of completers, and employer satisfaction. Ms. Snider explained that industry partner satisfaction is higher than comparison groups. Evaluations will measure the results from students/trainees, evaluations from businesses, including transfer of skills, and adopted or developed assessments.

Goal four is the marketing and advertising initiatives by fostering awareness of the facility and its offerings; recruiting and retaining students in the specific programs served at the ATC; attracting business and industry partners for customized training opportunities; and building support and engagement with diverse communities.

Goal five is community development. RVC will utilize and monitor space for community engagement, which consists of the frequency of space reservations for community meetings/events. In addition, RVC will provide opportunities for industry partner sponsorships by the number and amount of scholarships and number of partners offering priority student internships, interviews, and employment.

Benchmarking will consist of monitoring program completion rates, monitoring student employment before program completion and after program completion. RVC will also monitor the regional economic impact of the ATC, and finally, RVC will monitor equity of the program access and outcomes.

Finance Discussion: Board Liaison Trustee Soltow

1. Purchase Reports

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

Purchase Report A – FY 2022 Purchases:

A. Inspection & Repairs Bengt Sjostrom Theatre Roof – (Other Contractual Services: IL Arts General Operations Support)

1. Uni-Systems Engineering, Inc.	Minneapolis, MN	\$	14,768.00 (1)*
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B. Reimbursement – (Miscellaneous Expenditures: New Americans Initiative (NAI) DACA Applications)

2. Department of Homeland Securities	Laguna Nigel, CA	\$	25,000.00 (2)*
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C. Rental Equipment – (Rental-Equipment: Grounds Maintenance)

3. M&D Truck and Equipment Sales	Monroe, WI	\$	24,000.00 (3)*
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Trustee Trojan asked when going out to bid on item C if the local Caterpillar dealer was contacted, and Ms. Olson confirmed that the local Caterpillar dealer was contacted.

2. Cash and Investment Report

Ms. Olson presented the September 30, 2021, cash and investment report. The total for operating cash and investments is \$66,373,319.00. The change in operating cash and investments since August 31, 2021, was (\$856,603.00). Total Capital Funds are \$26,989,336.00, and the change in capital funds since August 31, 2021, was \$2,825,458.00. The changes in the debt service line were due to property taxes continuing to be received from the counties to relieve our debt service. There were no questions.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the personnel report for September 2021. There are no appointments and one departure. There were no questions.

2. Americans With Disability Act (ADA) Digital Accessibility Summary Report

Ms. Lynn Shattuck presented the ADA digital and instructional technology accessibility report. The ADA went into effect in 1990 and was amended in 2008. Following the implementation of the ADA, the focus was on the physical accessibility of institutions, but as technology has increased, so has the number of lawsuits related to digital access.

What can we expect in the future? The Department of Justice will likely resume digital accessibility activity; litigation related to mobile apps and mobile web experiences will increase; and possible Department of Justice regulation or ADA amendments before 2025. RVC has seen increased online and hybrid course offerings and ADA accommodations have also increased significantly since 2015. An increasing number of students with disabilities are pursuing post-secondary education and all indications are that this trend will continue. Over the past several years, many improvements have helped to move our digital accessibility efforts forward.

Electronic information and technology are also referred to as digital accessibility. Why is digital accessibility important? The pandemic drove considerable increases in digital communication systems for both work and learning, and it's likely that online and hybrid education and remote work will continue. However, campuses have not ensured digital accessibility for students, and employees have faced grievances and complaints, resulting in court cases as well as investigations and settlement agreements with federal agencies. Digital accessibility has become a campus-wide impact, including teaching and learning, web pages, marketing and recruitment, information technology, budget/financing, human resources, campus facilities, internal and external communications, and service departments, including disability services.

TMLS Consulting, Inc. was engaged from April to June 2021 to review and evaluate RVC's awareness, knowledge, and systems/services for responding to digital accessibility challenges. The consultation timeline and deliverables are as follows: late March of 2021, there was a self-assessment that RVC completed of strengths/weaknesses; April 8, 2021, there was a presentation and consulting overview to key college stakeholders; April 28, 2021, there was a presentation by peer institution University of Cincinnati; May 2021, there was a sharing of research and resources; June 8, 2021, a presentation was given to RVC Cabinet, and late June 2021 a sharing of the final report and recommendations.

3. Purchasing Process Update

Mr. Jim Handley, and Ms. Kathy Jones, purchasing manager, reviewed the purchasing processes for the College. Ms. Jones said that purchasing for RVC requires that RVC work within the framework of the Board of Trustees Policies and other statutes, rules, and regulations. Procedures are based on the objective of securing services, materials, supplies, and equipment at the lowest possible cost while also providing a consistent standard for quality. In addition, there are 14 exceptions that the Higher Education Public Community College Act allows the Board of Trustees to choose to utilize. When the Master Blanket Minutes – Rock Valley College Board of Trustees Committee of the Whole, October 12, 2021

Order list is brought to the Board for approval, an exception list is presented. Purchases over \$10,000 go to the Board of Trustees for approval. The Purchasing Department must be contacted before committing to any purchase or service. In addition, legal must review contracts over \$50,000. To get these items on the Purchase Reports, departments must provide specific information. Ms. Jones explained quotes and requests for proposals (RFP) and what is entailed in receiving both.

Mr. Handley explained that the next steps in the purchasing process would be to revise the administrative procedures since they have not been updated since 2017. Then, the procedures will be sent to the attorneys for review. Once reviewed by the attorneys, several steps will be taken. For example, one step will be to explore Purchasing Consortiums, adjust bid/RFP language to reduce bid interpretation complications, and expand the Business Enterprise Program outreach, training, and advertising to attract more diverse responsible bidders. Discussion ensued. Trustees would like to see an audit of the bid notices and in what newspapers they have been placed.

4. Capital Projects Update

Ms. Janet Taylor, executive director of facilities and operations, presented the capital projects update. Ms. Taylor reviewed repairs to the Educational Resource Center (ERC) stairways and sidewalks, LED interior lighting upgrade, Bengt Sjostrom Theater (BST) tent, and Building E roof and gutter replacement. Trustee Gorski was happy with Ms. Taylor's presentation and that it was clear and concise.

5. RVC Events Calendar

Ms. Taylor presented the RVC Events Calendar. Trustee Trojan would like to see an athletic scorecard to see where all the teams are in their competitions. Ms. Taylor said she would work with Mr. Darin Monroe, athletic director, to see what could be done.

6. ATC Update

Ms. Taylor presented the Advanced Technology Center (ATC) progress update. Ms. Taylor reported that several projects had been completed; the concrete floors were sealed, plank tile flooring was installed, electrical work was completed, and Information Technology (IT) completed their installation and wiring of equipment. In addition, Ms. Taylor stated that the door hardware was installed; building inspections and the certificate of occupancy was completed and issued. In October, traffic signs were installed. Discussion ensued.

Ms. Ellen Olson presented the ATC cost summary. The numbers so far with the ATC are as follows: Budget is \$15,415,000; approved expenses by the Board are \$14,514,629.87; RVC has paid out \$9,683,426.63; remaining to be spent of costs approved is \$4,831,203.24, which leaves a remaining budget amount of \$900,370.13. Ms. Olson stated that there are no new current change orders this month, and to date, \$367,780.79 is the dollar amount of change orders approved toward the \$500,000 contingency.

Other Business / New Business

There was no new or unfinished business.

Adjourn to Closed Session

At 8:11 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 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 9:46 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 October 26, 2021, 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 November 9, 2021, at 5:15 p.m., remotely via teleconference.

Adjourn

At 9:50 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by a unanimous voice vote.

Submitted by: Tracy Luethje

Robert Trojan, Secretary

Jarid Funderburg, Chairperson

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

BOARD OF TRUSTEES REGULAR MEETING

October 26, 2021

5:15 p.m.

MINUTES

On October 15, 2021 Governor Pritzker issued the twenty-second 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 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, October 26, 2021. In the absence of Board Chair Funderburg, Vice Chair Paul Gorski 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. Paul Gorski
Ms. Gloria Cudia
Ms. Lynn Kearney

Mr. Bob Trojan
Mr. John Nelson
Student Trustee Evelyn Molina

The following members of the Board of Trustees were absent at roll call: Mr. Jarid Funderburg, Ms. Crystal Soltow

Also in attendance: Dr. Howard Spearman, President; Mr. Ron Geary, Vice President Academic Affairs and Campus Safety; 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 introduced.

Adjourn to Closed Session

At 5:18 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), all in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Meeting

At 5:54 p.m., a motion was made by Trustee Trojan, seconded by Kearney, to adjourn the closed session and reconvene the open meeting. The motion was approved by unanimous roll call vote.

Trustee Soltow joined the meeting at 5:37 p.m. No action was taken as a result of closed session.

General Presentation

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve the minutes of the September 14, 2021 Committee of the Whole meeting and the September 28, 2021 Regular meeting.

Trustee Nelson commented that he thought the minutes of the Fiscal Year 2022 Public Budget Hearing should also be approved. Vice Chair Gorski asked that they be deferred for now and be added to the agenda of the next meeting for formal approval.

The motion was approved by unanimous roll call vote.

Action Items

1. BR 7858 – 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 September 1, 2021 to September 30, 2021. The total is \$4,176,959.75.

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve Board Report 7858. There was no discussion. The motion was approved by unanimous roll call vote.

2. BR 7859-A – Purchase Report-A – 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 7859-A, Purchase Report-A.

\$ 14,768.00	A. Uni-Systems Engineering Inc., Minneapolis, MN
\$ 25,000.00	B. Dept. of Homeland Security, Laguna Nigel, CA
\$ 24,000.00	C. M&D Truck & Equipment Sales, Monroe, WI

A motion was made by Trustee Cudia, seconded by Trustee Kearney, to approve Board Report 7859-A. There was no discussion. The motion was approved by unanimous roll call vote.

3. BR 7860 – 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 Student Trustee Molina, to approve Board Report 7860. Trustee Kearney noted changes made since the October 12 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

4. BR 7861 – Refunding Bond Issue: Series 202XA and 202XB Bonds

The Board Report reads in part: It is recommended that the Board of Trustees approve Board Report 7861 and the resolution of the issuance of not to exceed \$43,500,000 general obligation bonds to be issued for the purpose of refunding its outstanding Series 2015C and 2015D Bonds and the levy of a direct annual tax sufficient to pay the principal and interest.

A motion was made by Trustee Trojan, seconded by Trustee Nelson, to approve the Resolution providing for the issue of not to exceed \$43,500,000 General Obligation Community College Refunding Bonds of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry, and State of Illinois, for the purpose of refunding certain outstanding bonds of said District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

President Spearman commented that Ms. Tammie Beckwith Schallmo, senior vice president/managing director of PMA Securities, LLC, was available if trustees had any questions on the bond refunding. Ms. Beckwith Schallmo explained that the bond market has gone up about 30 basis points since she presented at the August 10, 2021 Committee of the Whole meeting, but she believes there is good reason to be patient and not to execute the refunding until early 2022. Because language in the infrastructure bill pending in Congress could be beneficial to the College, she recommended that PMA continue to monitor the situation and then provide an update to the College the first of the new year.

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

5. BR 7862 – Donation for Advanced Technology Center

The Board Report reads in part: It is recommended that the Board of Trustees accept and acknowledge the donation of two drums of Saf-T-Cool 420 fluid and one drum each of hydraulic oil and way oil for use in maintaining the CNC Program machinery at the Advanced Technology Center. The value of this donation is \$2,962.30.

A motion was made by Trustee Cudia, seconded by Trustee Nelson, to approve Board Report 7862.

In response to a question from Trustee Nelson why the College received such an unusual donation, CAO Ron Geary explained that the donor works with Collin Ruthe, manufacturing technology coordinator, as well as with Chance Kruse, advanced technology center specialist, and offered to make this donation. Trustee Cudia added her thank you to the donor, Mr. Joe Stegbauer.

The motion was approved by unanimous roll call vote.

Other Business

1. New Business

There was no unfinished business.

2. Unfinished Business

Trustee Gorski added that approval of the minutes of the FY2022 Public Budget Hearing should be added to the November regular meeting agenda.

Updates / Reports

1. President's Update

President Howard Spearman made the following remarks:

- Beth Mead of CEANCI shared her appreciation to the RVC staff who helped coordinate the very successful Manufacturing Day held October 7 at the Stenstrom Center. Thank you to Vonnie Busker, manager of continuing education, for partnering with Ms. Mead to coordinate the event.
- Congratulations to Tammy Lewis, program director of the Center for Learning in Retirement (CLR), for earning the 2021 Innovation Award from the Illinois Council for Continuing Education and Training. This award celebrates the significant and unique

creativity that Tammy and the CLR Team have brought to the region and to the industry of continuing education.

- RVC hosted the regional meeting of the Illinois Manufacturer's Association October 20. Dr. Spearman welcomed the group and participated in discussions of strategies for engaging a younger generation in manufacturing.
- Dr. Spearman participated in the Rock River Valley Tooling and Machining Association awards ceremony also held October 20. This event celebrated the apprentices who completed their programs, which included many classes at RVC.
- Dr. Spearman has been invited to participate in a panel for the Illinois Council of Community College Administrators Aspiring Leaders program to be held in November.
- Dr. Spearman was RVC-Proud to participate in a number of Homecoming activities.
- Thank you to Athletic Director Darin Monroe for his leadership of the college's student athletes. All teams played at a high level and served as quality ambassadors while competing.

2. Leadership Team Updates

- Ms. Heather Snider provided a brief enrollment update, noting that we're 96% to goal for summer and fall. Registration for the spring semester is open, but it is too early to make an assessment. The ICCB Economic Impact Study update will be presented at the November Committee of the Whole.
- Mr. Keith Barnes provided an update on the Sense of Belonging DEI symposium held October 8 and thanked Trustee Cudia for attending. Trustee Cudia added that it was a very good symposium and recommended having a suggestion box to make sure participants' ideas would be heard. Mr. Barnes noted that all of the suggestions made at the conference will be reviewed.
- Mr. Rick Jenks commented that the roof and gutters on Building E have been replaced, and the grass has been reseeded where needed. Replacement of the ERC stairs is a week behind schedule due to discovery of a load-bearing wall. A revised plan has been created so that work can continue, and the project should be completed by the end of December. Reseeding grass will be done in the spring.
- Mr. Jim Handley commented that the employee culture survey has been completed and he was pleased with the good response rate. A full report will be presented at the December Committee of the Whole.
- Dr. Patrick Peyer commented that Dean of Students Terrica Huntley has organized new Title IX training. Dr. Peyer and Dave Schneider attended the RPS 205 Expo held at the Sports Score. Regarding athletics, the soccer program ended last week, and RVC will host the volleyball regionals this Thursday. In response to a question from Trustee Gorski, Dr. Peyer confirmed that substantial changes were made to the Title IX program last year, especially to the hearing process, and regular training is needed to stay current.
- Mr. Ron Geary commented that we have passed the eight-week mark of the semester. Spring registration just opened two days ago, but it's too soon for enrollment numbers. The First Tuesday Lectures have resumed and began in September with a presentation by Assistant Professor Brian Wagner on 911 conspiracy theories. The lecture was well attended both in-person and virtually, with 580 views since the presentation.

3. Trustee Comments

- Trustee Kearney commented that she is getting a Covid booster shot at RVC Wednesday.
- Trustee Trojan commented that he was glad to see that Dr. Spearman is developing automotive training for E-vehicles. This is important, particularly with the issues going on at the Belvidere auto plant.
- Trustee Gorski thanked staff for their ongoing efforts dealing with the Covid situation. In addition, he would like to have a simple chart on the ATC showing what is currently being taught, what will be taught at the ATC, what makes it advanced, how this aligns with industry goals, and what are the expected educational outcomes. He noted that this has been explained throughout the process, but he would like to see it on paper in a simple chart. Administration is invited to call or email him with questions.
- Trustee Nelson commented that he is more optimistic on the ATC progress and expects to see a world-class facility.

4. ICCTA Report (Illinois Community College Trustees Association)

Trustee Nelson explained that he will attend the next ICCTA conference to be held in Schaumburg, IL on November 12-13. The meetings are open for other trustees to attend, so any trustees who would like to attend should contact Ann Kerwitz in the president's office.

5. Student Trustee Report

Trustee Gorski complimented Student Trustee Molina for always being prepared and that he would give her a good reference if ever needed.

Student Trustee Ms. Evelyn Molina read her report highlighting student activities during Homecoming Week, as well as a second Student Listening Forum sponsored by the Student Government Association (SGA). SGA will discuss the suggestions made at the Listening Forum and consider them for future projects.

6. RVC Foundation Liaison Report

Trustee Trojan reported that the "Second Chance Scholarship" application period just concluded, which resulted in 183 more applications for the remaining \$100,000 not awarded for the fall. As a result, a total of \$376,243.50 in scholarships were awarded to 213 students. This compares to \$290,000 awarded to 209 recipients during the 2020-2021 academic year.

In addition, Trustee Trojan explained that the RVC Strong campaign has reached 50 percent of its goal and will be formally announced in the fall appeal letter.

7. Freedom of Information Act (FOIA) Report

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

Closed Session

At 6:40 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 7:54 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn the closed session and reconvene to the open meeting. The motion was approved by unanimous roll call vote.

Action as a Result of Closed Session

1. Approve Memorandum of Understanding with Fraternal Order of Police (F.O.P.)

A motion was made by Trustee Nelson, seconded by Trustee Kearney, to approve the Memorandum of Understanding with the Fraternal Order of Police as discussed in closed session.

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

2. Separation Agreement

Trustee Gorski made a motion to table approval of the separation agreement, as the agreement has not been finalized. Attorney Perkoski confirmed that as acting chair, Trustee Gorski could take this action.

Next Meeting

The next Committee of the Whole meeting will be held remotely via teleconference on Tuesday, November 9, 2021 at 5:15 p.m.

The next Regular meeting will be held remotely via teleconference on Tuesday, November 23, 2021 at 5:15 p.m.

Adjournment

At 7:57 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn the meeting. The motion was approved by unanimous voice 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 October 1, 2021 to October 31, 2021.

The total is \$1,585,004.42.

Howard J. Spearman, Ph.D.
President

Attachment

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A – FY22 Addendum

Recommendation: Board approval for items marked with asterisk

A. On-line Communications – (Instructional Software & Administrative Software: General Institutional Software)

Zoom Video Communications San Jose CA \$2,550.00*(1)

1. This increase is to adjust the college’s Zoom licensing to best meet the current needs of the college community. The current package does not provide for enough cloud storage space to accommodate the users cloud recordings. Adjusting the current Zoom plan will allow the cloud storage to go from 250GB to 5300GB. In addition to increasing the cloud storage, the number of Zoom licenses will also be increased allowing the ability to accommodate more of the faculty and staff. This increase is prorated to the end of the college’s current agreement that ends March 2022 and be covered by the Higher Education Emergency Relief Fund Act (HEERF).

Original approved amount:	\$16,876.71
Increase requested:	\$2,550.00
New Total Expenditure:	\$19,426.71

FY22 Grant Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY22 Purchases

Recommendation: Board approval for items marked with asterisk

A. Concert Revenue – (Other Contractual Services – Rockford Symphony)

Rockford Symphony Orchestra Rockford IL \$14,667.00*(1)

1. This is the 50% portion of the ticket sales that is to be paid to the Rockford Symphony from the annual July 3rd Patriotic Concert held on campus. This performance is done in collaboration with Starlight Theatre every year.

FY22 Pass-Through Expense

B. Ticketing System for the Starlight Theatre – (Auxiliary Enterprise Fund – Starlight, Other Contractual Services)

Tickets.com Chicago IL \$30,000.00*(2)

2. This expense is for the annual renewal of the Starlight Theatre's ticketing system per the contract that was approved on October 24, 2017 Board Report# 7456. This is a multi-year contract that goes from 10/31/17 through 10/31/22.

FY22 Budgeted Expense

C. Software – (HEERF: General Institutional Expenses)

Siteimprove Sacramento CA \$23,871.00*(3)

3. With the increased traffic on the college website due to the pandemic, it is essential that the college improve the user experience on the college website for all students, employees and visitors who are remote during the pandemic. This software will not only improve the user experience, but it will also allow the college to meet the ADA accessibility level of the government web accessibility standards. This Siteimprove Intelligence Platform was developed solely by Siteimprove A/S and is considered a proprietary/sole source purchase. The college's IT Enterprise system team has reviewed and approved this software. This expense will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense

Purchase Report-B – FY22 PurchasesD. Software – (HEERF: General Institutional Expenses)**Entre Computer Solutions Machesney Park IL \$39,944.84*(4)**

4. This expense is for the total cost of a three-year license for the Extreme IQ cloud support of the college's existing wireless environment application. Purchasing a three-year license rather than purchasing three, one-year licenses provides a cost savings of an estimated \$20,000.00. This application is currently housed on campus and will no longer be supported unless it is migrated to the cloud. Migration to the cloud will also align with the college's continued effort to modernize the disaster recovery plan. This is an upgrade of an existing software platform already in use throughout the campus. This expense will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense

E. Software – (Student Tech Fees)**Entrinsik Inc Raleigh NC \$20,493.00*(5)**

5. This expense is for the purchase of a new module for Informer 5 which is included in the Ellucian Cloud migration project. This module is a dashboard that will help make project management easier and more efficient. The cost reflects a 10% discount on the vendor pricing. This is an upgrade of an existing software platform already in use throughout the campus and was included in the Technology Assessment presentation in May 2021.

FY22 Budget Expense

Purchase Report-B – FY22 Purchases

F. Software – (HEERF: General Institutional Expense)

Hyland Olathe KS **\$46,780.87*(6)**

6. This expense is for the cloud migration of the Perceptive Content (Image Now) software currently owned by the college. This is the first year of a three-year agreement. Due to the college already having paid for the FY22 support agreement, the vendor is crediting the college \$28,780.87 for unused support which brings the cost down from \$75,098.00 to \$46,780.87. This is an upgrade of an existing software platform already in use throughout the campus and was included in the Technology Assessment presentation in May 2021. This expense will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Budget Expense

G. Bulk road Salt – (Operations & Maintenance Fund – Grounds Maintenance, Maintenance Supplies)

City of Rockford	Rockford IL (\$61.00/ton)	NOT TO EXCEED \$21,350.00*(7)
Midwest Salt	West Chicago IL (\$106.48/ton)	\$37,268.00
Get Salt Now Inc	West Chicago Il (\$109.50/ton)	\$38,325.00

7. This expense is for salt used to remove ice and snow from the campus parking lots during the upcoming winter season. The college is able to purchase salt through the City of Rockford at \$61.00/ton delivered to campus based on the State of Illinois contract pricing. Total expense is based on the average winter usage of 350 tons.

*This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-21.1)
 Exception K: Contracts for goods or services procured from another governmental agency*

FY22 Budget Expense

Howard J. Spearman, Ph.D.
 President

Board Approval: _____
 Secretary, Board of Trustees

Purchase Report-C – FY22 Emergency Purchase

Recommendation: Board approval for items marked with asterisk

A. Emergency Repairs – (Boiler House-Maintenance Services Plant Operations Equipment)

Helm Services Freeport IL

\$15,597.61*(1)

1. During the construction repair of the front steps at the Educational Resource Center (ERC) building on the main campus, the contractor who was doing the excavation for the project hit the 480-volt power feed for the fire pump control inside the ERC. Rock Valley College’s unit bidder electrician was able to temporarily connect power back to the pump control unit. The cost for this temporary repair was \$3,617.61.

The college now needs to reinstall the permanent solution. This will require conduit and wiring to be installed under the new steps and needs to be completed quickly. The cost for this installation will be \$11,980.00. This expense will be a pass-through cost for the college, as the contractor who hit the wire will be responsible for the final repair costs. Should the contractor not pay for the repairs, the Capital Development Board (CDB) has indicated the cost of the repairs will be withheld from the contractor’s payout to ensure that the college is reimbursed. Total cost for this repair will be \$15,597.61.

FY22 pass-through expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Board Personnel Report

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

A. APPOINTMENTS

Christine Albert, Executive Director of Finance, full time with benefits, exempt, grade E, \$87,500 prorated for the balance of the fiscal year, effective December 1, 2021.

B. DEPARTURES

(Revised Reason/Date) Chuck Konkol, Full-Time Faculty, Computer Information Systems, resigning effective December 12, 2021.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Fiscal Year 2021 Audit
Comprehensive Annual Financial Report**

BACKGROUND: Pursuant to Section 3-22.3 of the Illinois Community College Act, each district is required to have an external audit performed at the end of their fiscal year. The College's Fiscal Year 2021 audit was performed by the independent auditing firm of Sikich, LLP and was presented at the College's Committee of the Whole meeting on November 9, 2021.

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

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Levy Year 2021 Estimated Taxes Required and
Setting Hearing Date for Truth-in-Taxation**

BACKGROUND: Each year, the Board of Trustees approves the estimated taxes required for the upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and/or abated for the previous levy year by more than 5%, a public Truth-in-Taxation Hearing is needed. Prior to the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days nor less than seven days prior to the Truth-in-Taxation Hearing.

RECOMMENDATION: 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. However, 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 (<https://rockvalleycollege-edu.zoom.us/j/97108660426?pwd=NjE5aXdONFd5YzlmRFJjdTZMYXAxdz09>). Rock Valley College will publish the Notice of said hearing as required by Statute.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

CERTIFICATE

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson and Ogle Counties, Illinois (Rock Valley College); he further certifies that the attached "Board Report Levy Year 2021 Estimated Taxes Required Levy Year 2021 and Setting Hearing Date for Truth-in-Taxation" is a true and authentic copy of the Board Report adopted on November 23, 2021 by the Board of Trustees.

Dated this 23rd day of November, 2021.

Secretary, Board of Trustees
Community College District
No. 511 Winnebago, Boone,
DeKalb, McHenry, Stephenson
and Ogle Counties, Illinois
(Rock Valley College)

Subscribed and sworn to before me
This 23rd day of November, 2021

Notary Public

**NOTICE OF PROPOSED PROPERTY TAX
LEVY FOR ROCK VALLEY COLLEGE DISTRICT**

- I. A public hearing to approve a proposed property tax levy for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois for 2021 will be held virtually December 21, 2021 at 5:15 p.m. via Zoom (<https://rockvalleycollege-edu.zoom.us/j/97108660426?pwd=NjE5aXdONFd5YzlmRFJJdTZMYXAxdz09>).

Any person desiring to speak at the public hearing and present testimony to the taxing district may email RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on December 21, 2021.

- II. The corporate and special purpose property taxes extended or abated for 2020 were \$17,257,027.

The proposed corporate and special purpose property taxes to be levied for 2021 are \$18,117,900.

This represents an **increase** of 4.99% from the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2020 were \$12,152,567.

The property taxes to be levied for debt services and public building commission leases for 2021 are \$12,142,795. This represents a **decrease** of 0.08% from the previous year.

- IV. The total property taxes extended or abated for 2020 were \$29,409,594.

The estimated total property taxes to be levied for 2021 are \$30,260,695. This represents an **increase** of 2.89% from the previous year.

2022 General Election Day Holiday

BACKGROUND:

On May 31, 2021, the Illinois General Assembly approved Senate Bill 815 which was signed into law by Governor Pritzker on June 17, 2021, becoming Public Act 102-0015. This Public Act made a number of changes to the state's 2022 election cycle, including the following:

- Added Section 5/2A-1.1c to the Election Code making November 8, 2022 a state holiday known as the 2022 General Election Day.
- November 8, 2022 is deemed a legal school holiday for purposes of the School Code and the State Universities Civil Service Act.
- Any closed school must be made available to the local election authority for use as a polling place for the 2022 general election.
- These provisions apply to the 2022 general primary election and general election only. They are both repealed effective January 1, 2023.

RECOMMENDATION: 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.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Juneteenth National Freedom Day Holiday

BACKGROUND: Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865.

Illinois Governor Pritzker signed legislation on June 16, 2021 amending the State Commemorative Dates Act, which provides that Juneteenth National Freedom Day shall be observed throughout the State as a holiday on June 19 of each year. Prior to this legislation, June 19 was not a holiday and Juneteenth was observed on the third Saturday of June. This legislation (HB 3922, Public Act 102-0014) is effective January 1, 2022.

The federal government made Juneteenth National Freedom Day a paid holiday with a 415-14 vote in the U.S. House of Representatives and a unanimous vote in the U.S. Senate.

The Illinois General Assembly made Juneteenth National Freedom Day a paid holiday with a 98 yes and 1 present vote in the Senate and a unanimous vote in the House.

Naming Juneteenth National Freedom Day as an official Rock Valley College holiday aligns with the Diversity and Equity Initiative tenet of the College's Strategic Plan. The estimated annual cost is approximately \$60,000.

RECOMMENDATION: 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.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Update to Board Policy 3:30.090
Family and Medical Leave**

First Reading

BACKGROUND:

Rock Valley College has an existing Board Policy 3:30.090 for Family and Medical Leave. The Family Medical Leave Act (FMLA) of 1993 is a Federal employment law requiring covered employers to provide eligible employees with unpaid but job-protected leave due to qualifying family and medical needs. Among other requirements, an employee must have worked at least 1,250 hours for the employer in the previous 12-month period to qualify for FMLA leave.

On August 10, 2021, Governor Pritzker approved House Bill 0012, which amended various Acts relating to educational institutions in Illinois. HB0012 provides that an employee of a community college district who has been employed for at least 12 months and who has worked at least 1,000 hours in the previous 12-month period shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act of 1993. The effective date is January 1, 2022.

RECOMMENDATION:

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 HB0012. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Revised Board Policy 3:30.090 Family and Medical Leave

FAMILY AND MEDICAL LEAVE
FIRST READING – November 23, 2021

Formatted: Centered

1. FAMILY AND MEDICAL LEAVE DEFINED:

In accordance with and subject to the *Family and Medical Leave Act of 1993* (the "FMLA") and the *Public Community College Act* ("PCCA"), unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take family and medical leave when the employee is unable to work because of the following reasons:

Deleted:

Deleted: FMLA

- a) The birth and first-year care of a child;
- b) The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
- c) To care for a child, parent or spouse who has a serious health condition, as those terms are defined by the FMLA;
- d) The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
- e) The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty service). "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care and additional activities as provided in the FMLA regulation; or
- f) To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. A "covered servicemember" means (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. *Covered veteran* means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible

employee takes FMLA leave to care for the covered veteran.

An employee seeking family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under the FMLA, an employee must:

Deleted: FMLA

- a) have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
- b) have been employed for at least 1250 hours of service over the 12-month period immediately preceding the commencement of the leave; and
- c) be employed at a worksite where Rock Valley College employs at least 50 employees within a 75 mile radius of that worksite.

To be eligible for family and medical leave under the PCCA, an employee must:

- a) have been employed by the College for at least 12 months; and
- b) have worked at least 1000 hours in the previous 12-month period.

The College will grant family and medical leave under the PCCA under the same terms and conditions as FMLA leave, as described further in this Policy.

Spouses employed by the College are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a dependent child or parent (but not a parent-in-law) who has a serious health condition as defined in the regulations implementing the FMLA. Spouses employed by the College are entitled to a combined total of 26 weeks if a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty exists.

Family and medical leave is unpaid. However, employees on family leave must use accrued vacation, personal or family leave for the birth or placement of a child for adoption or foster care. Employees must also use vacation, personal and/or sick leave to care for an immediate family member (spouse, child or parent, but not parent-in-law) or the employee's own serious health condition prior to being placed in unpaid status. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid. Employees are required to use available paid time off first, before unpaid leave is granted.

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2. JOB PROTECTION/REINSTATEMENT:

Upon return from an approved family or medical leave that is equal to or less than the aggregate maximum of 12 weeks required by law, an employee will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee is not entitled to job protection within the aggregate leave exceeds 12 weeks in any rolling 12-month period.

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However, Rock Valley College may refuse to reinstate:

- a) certain highly paid “key” employees after using family or medical leave. “Key employee is an eligible salaried employee who is among the highest paid ten percent of employees. Such employees would be notified of their status as a “key” employee in response to the employee’s notice of intent to take family or medical leave. The employee would be offered a reasonable opportunity to work. A final determination as to whether reinstatement will be denied will be made at the end of the leave period if the employee requests restoration.
- b) employees who would have been laid off or otherwise had their employment terminated had they continued to work during the period the family or medical leave was used.

3. REQUESTING FAMILY OR MEDICAL LEAVE:

An employee requesting family or medical leave is required to:

- a) provide 30-day advance notice before the leave is to begin to his/her supervisor and the Vice President of Human Resources when the need for family or medical leave is foreseeable. Where the need for leave is not foreseeable, the employee must give notice as soon as possible (within 1 to 2 business days of learning of the need for leave, except in extraordinary circumstances). Employees must provide at least verbal notice sufficient to make the College aware of their need for family or medical leave, and the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay in granting the leave;
- b) within fifteen calendar days after the College’s request for family or medical certification is made, provide a medical certification from the employee or family member’s health care provider supporting the need for a leave due to the employee’s own serious health condition or that of an immediate family member. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember and any other additional information in accordance with the FMLA’s regulations. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member’s active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty status in support of a contingency operation, the dates of the covered military member’s active duty service and any other additional information in accordance with the FMLA’s regulations. Failure to provide a satisfactory certification may result in a denial or postponement of a leave;
- c) provide periodic, (normally every thirty (30) days) written updates to the Vice President of Human Resources during the leave on the employee’s status and intent to return to work.

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The Human Resources Department will require clarification or authentication of medical certification that is incomplete or insufficient as needed in accordance with

the FMLA.

4. INTERMITTENT FAMILY AND MEDICAL LEAVE

An eligible employee may take family or medical leave on an intermittent basis in accordance with the FMLA's regulations. An employee needing intermittent leave must consult with the College regarding the scheduling of such leave so as to minimize the disruption to the College's operations.

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5. VACATION ACCRUAL AND GROUP HEALTH COVERAGE WHILE ON LEAVE:

An employee on family or medical leave is not eligible to accrue vacation time.

An employee on family or medical leave will continue in the group health insurance, life insurance and long-term disability programs under the same terms and conditions that the employee was covered prior to the leave. The employee is responsible for paying the employee's portion of the premiums associated with these programs while on family or medical leave. The obligation of Rock Valley College to continue an employee's medical coverage shall cease if the employee's premium payment is more than thirty (30) days late or informs Rock Valley College of an intent not to return to work at the end of a leave period. In the event either of the foregoing occur, or if the employee fails to return to work when the leave entitlement is used up, the employee shall be responsible for reimbursing the College for the employer-paid portion of the employee's benefits premiums. When an employee exhausts his or her family or medical leave and is unable to return to work, the employee will be entitled to continuing medical insurance coverage under COBRA.

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6. MEDICAL CERTIFICATION TO RETURN TO WORK

Upon return from a leave resulting from the employee's own serious health condition, the employee must provide the College's Human Resources Department with certification from a health care provider indicating that the employee is fit to return to work and able to perform the essential duties of his or her job. The College may deny the employee's return to work until the medical certification is submitted.

7. ADMINISTRATION OF POLICY

Rock Valley College intends to administer this policy in accordance with the requirements of the FMLA and any other applicable law pertaining to family and medical leaves. Therefore, this policy will be interpreted and applied in a manner that accords with all applicable legal regulations and requirements. Any leave of absence that is granted to an eligible employee under this policy or any other College policy, including but not limited to the Worker's Compensation policy, for a purpose specified above shall run concurrently and be credited against the 12-week benefit contained in this policy to the extent permitted by applicable law.

8. EXIGENCY AND SERVICEMEMBER FAMILY LEAVE

In accordance with the National Defense Authorization Act, an eligible employee who is the family member of a covered servicemember is permitted to take up to 26 work weeks of leave in a single 12-month period to care for a covered servicemember with a serious illness or injury incurred in the line of duty on active duty. These 26 work weeks include the 12 work weeks of job protection provided by Rock Valley College's Family and Medical Leave policy that will be available to eligible employees with a covered military member serving in the National Guard or Reserves to use for any "qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. Accordingly, all eligible employees shall be entitled to Exigency and Servicemember Family Leave, on a gender neutral basis, provided leave is taken in accordance with the following provisions.

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Applicable Definitions and Limitations.

A. Definitions

- (1) "Covered Servicemember," as used herein, shall mean a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in the line of duty.
- (2) "Qualified Exigency," as used herein, shall be defined to include one or more of the following exigencies as provided in the U.S. Department of Labor ("DOL") Regulations implementing the Military Family Leave provisions of the *Family and Medical Leave Act*:
 - (a) Short-notice deployment (for up to seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation);
 - (b) To attend military events and related activities;
 - (c) For childcare and school activities as enumerated by the DOL Regulations (29 C.F.R. Section 825.106(a)(3));
 - (d) To make or update financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty status or to act as the Covered Servicemember's representative before a federal, state or local agency to obtain, arrange, or appeal military benefits while the Covered Servicemember is on active duty or call to active duty status;
 - (e) To attend counseling provided by someone other than a health care provider for oneself, for the Covered Servicemember, or the Covered Servicemember's child or stepchild, provided that the need for counseling arises from the active duty or call to active duty status of the Covered Servicemember;

(f) To spend time with a Covered Servicemember who is on short-term, temporary rest and recuperation leave during the period of deployment (for up to five days for each instance of rest and recuperation);

(g) To attend post-deployment activities and address issues arising from the death of a Covered Servicemember while on active duty status; and

(h) To address other events which arise out of the Covered Servicemember's active duty or call to active duty status provided that the College and the employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

B. Exigency Leave. Eligible employees shall be entitled to a total of twelve (12) work weeks of unpaid leave during the twelve (12) month period because of any "Qualifying Exigency" arising out of the active duty or call to active duty in the Armed Forces in support of a contingency operation of the employee's spouse, son, daughter or parent, subject to the following:

- (1) the employee must state a qualifying reason for the needed leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;
- (2) leave may be taken on an intermittent basis (in separate blocks of time) or reduced schedule (reducing the usual number of hours per week or per day) because of a "Qualifying Exigency," subject to the requirements and limitations set forth in the FMLA Regulations; and
- (3) the College may require requests seeking leave due to a "Qualifying Exigency" be supported by a signed Certification of Qualifying Exigency for Military Leave in the form provided by Rock Valley College.

C. Servicemember Family Leave. Eligible employees (the spouse, son, daughter, parent, or next of kin of a Covered Servicemember) shall be entitled to a total of twenty-six (26) work weeks of unpaid leave during a single twelve (12) month period to care for a Covered Servicemember (beginning the first day the eligible employee takes leave to care for a Covered Servicemember) provided that the Covered Servicemember's injury or illness renders him or her medically unfit to perform duties of the member's office, grade, rank or rating, subject to the following:

- (1) the employee must state a qualifying reason for the leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;
- (2) a husband and wife who are both employed by the College and both eligible for leave, are only permitted to take a combined total of twenty-six (26) weeks of leave during a single twelve (12) month period;

Deleted: <#>Eligibility. To be eligible for Exigency or Servicemember Family Leave, an employee must either:¶

¶ have been employed for at least twelve (12) months (the 12 months need not be consecutive);¶

¶ have been employed for at least 1,250 hours of service during the previous twelve (12) month period immediately before the beginning of the leave; and¶

¶ be employed at a worksite where Rock Valley College employs at least 50 employees within 75 miles of that worksite.¶

¶ The twelve (12) month period during which the twelve (12) weeks of Exigency leave entitlement occurs shall be calculated based upon a rolling 12-month basis.¶

- (3) leave to care for a Covered Servicemember and leave for any other FMLA-qualifying event may not exceed twenty-six (26) weeks in a single twelve (12) month period;
- (4) leave may be taken on an intermittent basis (in separate blocks of time due to a single illness or injury) or reduced schedule (reducing the usual number of hours per week or per day) if medically necessary; and
- (5) The College may require that requests seeking leave for Servicemember Family Leave be supported by medical certification from the Covered Servicemember's health care provider sufficient to establish that the Covered Servicemember is in need of care. Such medical certification must be submitted within 15 calendar days after the Superintendent or his or her designee requests the certification.

In cases where the College has reason to doubt the validity of a medical certification it may seek authentication or clarification in accordance with DOL Regulations (29 C.F.R. Section 825.307(a)).

The College reserves the right to request certification at a later date in cases where it does not initially request medical certification to support the leave request but it later has reason to question the appropriateness or duration of the leave. The College may deny a leave request, for foreseeable leaves, or deny continuation of leave, for unforeseeable leaves, until the employee provides the required certification.

D. Substitution of Paid Leave. Other available paid vacation, personal or family leave must be substituted for Exigency and Servicemember leave prior to being placed in unpaid status. Where leave is necessitated by the care for a seriously ill or injured Servicemember, sick leave must be used prior to an employee being placed in unpaid status. Any substitution required by this policy will count towards the employee's Exigency or Servicemember Family Leave entitlement. The College will pay sick leave only under circumstances permitted by the applicable sick leave policy. Use of Exigency or Servicemember Family Leave shall not necessarily preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, or 26 weeks where applicable, provided that the use of Exigency or Servicemember Family Leave shall not serve to extend such other unpaid leave.

E. Notice. When practicable, employees must provide at least 30 days' notice to the College of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given as soon as practicable. Employees shall provide at least verbal notice sufficient to make the College aware that he or she needs Exigency or Servicemember Family Leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in the delay in granting the requested leave until at least 30 days after the date the employee provides notice.

- F. Continuation of Health Benefits.** During Exigency or Servicemember Family Leave, employees are entitled to continuation of health benefits that would have been provided if they were working. If the College contributes a portion of an employee's health plan premiums during a period of unpaid Exigency or Servicemember Family Leave, it may recover the amount of such payments if the employee fails to return to work after such leave has been exhausted or expires, as provided under the FMLA.
- G. Return to Work.** An employee returning from Exigency or Servicemember Family Leave will be given an equivalent position to his or her position before the leave, subject to the College's reinstatement policies and practices set forth in its [Family and Medical Leave](#) policy and FMLA regulations.
- H. Implementing Procedures:** Rock Valley College may develop procedural guidelines to implement this policy consistent with the Family and Medical Leave Act.

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[Link to Administrative Procedure for this Policy](#)

Reference: Board Report 6575; [Board Report xxxx](#)
 Implemented: January 16, 2009
 Revised: April 8, 2014, _____, 2021

Deleted: _____, 2021

**Update to Board Policy 3:30.110
Victims' Economic Security and Safety Act**

First Reading

BACKGROUND:

Rock Valley College has an existing Board Policy 3:30.110 for Victims' Economic Security and Safety Act (VESSA). VESSA currently allows employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. The Act also prohibits employers from discriminating against employees who are victims of domestic or sexual violence or who have family or household members who are victims of domestic or sexual violence.

On August 20, 2021, Governor Pritzker approved House Bill 3582, which amends VESSA. HB3582 provides that victims and family members of victims of other crimes of violence (such as criminal homicide, bodily harm, harassing and obscene communications, terrorism, or armed violence, in addition to victims of domestic violence, sexual violence, and gender violence) are subject to the provisions of the Act regarding unpaid leave and prohibited discriminatory acts. It also amends the Unemployment Insurance Act, which provides that victims of crimes of violence shall not be barred from collecting voluntary leave benefits. The effective date is January 1, 2022.

RECOMMENDATION:

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 HB3582. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Revised Board Policy 3:30.110 Victims' Economic Security and Safety Act

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)
FIRST READING - November 23, 2021

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Rock Valley College will grant full-time and part-time employees up to a total of 12 workweeks of leave to address domestic violence.

Rock Valley College will grant employees unpaid leave in accordance with the *Victims' Economic Security and Safety Act* ("VESSA" or "the Act"), 820 ILCS 180/1, et seq. The Act provides an employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence as defined by VESSA, or who has a family or household member who is a victim of such crimes of violence, the right to take up to a total of 12 workweeks of unpaid leave from work during any 12-month period to address the violence by:

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(A) seeking medical attention for, or recovering from, physical or psychological injuries caused by any crime of violence to the employee or the employee's family or household member;

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(B) obtaining services from a victim services organization for the employee or the employee's family or household member;

(C) obtaining psychological or other counseling for the employee or the employee's family or household member;

(D) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future crimes of violence or ensure economic security; or

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(E) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from any crime of violence.

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Such leave shall not be available to an employee to address violence against the employee's family or household member if the employee's interests as they relate to the violence are adverse to the interests of the family or household member.

The Act governs the requirements, scheduling, continuity of benefits, and all other terms of the leave. This Act prohibits the College from discharging, discriminating, or retaliating against any employee who exercises his or her rights to take such unpaid leave. If the basis for an employee's leave under the Act also qualifies for FMLA leave, both leaves will run concurrently.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6149
Implemented: March 24, 2009 _
Revised: ~~April 8, 2021~~

Re-inserted April 8, 2021 ak

**Repeal of Board Policy 3:30.140
Non-Union Employees Retirement Incentive**

BACKGROUND: On September 22, 2015, on Board Report #7239, the Board of Trustees established a temporary, one-time retirement incentive for up to 10 non-union employees by adopting Board Policy 3:30.140. The College has since discontinued offering similar retirement incentives to union employees and determined that continuing to offer the retirement incentive to non-union employees is no longer in the best interest of the College.

RECOMMENDATION: 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 Reviewed.

Howard J. Spearman, Ed.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Board Policy 3:30.140, Non-Union Employees Retirement Incentive

NON-UNION EMPLOYEES RETIREMENT INCENTIVE POLICY

1. The Benefit

An employee providing an irrevocable seven months to one year written notice of retirement to the College's Vice President of HR, for a retirement effective on or before June 30, will be entitled to receive a 6% raise in base pay for the current fiscal year to be applied retroactively to July 1.

2. Eligibility

To be eligible for the retirement incentive employees must meet one of the following criteria at the time notice of retirement is provided:

- a. 62 years old and 15 years of RVC service;
- b. 55 years old and 20 years of RVC service;
- c. Any age with 30 years of RVC service.

There must also be no additional SURS contribution or penalty on the College as a result of the employee's retirement.

3. Limitation

The College reserves the right to limit participation in this one-time incentive to ten (10) employees. The benefit will be granted on a first come first served basis.

4. The 6% Cap

The College will increase eligible employee's annual earnings through application of this incentive by no more than 6% of the employee's fiscal year salary. Earnings for purposes of this provision are defined as any earnings used to calculate the Final Rate of Earnings (or FRE) as defined by SURS. Any amount of money that the employee would have been entitled to through this incentive program that exceeds the 6% (maximum \$5,000 non-SURS eligible) will be paid to the employee as a post retirement service bonus.

**Intergovernmental Agreement:
Rock Valley College and Boone County Sheriff's Department
E-9-1-1 Center**

BACKGROUND: The Intergovernmental Agreement between the Boone County Sheriff's Department and Rock Valley College Community College District 511 establishes and formalizes the ability for the Rock Valley College Police Department officers to utilize the Boone County Sheriff's Department E-9-1-1 Center to monitor and dispatch RVC officers while traveling and working in Boone County. There is no cost to RVC to utilize these services.

RECOMMENDATION: 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.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**AN INTERGOVERNMENTAL AGREEMENT BETWEEN
ROCK VALLEY COLLEGE COMMUNITY COLLEGE DISTRICT 511
AND THE BOONE COUNTY SHERIFF'S OFFICE E-9-1-1 CENTER
FOR THE DISPATCHING OF EMERGENCY SERVICES**

This Intergovernmental Agreement (hereinafter referred to as "IGA") is being entered into by and between Rock Valley College Community College District 511 (hereinafter referred to as "RVC") and the Boone County Sheriff's Office E-9-1-1 Center (hereinafter referred to as "BCSO 911"), for the purpose of alerting, dispatching and monitoring Emergency Services Unit personnel. This IGA is executed to be effective as of the _____ day of _____ 2021.

WITNESSETH

WHEREAS, BCSO 911 operates a twenty-four (24) hour public safety communications center that provides police, fire, and Emergency Medical Services (hereinafter referred to as "EMS") communications; and

WHEREAS, RVC operates an Emergency Police Services Unit to provide all students, staff, and visitors to the college with trained responders service in times of police, fire, and EMS emergencies or disasters, whether natural or man-made; and

WHEREAS, pursuant to Article VII, section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), units of local government may contract to share services or perform any activity authorized by law,

NOW, THEREFORE, in consideration of the mutual covenants and agreement herein set forth and other good and valuable consideration, the parties hereto agree to the following:

1. The provisions of the preamble are incorporated herein and made a part thereof.
2. BCSO 911 will dispatch requests for RVC non-emergency police services and emergency services and alert RVC Police members of such via Boone County Sheriff's Office Starcom radio frequencies or other necessary frequency.
3. Any direct or unique costs for BCSO 911 to provide this service to RVC shall be the responsibility of RVC; this includes but is not limited to any radio receiver equipment carried by RVC Police officers. Any direct or unique costs will be approved in writing by RVC prior to such costs being incurred.
4. BCSO 911 shall provide alerting service for RVC personnel in addition to monitoring radio traffic, logging activity, and unit status changes and updates, as well as ancillary dispatch services directly related to calls for service within RVC's jurisdictional boundaries.
5. The parties agree to meet on a quarterly basis upon request from either party.
6. This IGA will be in effect for two years unless otherwise terminated as provided herein. At the conclusion of its initial term, this IGA may be renegotiated by the involved parties.
7. It is the intent of the parties that this IGA shall continue in effect until expiration or termination in accordance with these Paragraphs 6 and 7 herein. Either party may terminate this IGA for cause or convenience upon sixty (60) days written notice being provided to the other party.

8. Notices required pursuant to this Agreement shall be in writing and mailed to the following individuals via first-class mail (registered or certified, return receipt requested):

For the BCSO 911: Boone County Sheriff's Office
Boone County Sheriff
615 N Main St
Belvidere, Illinois 61008

For RVC: Rick Jenks
Vice President Operations
3301 N Mulford Road
Rockford, Illinois 61114

With a copy to: Matthew J. Gardner
Robbins Schwartz
55 W Monroe, Suite 800
Chicago, Illinois 60603

9. The parties of this IGA will each maintain all required insurance, and each shall be solely responsible only for the actions of their own employees. BCSO 911 shall not be responsible for the response of RVC to the alerting of their personnel. Nothing herein shall be construed as an express or implied waiver of any common law and/or statutory immunity or privilege of either BCSO 911 or RVC or any of their respective officials, officers, employees, volunteers, or agents as to any liability whatsoever.
10. Except as specifically provided herein, each party of this Agreement shall indemnify and hold harmless and defend the other party against all losses and damages, or expenses, and including reasonable attorneys' fees arising out of or resulting from claims or actions for bodily injury, death, property damage, or other injury or damage caused by any negligent act or omission of such party, its officials, officers, employees or agents in the execution or performance of this Agreement (except to the extent caused by the negligent act or omission of the other party, its employees, or agents) or to the extent arising from the indemnifying party's breach of this Agreement.
11. The parties agree to use their reasonable best efforts to resolve any dispute hereunder through good faith negotiations. If a dispute arises out of or relates to this Agreement, or the alleged breach thereof, and if the dispute is not settled through negotiation, the parties first to try in good faith to settle the dispute by mediation with a local mediator before resorting to litigation. The cost of mediation shall be divided equally between the parties.
12. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to conflicts of law principles.
13. This Agreement and any written addendum to it executed in writing by the parties constitute(s) the entire contract between the parties, supersedes any agreement previously entered into between the parties regarding the general and specific subject matter hereof and may be changed, modified, or amended only by mutual written agreement executed by the parties.
14. In the event any one or more of the provisions contained in this Agreement shall be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this

Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore, remain in effect.

15. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this IGA to be executed as of the month, day, and year above written.

Boone County Sheriff's Office E-9-1-1 CENTER

BY: _____ (signature)

BY: _____ (printed)

Title: _____ (printed)

ATTEST: _____ (signature)

ATTEST: _____ (printed)

Title: _____ (printed)

ROCK VALLEY COLLEGE COMMUNITY DISTRICT 511

BY: _____ (signature)

BY: _____ (printed)

Title: _____ (printed)

ATTEST: _____ (signature)

ATTEST: _____ (printed)

Title: _____ (printed)

4853-0931-5251 v.1

**Amendment to Intergovernmental Agreement:
University of Illinois Board of Trustees
SHIELD Program Covid-19 Testing Support Agreement**

BACKGROUND: On May 25, 2021, an Intergovernmental Agreement (IGA) was created between the Board of Trustees of the University of Illinois and Rock Valley College Community College District 511. Under the Agreement, Rock Valley College was designated as a SHIELD Illinois COVID-19 testing site. Due to the ongoing need for COVID-19 testing in the state of Illinois, the University of Illinois has requested an extension of this IGA from December 31, 2021, to June 30, 2022.

RECOMMENDATION: 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.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees



UNIVERSITY OF ILLINOIS SYSTEM

AMENDMENT TO THE COVID-19 TESTING SUPPORT AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS

AND

Rock Valley College Board of Trustee

By signing below, The Board of Trustees of the University of Illinois, a body corporate and politic of the State of Illinois ("University"), and Rock Valley College Board of Trustee ("Customer") agree to amend the COVID-19 Testing Support Agreement ("Agreement"), identified as University contract number CN-00054344 effective 25-May-21, as follows:

The termination date in the Agreement of "December 31, 2021" is deleted and replaced with "June 30, 2022."

All other terms and conditions of the Agreement remain in effect.

Offeror:
The Board of Trustees of the University of Illinois

Customer:

By: _____

Paul N. Ellinger, Intèrim Comptroller by
Daniel Szajna, Director of System
Purchasing & Support Services
2021.10.26 09:53:40 -05'00'

Date Stamp: _____

By: _____

Name: _____

Title: _____

Date: _____

**Intergovernmental Agreement:
Rock Valley College and the County of Winnebago, Illinois
Cold Forming Training Center Site**

BACKGROUND:

Rock Valley College would like to move the Cold Forming Training Center site from its current location at 424 Buckbee Street to the Criminal Justice Center (CJC) located at 650 West State Street, Rockford, Illinois. The current lease at 424 Buckbee Street expires on December 31, 2021. Winnebago County has agreed to lodge the equipment and program at the CJC and enter into a lease agreement with Rock Valley College for use of the space for the cost of one dollar a year. Rock Valley College agrees to cover the cost of moving the equipment and installing the electrical and HVAC requirements for the equipment in the new space located inside the CJC. The lease would be for five years with the option for a renewal.

In addition, Rock Valley College is looking for a location to store the RVC Technology Bus during the winter months. Currently, the bus is stored at 424 Buckbee Street, but this space will not be available after the lease expires on December 31, 2021. Winnebago County has agreed to store the RVC Technology Bus at its building located at 720 West Chestnut Street, Rockford Illinois and enter into a lease agreement with Rock Valley College for use of the space for the cost of one dollar a year. The lease would be for five years with the option for a renewal.

This Intergovernmental Agreement also allows Rock Valley College to provide the Cold Forming Program educational instruction to members of the community, as well as to inmates of the Winnebago County Jail while they are still incarcerated, thereby giving them marketable skills upon their release.

RECOMMENDATION:

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.**

Howard J. Spearman, Ph.D.
President

Board Approval:

Secretary, Board of Trustees

INTERGOVERNMENTAL AGREEMENT

BETWEEN COMMUNITY COLLEGE DISTRICT 511 AND
THE COUNTY OF WINNEBAGO, ILLINOIS

THIS AGREEMENT (“Agreement”) made this ___ day of _____, 2021 (“Effective Date”), by and among the COUNTY OF WINNEBAGO, Illinois (hereinafter “County”) and COMMUNITY COLLEGE DISTRICT 511 d/b/a ROCK VALLEY COLLEGE, with its principal office located at 3301 N Mulford Road, Rockford, Illinois, an Illinois public community college district (hereinafter “College” or “RVC”) (collectively, the “Parties”).

WHEREAS, the College has established the Cold Forming Training Center at 424 Buckbee Street, Rockford Illinois. This site consists of a lab area and a small classroom. The lab area has several pieces of cold forming equipment “header machines” and machine tools. Most of the cold forming equipment was donated to the College for this program. The College is the owner of this equipment; and

WHEREAS, the College wishes to move out of the 424 Buckbee Street address and is looking for a location to move their Cold Forming equipment while it develops a plan to either develop a permanent location for the program or liquidate the equipment. In addition, the College needs a place to store the RVC Tech Bus during the winter months that is out of the elements; and

WHEREAS, the County owns and operates the Criminal Justice Center (CJC) building located at 650 W State Street, Rockford Illinois. This building lodges the Winnebago County Sheriff’s Office. The building also lodges the Winnebago County Jail and has loading docks and industrial rated floors and electrical ability to accommodate the Cold Forming Equipment. The County also owns 720 Chestnut Street Rockford, Illinois. This building is an old industry building with a large enclosed loading dock bay.

WHEREAS, both parties have an existing agreement to conduct Computer Numerically Controlled (“CNC”) training for inmates at Winnebago County Jail that is very successful. Both parties are interested in expanding the existing training to include a Cold Forming Training curriculum that can be utilized by the County to train inmates and by the College to train the general public; and

NOW, THEREFORE, the Parties agree as follows concerning the relationship between the County and the College:

I. LOCATION

- A. The County agrees to lease a room called the “Southwest Garage Warehouse Room 0109”, consisting of a room approximately 50 x 70 feet, located in the basement of the CJC to the College for the fee of one dollar (\$1) per year to utilize as the Cold Forming Training Center. This area is located next to the Winnebago County Jail and inmates can exit the jail and enter directly into the classroom location. In addition, traditional RVC students (non-inmates) shall be able to access the area from the lower level entrance of the CJC located near the loading docks. Traditional RVC students (non-inmates) and RVC instructors shall be subject to security screening when entering the Southwest Garage Warehouse Room. The County also agrees to provide parking spots for up to 8 RVC students and one instructor during times when RVC will be conducting training for these students. The County will provide access to restroom facilities located in the loading dock area of the CJC for RVC Students and access to and from the building for breaks, and/or lunch.
- B. The County also agrees to lease the large enclosed loading dock space located at 720 Chestnut Street to the College for the fee of one dollar (\$1) per year to utilize as an indoor storage location for the RVC Tech Bus. The effective dates of said storage for the RVC Tech Bus will be from the second full week of December to the third full week of March each year. The College agrees to leave a key in the bus to allow the County to move the Bus as needed in order to move other County equipment or material into or out of the building. The County agrees to pay for any damages to the Tech Bus should a County employee damage the bus during any movement. Should the County not wish to move the bus, RVC shall make available a RVC employee to move the bus for the County, at no charge. The County must give the College as much advance notice as possible but at least a four hour notice if RVC is requested to move the bus. All individuals, whether County or RVC, shall have the proper licensing in the State of Illinois to operate a bus.

II. MOVING OF EQUIPMENT AND ALTERATIONS

The College agrees to move the listed equipment (see Appendix A) into the CJC Southwest Garage Warehouse Room 0109 located at 650 W. State at no cost to the County. RVC shall, after completion of section IV Inmate Class Contract, utilize an electrical contractor to install the necessary electrical needed for the installation of the Cold Forming Equipment, with RVC paying the entire cost of said necessary electrical for said installation of the Cold Forming Equipment. Any and all necessary said electrical needed for said installation of the Cold Forming Equipment must receive written consent from the County's Facilities Engineer before installation. In addition, RVC shall work with an HVAC contractor to determine if any necessary exhaust system is needed and install the necessary exhaust system at no cost whatsoever to the County. Any and all necessary said exhaust system must receive written consent from the County's Facilities Engineer before installation. The College is under no obligation to install the equipment referenced in this Section II or any other equipment, and has the discretion whether to proceed with the installation after receiving the County's consent.

III. OTHER EQUIPMENT

The College agrees to also provide classroom tables, chairs, white board, tools and other supplies necessary to conduct the training for inmate and RVC student Cold Forming classes.

IV. INMATE CLASS CONTRACT

The County agrees to work with the RVC Business and Professional Institute to develop a contract and fee structure for RVC to provide the curriculum and educational instruction to Winnebago County inmates, similar in nature to the original CNC instructional program that currently exists.

V. TIMELINE

Due to RVC's need to be out of the current location for the Cold Forming Training Program site by December 31, 2021 both parties agree to the following items:

- RVC shall be allowed to move all equipment (see Appendix A) into the CJC Southwest Garage Warehouse Room 0109 during the month of December 2021.

- The County shall have the Southwest Garage Warehouse Room 0109 free and clear of all materials and items that are currently in said Room, except for the air compressor for smoke control, by December 10, 2021.
- Parties shall work on to develop the Inmate Class Contract and after an agreement is reached, RVC shall complete the installation of the electrical and any HVAC requirements.

VI. INDEMINFICATION AND HOLD HARMLESS.

To the fullest extent permitted by law, each Party to this Agreement shall protect, indemnify, save, defend, and hold harmless the other Party, including its, officers, individual board members, officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damage to any property or any injury to any person occurring in, on or about Southwest Garage Warehouse Room 0109, penalties, causes of action, costs and expenses, arising indirectly or directly in connection with or under, or as a result of this Agreement, but only to the extent caused by any negligent or wrongful act or omission of the indemnifying Party. The Party providing the indemnification shall be allowed to raise on behalf of the other Party any and all statutory and/or common law defenses to such claim or action which the other Party might have raised, including but not limited to any defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et seq. (1991).

VII. MISCELLANEOUS

- A. **Term and Termination.** The term of this Agreement shall be for the period commencing December 1, 2021, at 00:01 hours, and expiring on December 1, 2026, at 24:00 hours, unless terminated earlier. Either party may terminate this IGA at any time, for any reason, by providing to the other party ninety (90) days advance written notice. This IGA shall be automatically extended (upon the same terms and conditions) for a one-year term commencing on July 1, 2021 and on July 1 of each subsequent year (if applicable), unless either party has provided to the other party ninety (90) days advanced written notice of non-extension.

B. **Notices.** All notices which are required or permitted to be given by either Party to the other pursuant to any provisions of this Agreement shall be in writing, and delivered personally (including delivery by a regular messenger or courier service), by overnight express deliver, or by mail. Mailed notices shall be sent by United States Certified or Registered Mail, return receipt request, postage prepaid and shall be deemed delivered two (2) business days after posting. Personally delivered notices and notices deliver by overnight delivery shall be deemed delivered at the time of actual delivery or at the time of attempted delivery (as attested in writing by the person attempting delivery) in the event the intended recipient refuses to accept delivery. The notice addresses of the Parties are as follows:

For Rock Valley College:

Rick Jenks
Vice President of Operations / Chief Operation Officer
Rock Valley College
3301 N Mulford Rd.
Rockford, IL 61114

For Winnebago County:

Gary Carauna
Winnebago County Sheriff
650 W State St.
Rockford, IL 61102

Shawn Franks
Facilities Engineer
Winnebago County Facilities
400 W. State St., Room 020
Rockford, IL 61101

C. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstance other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each remaining term and provision hereof shall be deemed valid and enforceable to the fullest extent permitted by law.

- D. **Counterparts.** This Agreement may be executed in one or more counterparts, which together shall constitute the original. Faxed or electronic signature will be accepted as originals.
- E. **Choice of Law.** This Agreement is governed and construed in accordance with the laws of the State of Illinois to the extent applicable.
- F. **Authorization.** Both Parties hereto acknowledge and represent that their respective boards/councils have fully approved this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Intergovernmental Agreement as of the date set forth above at Winnebago County, Illinois.

**BOARD OF TRUSTEES OF
ROCK VALLEY COLLEGE**

COUNTY OF WINNEBAGO, ILLINOS

By: _____

By: _____

Its: _____

Its: _____

ATTEST:

ATTEST:

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

WINNEBAGO COUNTY SHERIFF'S OFFICE

Gary Caruana
Winnebago County Sheriff

Date: _____

ICCTA REPRESENTATIVE REPORT

November 12-13, 2021 meeting

The November 2021 meeting format was identical to the September 2021 format. This meeting was held in Schaumburg, Illinois.

After registration I joined the Trustee Roundtable discussion. This part of the program includes all the trustees who attend – and all trustees are invited to attend. The only difference is that only the RVC Trustee representative, yours truly, may cast a vote at the Saturday two hour meeting of the ICCTA Board of Representatives on ICCTA business.

The premise of the Trustee Roundtable is that the trustees from each college represented sit around a long rectangle of tables and chairs sitting next to each other. The Chairman of the Roundtable stimulates discussion by reading discussion questions submitted by trustees before the meeting. After the question is read comment goes around the room and each trustee weighs in from the perspective of their Community College. Just like playing “telephone” discussions can get wide-ranging, but they are interesting and very informative.

The discussion generally centered on the issues of technical education, Covid compliance and declining enrollment. There were many new programs mentioned by the trustees from the various colleges.

Among those programs were courses offered centering on the theory of recognizing a community need and servicing it promptly. Trustee after trustee mentioned how important it was to meet with local community businesses and get input into course offerings. A trustee mentioned how important it was to meet with local community businesses and get input into course offerings. A trustee mentioned flexibility – the course designs even developed five years ago may be outmoded today illustrating a need for faster lead time and listening to outside advice.

Heartland Community College in Bloomington talked about their partnering with Rivian the budding electric car manufacturer – and already the third largest employer in McClean County. As part of their partnership they asked and received instructors from Rivian to teach classes that teach contemporary skills that both Rivian and others need.

The trustees identified welding and truck driving classes as veritable relief packages for enrollment. There was talk that the colleges could not produce truck drivers fast enough to meet demand.

The trustees also talked about a class in police science – mental health and the policeman that was very popular. In addition, certificates are available for Drone operation, and in Cannabis industry business skills. Some community colleges are expanding their agricultural class offerings. Trustees talked about minority small business grants availability to start new businesses.

Virtual reality was a topic discussed both as course offerings and instruction. Community College professors appear to be enthusiastic about virtual reality technical and regular courses.

The trustees discussed the importance of stackable certificates of completion and tying those into a degree. They also mentioned more than once partnering with the local businesses in the district – Amazon comes to mind.

Another new curriculum is one in current industrial maintenance; a sustainability degree and certificate courses in the solar panel business, wind technology with underground wind tunnels to help measure the physics of wind were mentioned. The new fields of Data Mining and A.I. were discussed.

The strategy of working with your big box businesses and hospitals was offered as a way to get these larger companies to your college. The tradeoff is a more educated employee in exchange for their tuition.

The importance of increasing the number of Veteran students was discussed. Needs for successful coaching strategies, help with financial benefits and social inclusion programs was mentioned to help with attraction and retention of students. With the varying ages of our student population many have a sense of being different, but everyone wants success.

It was also noted, however, that the community college must maintain its mission to make sure we teach critical thinking. As the learned trustee said, “Jobs come and go, but critical thinking is necessary to survive in our world.” The trustee mentioned you have to look no further than people denying the Covid Vaccine.¹

Covid was dealt with somewhat summarily. Most colleges claimed to be in compliance with Governor Pritzker’s lawful Order, the question being the level of enthusiasm. At one college the trustees were headed for a vote on an issue flash pint. My comment was Boards should use caution getting involved because it is the College President’s job to enforce government mandates. The Boards only remedy is to dismiss the President, and hire someone who would enforce the know-nothing, anti-science Covid denial position.

It was noted that the trustees should adhere to their college’s policy and Covid restrictions. This included wearing masks in our meetings which was mostly (but not always) done.

At lunch I met some new people including a one-year trustee from College of DuPage who had never been in politics before running for the COD Board of Trustees. It is always interesting to meet new people. I also met a Trustee who was a Chicago Heights Policeman and head of the new Police Chaplain’s program. Another Trustee came to his table to talk about a murdered offspring of a friend of hers with my new friend. We do have it good at RVC.

¹ FYI: Three firms within North Carolina’s research triangle are on contract with D.O.D. to develop vaccines within 60 to 90 days if necessary.

The afternoon began with the seminar, “You’re on the Board, Now Elevate your Game”, presented by Attorney Caty Locallo – also a hockey Mom of our own Robbin Schwartz. She covered four parts in the seminar: Parliamentary Procedure Made Easy, Hot Open Meeting Act (OMA) Topics, Communication and Social Media Guidelines, and Highly Effective Boards.

The highlights of the three hour forty-five minute presentation included that as a General Rule, there should be no surprises at trustee meetings. Also use a Consent Agenda to pass non-controversial items all at once. On Zoom meetings all votes must be by roll call. (I guess we are still in session!) In addition, there must be a verbatim recording of the entire Zoom meeting.

While it was discussed how to shorten meetings the COD trustees reported they have had two six hour meetings in the last couple of months. The tips for shortening meetings boiled down to more transparency and knowledge about college business, better planning and organization in the agenda, and keep to the point treating your fellow trustees with respect.

Another couple of important tips – DO NOT TEXT another trustee or college employee or student during official board meetings. If so the law requires those texts be saved for four years. As a Trustee as long as you are not in a convened meeting – which would include a three way text among trustees – you can text as you please. However, any text that is on a private device is discoverable if it is with an employee of the college.

If you get on social media do not talk about college business without marking it private. Be careful about accepting friend requests as you are a public official. Print a disclaimer at the top of the page.

Finally Board members have a fiduciary, legal, fiscal responsibility and moral duty to the college. There is no special board liability insurance. Check your homeowner’s insurance and obtain a rider, if necessary, to be absolutely sure you have coverage from something like a false lawsuit claiming you steered contracts to various bidders. Without a separate board liability policy the normal insurance company could either deny coverage or defend under a reservation of rights and try to charge you for costs after defending you.

The Committee Meetings came at the end of the day. The Finance Committee. The annual accounting report was covered in the September meeting. The meeting discussed the one investment ICCTA has, a \$247,000 investment in a 22 month C.D. due 11/28/21, and how to increase the return. We also discussed weaknesses in procurement on the community college level and the potential for establishing an ICCTA Procurement Board. Along these lines the Committee addressed the desire for many colleges to spend in their district, i.e. do business locally. Finally, notice was given of a long look at dues structure.

Next was the Diversity Committee. After only a small amount of hand-wringing the Committee adopted an Anti-Racism statement to move up the chain to be adopted by the ICCTA Board of Representatives after being reviewed by the ICCTA Executive Committee. Next on the committee’s agenda is a statement on LBGTQ issues. The Committee did endorse the concept of acknowledging November as Native American celebration month.

The Government Relations & Public Policy Committee met at the last time slot on November 1, 2021. The big issue was House Bill 2778 which has not yet been sent to the Governor, but the Governor is aware of it, and has said he will either veto it, or use his Amendatory Veto. The bill has union support.

The bill provides for the mandatory payment of wages for Covid infected individuals who must take off work because of a Covid infection. Unfortunately, there was little collaboration with the colleges on any limits of hours any part-time employee had to work to qualify, or any number of days for which a qualified employee would be paid. There may be work on this bill in the upcoming state legislative session.

The Governor has advised the colleges do not expect the cessation of state mandates anytime soon. Also, the office expects a Covid surge after the Christmas holiday in Illinois.

The primary goal in 2021 remaining is the passing of the next fiscal budget. Due to the upcoming election, most legislative votes will be relatively safe translate not controversial.

On the federal side the passage of the Infrastructure Bridges and Roads bill was the lead mention. There is grant money available for road and bridge construction, a small Pell Grant increase, a denial of benefits to the For Profit Colleges, \$500 million for retention programs including \$142 million for individuals, \$600 million in Perkins money for continuing education programs translate adult high school diplomas. Most of all there is disappointment because the monies to pay for free Community College tuition was removed from the federal bills either passed, or still being considered.

The idea of what kind of lobbying day activity for ICCTA on the state side was discussed. Regional meetings with state senators and legislators seemed to be the preferred way to lobby. The traditional go to Springfield for a lobby day has been displaced by Covid concerns and the intendant uncertainty.

Finally, I learned that at one point Lewis and Clark Community College had spent \$1.2 million on their own lobbyist team in one year by their now retired President. A question the trustees may want to consider is to retain a lobbyist for RVC.

The last meeting attended was the meeting of the ICCTA Board of Representatives on Saturday morning. The President's Report mentioned the ACCT annual meeting this past month and the upcoming ACCT legislative meeting March 11, 12, 2022 in Washington, D.C. At this point I would ask that joining the ACCT be placed on the next Committee of the Whole.

The other topic mentioned was the ad-hoc committee on dues. The dues structure has not been revised in twenty years although there have been periodic dues increases by percentage under the existing structure. According to the ICCTA President this is a slow discussion to determine if there should be any changes recommended, and if so what kind of changes, and what would be their effect.

Next came the report of the ICCTS's Executive Director Jim Reed. Mr. Reed announced he has been traveling the state visiting various colleges to offer aid and ideas. He mentioned we had three ICCTA individuals elected to posts in the ACCT at the recent conference in San Diego. He reviewed the federal legislation affecting community colleges in greater detail.

Committee Reports were next presented among the highlights not already described in this report were six, six to ten minute videos available, or to be made available for trustees on Trustee Fiduciary Duty, Implementation of OMA, Immunity for Trustees under Illinois Law, Trustee Board Responsibility under FOIA, How to Prepare for Board Discussion, and An Overview of the Community College Act.

A special note that information was presented that the Governor is having monthly diversity meetings which the ICCTA is being required to attend dealing with college spending with diversity-owned businesses. The stated goal is that 20% of community college spending on professional services including accounting and attorney's fees, as well as regular vendors should be made. In addition, the committee is looking at how to promote local district procurement.

The ICCTA announced that it had met with Martin Torrez, the new State Deputy Director of Education. Our hopes for help with increasing attendance and Covid compliance were expressed. It was also announced that our college Presidents were meeting with the state college Presidents of four year colleges at a November 22, 2021 retreat. The Governor looks with favor on the vaccination rates at community colleges which exceed community averages. There is talk of a 5% increase in funding for all of higher education. There is also anticipation of state Covid mandates for the foreseeable future. As you know, we may be tired of Covid, but Covid is not tired of us.

As always, I am happy to answer any inquiries.

Respectfully submitted,



JOHN M. NELSON

JMN/jr

Student Trustee Report
Evelyn Molina—Student Trustee
November 23, 2021
Regular Board of Trustees Meeting

Whether you think the Christmas celebration begins on November 1st or after Thanksgiving, the holiday spirit is starting full swing at Rock Valley College. Many holiday activities have been planned for the last few weeks of the semester, providing students with a break from the madness of finishing the semester. One of the activities we are most excited about is The Festival of Trees! Each participating RVC club will be given a Christmas tree which they will decorate, all with hopes of winning the title of best RVC Christmas tree. SGA will be participating; our theme is planned out and ready for decorating. If you wish to find out what our theme is, you'll have to give the campus a visit when the judging starts on December 1st. Speaking of competition, Trio First Generation is holding a gingerbread house decorating competition, again, where each club will be given a week to build the most glorious gingerbread house they can.

The central goal for the month of November, and the rest of the semester, was to promote and facilitate club interaction, increase communication with students, and create opportunities for club collaborations. In October, SGA was able to promote our goose chase through the help of the Campus Activity Board (CAB), leading to a largely successful event. In November, CAB and SGA kept close contact and set forth two collaboration events, each meeting our individual clubs' values. On November 29th, SGA and CAB will host a Holiday Party, available for all students to attend. The party will encompass everything Christmas with cookie decorating, a white elephant game, and Santa Claus! With our goal of increasing club communication, SGA proposed a Club Day, intending to intermix students from different clubs and allow students to join different clubs, or at least be open to it. Club Day will be held on December 2nd, where SGA and CAB will facilitate icebreaker games, group competitions, and an open discussion.

And to close my report, I wanted to give a quick update on our November Listening Forum. While we did not see as many students attend our forum compared to last month, we did get some valuable student opinions. Our discussion included mental health awareness, how to communicate with students, and how educated students feel they are about the resources available to them. Going forward, SGA hopes to discuss these topics in our meetings and see if there is anything we can do to ease students' concerns.

**Rock Valley College Board of Trustees
Freedom of Information Act Report
10/15/2021 - 11/15/2021**

10/22/2021	563	Samantha Lemessy, IDI Data	<p>Public Records Request for the Spring 2016- Fall 2021 semester:</p> <ol style="list-style-type: none"> 1. Student name (First, Middle, Last) 2. Full mailing address 3. Phone number 4. Date of birth 5. Email address 6. Enrollment status 7. Semester enrollment dates 8. Dates attended 9. Degree name 10. Major information/name 11. Classification 12. Anticipated graduation date 13. Degree earned/awarded 14. Honors information 15. Previous institutions attended 	<p>Response provided 11/2/21</p> <p>Approved in part</p>
10/27/2021	564	K. Schrader	<ul style="list-style-type: none"> • A copy of all closed session minutes released for public inspection from 1/1/2011 to present. • A copy of the separation agreement approved at the 10/26/2021 meeting. 	<p>Response provided 11/02/21</p> <p>No responsive records</p>

10/25/2021	565	Sheri Reid, SmartProcure	<p>Purchasing Records (June 30, 2021 to current):</p> <ol style="list-style-type: none"> 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 	<p>In progress</p> <p>Due 11/22/21</p>
10/25/2021	566	Sheri Reid, SmartProcure	<p>Current employee/staff contact information:</p> <ol style="list-style-type: none"> 1. First Name 2. Last Name 3. Position Title 4. Department 5. Direct Phone Number (if does not exist, list main phone number with extension) 6. Business Cell Phone (if provided by Rock Valley College) 7. Email Address 8. Office Address (Address, City, State, Zip) 	<p>Response provided 11/16/21</p> <p>Approved in full</p>
10/27/2021	567	Jennie Smith, Acme Research	<p>Copies of documents, such as – but not limited to – Construction Notice to Proceed, project directories, contractor reporting forms, work orders, and the like that specify subcontractors and other salient points for construction or renovation projects valued at \$2,000,000 or more. Please include information for both currently active projects as well as those completed since September 1, 2020. Specifically,</p> <ul style="list-style-type: none"> • Project name • Project number • Project completion date • Prime/General Contractor name(s) • Construction Manager (at Risk) name • Architect/Engineer names • Subcontractor names 	<p>In progress</p> <p>Due 11/24/21</p>

11/2/2021	568	Joseph Clayborne, International Card Solutions	<p>A. All executed contracts related to merchant services and/or credit card processing that did not require a request for proposal (RFP) and;</p> <p>B. Most recent request for proposal (RFP) for merchant services and/or credit card processing</p> <p>In addition, for the most request for proposal, we are also requesting supporting documentation on the following:</p> <ul style="list-style-type: none"> i. All proposals submitted in response to the request for proposal ii. Name of awarded bidder in request for proposal iii. Awarded bidders submitted proposal iv. Awarded bidders executed contract with Rock Valley College including specified pricing structure v. Awarded bidders Utilization Plan for Business Enterprise Program (BEP)- certified vendors vi. Awarded bidders annual Utilization Report vii. Any and all reports related to Prime Vendor spending with BEP-certified vendors viii. Any and all compliance reports related to awarded bidders BEP goals 	<p>In progress</p> <p>Due 12/2/21</p>
11/2/2021	569	K. Schrader	A copy of all closed session minutes released for public inspection from 1/1/2001 to 1/1/2011 to present.	<p>Response provided 11/15/2021</p> <p>No responsive records</p>
11/6/2021	570	Ethan Hunt	Copy of the goals provided to RVC president Howard Spearman by the Rock Valley College Board of Trustees	<p>Response provided 11/17/21</p> <p>No responsive records</p>
11/8/2021	571	Roderic Moyer	Copy of any contracts, agreements, partnerships, discussions, voting approvals about your partnership with NIU College of Education.	<p>Response provided 11/15/2021</p> <p>Approved in full</p>

11/10/2021	572	Screw City News	<p>Any written documentation, policies or procedures relating to how a Rock Valley College employee would report a Rock Valley College Board of Trustees member for sexual harassment.</p> <p>Any documentation or proof of education or training provided to Rock Valley College employees on how to report sexual harassment, including any language in said documentation or training that would educate a Rock Valley College employee on how to report a Rock Valley College Board of Trustees member for sexual harassment.</p> <p>Any written documentation, policies or procedures relating to how a Rock Valley College student would report a Rock Valley College Board of Trustees member for sexual harassment.</p> <p>Any documentation or proof of education or training provided to Rock Valley College students on how to report sexual harassment, including any language in said documentation or training that would educate a Rock Valley College student on how to report a Rock Valley College Board of Trustees member for sexual harassment.</p> <p>Any written documentation, policies or procedures addressing sexual harassment in the Rock Valley College Board of Trustees Bylaws or Board Policy Manual, specifically, any language that states what the penalty would be to a Rock Valley College Board of Trustees member if found guilty of sexual harassment against a Rock Valley College Board of Trustees member, or a Rock Valley College employee, or a Rock Valley College student.</p> <p>Any documentation or proof of education or training provided to Rock Valley College Board of Trustees members on sexual harassment, including any language in said education or training with respect to how Rock Valley College Board of Trustees members are expected to behave with respect to any type of harassment of fellow Rock Valley College Board of Trustee members, Rock Valley College employees, and Rock Valley College students, as well as any language with respect to how a Rock Valley College Board of Trustees member would be disciplined if found guilty of sexual harassment against a Rock Valley College Board of Trustees member, or a Rock Valley College employee, or a Rock Valley College student.</p>	<p>Extension requested</p> <p>Due 11/24/2021</p>
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