

**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, March 8, 2022**  
**MINUTES**

*On March 4, 2022, Governor Pritzker issued the twenty-seventh Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.*

**Meeting Location:** *Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.*

*Access to the Regular Board of Trustees meeting is provided via teleconference online: <https://rockvalleycollege-edu.zoom.us/j/94116927107?pwd=VmlzekF5cFdZalJzb004eXpZamNFdz09> or by phone at 312-626-6799 using Meeting ID: 941 1692 7107, Passcode: 116629. The meeting will include an opportunity for public comment. Any member of the public who would like to make a public comment can submit their public comment via email to [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 p.m. on March 8, 2022. Public comments submitted via email will be announced during the public comment portion of the meeting.*

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:24 p.m. by Chairperson Jarid Funderburg.

**Roll Call**

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

Mr. Jarid Funderburg	Ms. Lynn Kearney
Mr. Robert Trojan	Mr. John Nelson joined at 5:24 p.m.
Ms. Crystal Soltow joined at 6:57 p.m.	Mr. Paul Gorski joined at 5:40 p.m.
Ms. Evelyn Molina, Student Trustee	

The following Trustee was absent at roll call: Ms. Gloria Cudia

Also Present: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance; Ms. Heather Snider, Vice President of Institutional Effectiveness & Communications; Mr. Keith Barnes, Vice President of Equity and Inclusion; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

## **Communications and Petitions**

There were no public comments.

## **Recognition of Visitors**

There were no visitors to be recognized.

## **Review of Minutes**

There were no comments on the minutes from February 8, 2022, Board of Trustees Committee of the Whole meeting.

## **General Presentations**

There were no general presentations.

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

### **1. Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness & communications, presented the FY 2022 enrollment update. Ms. Snider stated there hadn't been a lot of movement with the enrollment update. Rock Valley College (RVC) is at 94% of budget for the spring enrollment. RVC is at 93% of budget for the annual enrollment. Ms. Ellen Olson, vice president of finance, stated that the audit of the enrollment numbers for fiscal year 2021 had not been completed because RVC was pending certification from the Illinois Community College Board (ICCB). Ms. Olson stated that the audit was completed, RVC was found to be in compliance with the ICCB guidelines, and the enrollment numbers reported were fairly stated. Ms. Olson also noted that the audited enrollment numbers stated in the State of the College were compatible.

Trustee Kearney asked Ms. Snider when someone could enroll for the fall semester. Ms. Snider referred the question to Dr. Patrick Peyer, vice president of student affairs, who stated that priority enrollment for current students is April 4, 2022; Open registration for the fall semester is April 6, 2022, at 9:00 p.m.

### **2. Faculty Tenure Update**

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the faculty tenure update. Dr. Smith stated that three faculty members are entering tenure effective with the 2022-2023 academic year. The three faculty entering tenure are Mr. Jeffrey Tripp, Mathematics Division; Ms. Suzanne Miller, Social Sciences Division; Ms. Kamey Doetch, Fitness, Wellness, and Sports.

Three probationary faculty members will be recommended for retention for the third year, effective with the 2022-2023 academic year. The three probationary faculty members are Ms. Jessica Higgins, Nursing; Mr. Carl Trank, Mathematics Division; Mr. Shawn Doyle, Engineering and Technology Division.

Two probationary faculty members will be recommended for retention for the second year, effective with the 2022-2023 academic year. The two probationary faculty members are Ms. Krista Hoecherl, Life Sciences; Mr. Jeff Petty, Welding. There were no questions or no comments.

### **3. Higher Learning Commission (HLC) Accreditation Update**

Dr. Lisa Mehlig, executive director of outcomes assessment and HLC liaison, presented the Higher Learning Commission accreditation update. Dr. Mehlig stated that RVC is in the standard pathway. There is a ten-year cycle of quality assurance and institutional improvement, and RVC is currently in the stage of

preparing the assurance filing in years five to nine, which is about two to three years out from the next comprehensive evaluation. In addition, the Advanced Technology Center has been approved as an RVC location. It was noted that without accreditation students would not be eligible for financial aid, credits may not transfer to other institutions, professional licensure opportunities may be limited, and employers may not recognize credentials. Dr. Mehlig continued by explaining the HLC Assessment Academy. RVC is currently in year two of the five-year process and she supported that information by sharing the project updates for spring 2022. Discussion ensued.

#### 4. Amazon Career Choice Partnership

Dr. Smith and Dr. Peyer presented information on the Amazon Career Choice Partnership. Dr. Smith stated that the Amazon Career Choice program is designed to upskill Amazon employees and noted that Amazon would pay 100% of tuition and fees toward an associate degree or certification for in-demand jobs for eligible employees. Dr. Peyer provided a high level overview of the eligibility requirements for the program. Full and part-time hourly Amazon employees will be eligible after 90 days of employment. Amazon employees will have 100% tuition expenses paid up to \$5,250 per year, including tuition, books, and fees. The credit courses eligible are Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), Associate in Engineering Science (AES), and industry certificates. Beginning in March 2022, RVC will begin site visits recruiting for summer and fall semesters; Marketing materials for the Rockford site will be in both English and Spanish; A landing page to link to the Career Choice Portal will be created; Amazon has committed to joining RVC Career Fairs. Discussion ensued.

### 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 Addendums:***

- |  |                                  |    |                |
|--|----------------------------------|----|----------------|
| A. Software – (Trust & Agency Fund – Org. Sync., Other Contractual Services) |                                  |    |                |
| 1.   | Anthology (Formerly Campus Labs) | \$ | 1,038.00 (1)*  |
| B. Charter Bus Service – (Auxiliary Enterprise Funds)                        |                                  |    |                |
| 2.   | Windstar                         | \$ | 35,000.00 (2)* |
|  | Carroll, IA                      |    |                |
- Discussion ensued on items A and B.

##### ***Purchase Report B – FY 2022 Purchases:***

- |   |   |    |                |
|---|---|----|----------------|
| A. SURS 6% Employer Liability – (SURS Penalty Fund General Institutional) |   |    |                |
| 1.  | State Universities Retirement System (SURS) | \$ | 16,237.46 (1)* |
| B. Contractual Services – (Other Contractual Services: Human Resources)   |   |    |                |
| 2.  | Development Dimensions Intl.                | \$ | 26,000.00 (2)* |
|   | Bridgeville, PA                             |    |                |
| C. Consulting Services – (Instructional Services Contracts: GEER Grant)   |   |    |                |
| 3.  | TPGi  | \$ | 55,000.00 (3)* |
|   | A360  | \$ | 51,365.00      |
|   | Clearwater, FL                              |    |                |
|   | Edina, MN                                   |    |                |
|   | Converge Accessibility                      | \$ | 81,500.00      |
|   | Vancouver, WA                               |    |                |
|   | Perkins Access                              | \$ | 152,250.00     |
|   | Watertown, MA                               |    |                |
| D. Equipment – (Instructional Supplies General: Mechatronics)             |   |    |                |
| 4.  | Moss Enterprises                            | \$ | 35,735.00 (4)* |
|   | Johnston, IA                                |    |                |

- |  |                                  |                   |                    |
|--|----------------------------------|-------------------|--------------------|
| E. Vans – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)      |                                  |                   |                    |
| 5.   | Morrow Brothers Ford             | Greenfield, IL    | \$ 136,500.00 (5)* |
| F. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay) |                                  |                   |                    |
| 6.   | Scott’s RV Truck & Auto Repair   | Rockford, IL      | \$ 9,200.00 (6)*   |
|  | K-Kap Toppers                    | Rockford, IL      | \$ 10,045.00       |
|  | Finley Buick GMC                 | Beloit, WI        | \$ 10,145.00       |
| G. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay) |                                  |                   |                    |
| 7.   | Miller Bradford & Risberg        | Rockford, IL      | \$ 91,700.00 (7)*  |
|  | Casey Equipment                  | Cherry Valley, IL | \$ 90,085.00       |
|  | McCann Industries                | Bolingbrook, IL   | \$ 92,500.00       |
| H. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay) |                                  |                   |                    |
| 8.   | 1 <sup>st</sup> Rental and Sales | Rockford, IL      | \$ 31,922.00 (8)*  |
|  | Midway Industrial                | Sugar Grove, IL   | \$ 26,143.50       |
|  | Octane Forklifts                 | Denver, CO        | \$ 32,027.00       |
| I. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay) |                                  |                   |                    |
| 9.   | R.A. Adams                       | McHenry, IL       | \$ 11,350.00 (9)*  |
|  | DeKalb County Lifts (DCL)        | Kingston, IL      | \$ 12,507.00       |
|  | John Deere                       | Rockford, IL      | \$ 12,900.00       |
| J. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay) |                                  |                   |                    |
| 10.  | Wolter, Inc.                     | Rockford, IL      | \$ 39,013.00 (10)* |
| K. Equipment – (Capital Service Equipment: General Institutional)                          |                                  |                   |                    |
| 11.  | Duplo USA                        | Santa Ana, CA     | \$ 22,076.00 (11)* |
| L. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay) |                                  |                   |                    |
| 12.  | Lincoln Rent-All & Sales         | Rockford, IL      | \$ 21,229.00 (12)* |
- Discussion ensued on items A, B, C, D, G\*, H, I, J, K\*, L. Item G; Trustee Nelson stated he would not vote on the truck as one of the bids was his client. Item K will be removed from purchase report B, as Purchasing was able to get a single solution piece of equipment instead of multiple obsolete parts of equipment.

***Purchase Report C – FY 2022 Advanced Technology Center (ATC) Addendum:***

- |   |                                 |             |                  |
|---|---------------------------------|-------------|------------------|
| A. Office Equipment/Furniture – (Office Equipment/Furniture: ATC) |                                 |             |                  |
| 1.  | Atmosphere Commercial Interiors | Madison, WI | \$ 7,850.00 (1)* |
- No discussion ensued on Purchase Report C.

**2. Cash and Investment**

Ms. Olson presented the cash and investment report through February 28, 2022. Total operating cash and investments are \$67,637,051. Total capital funds are \$13,516,541. The change in the operating

cash and investments since January 31, 2021, is <\$1,190,501>. Ms. Olson stated that as of January 31, 2021, the total operating cash and investments funds were at 62.19% of the FY22 operating budget. There were no questions and no discussion.

### **3. Bond Refunding Update**

Ms. Olson presented the bond refunding update. Ms. Olson stated that RVC received the bids for the bond refunding as of Monday. The bid summary for the Series 2022A Taxable Bonds for \$24,810,000 was awarded to Robert W. Baird and Company, Inc. with an actual interest cost of 2.25%. The bid summary for the Series 2022B Bonds for \$13,285,000 was awarded to UBS Financial Services, Inc. with an actual total cost of 1.83%. Total savings is \$7,729,865.56, and RVC will be bond free in three years. Trustee Trojan congratulated Ms. Olson on a job well done. Discussion ensued.

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

### **1. Personnel Report**

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for March 2022. There are two placeholders and two departures. Trustee Gorski asked if the departure positions were going to be replaced. Mr. Handley stated that the Associate Vice President of Early College and Technical Programs position would not be replaced. In terms of faculty, there have been discussions with Dr. Smith, and RVC will be hiring in the fall. Discussion ensued.

### **2. OSF / RVCare Agreement Extension**

Mr. Handley presented the third addendum to the OSF Health and Wellness Agreement. Mr. Handley stated that the original Agreement was initially entered into effect on January 24, 2017, for an initial term of two years with up to three additional one-year terms. The Agreement expired on January 31, 2019, with automatic renewals for three years, thereby ending January 31, 2022. The first addendum to the original Agreement was entered into effect on October 26, 2018. The first addendum addressed the identification of the premises for the onsite clinic and for OSF's use of the premises to operate the onsite clinic. In addition, the addendum to the original Agreement addressed increased costs associated with the onsite Advanced Practice Practitioner Services and Certified Medical Assistant. The third addendum replaces the original Agreement term in section 5.1, extending the Agreement for successive one-year terms unless earlier terminated pursuant to section 5.2 of the original Agreement.

### **3. RVC Events Calendar**

Mr. Handley presented the RVC on-campus events calendar. Discussion ensued.

### **4. RVC Athletics Update**

Dr. Peyer presented the RVC Athletics update. Dr. Peyer reported on the RVC Men's and Women's Basketball Teams, Baseball, Softball, and Men's and Women's Bowling Teams. Dr. Peyer stated that the Men's Basketball team won the Region IV Championship and the Great Lakes District Championship. RVC Men's Basketball will compete in the 2022 NJCAA National Tournament on March 9-12, 2022, at RVC. Dr. Peyer also stated that Mr. Tyler Bredehoeft was named the Region IV Coach of the Year, and Mr. Darryl Watkins was named the Region IV and N4C Coach of the Year. Discussion ensued.

### **5. RVC Football Review**

Dr. Peyer presented the Football Program Review. Dr. Peyer explained the current structure of NJCAA Football. Nationally, there are 54 NJCAA Football Programs out of 516 NJCAA institutions. Dr.

Peyer listed the requirements of what RVC would need to do to have an NJCAA football team. Dr. Peyer discussed facility upgrades, start-up costs, and staffing estimates. He also gave an initial investment estimate that included equipment, uniforms, additional staffing, and facility upgrades for \$3,794,000. Dr. Peyer stated that the annual estimated operating budget would be approximately \$593,885. Dr. Peyer explained a few of the other factors considered, including Title IX compliance. Adding 80-100 male athletes would necessitate the addition of female programs and athletes; participating in Division I would also add the cost of scholarships, including tuition, fees, books, and housing; tournament and Bowl participation costs, transportation, hotels, meals, etc. Discussion ensued.

#### **11. Advanced Technology Center (ATC) Update**

**ATC Programs:** Mr. Rick Jenks, vice president of operations, presented the Automotive and Truck Driver Training (TDT) enrollment numbers. On December 7, 2021, at the RVC Board of Trustees Committee of the Whole meeting, trustees discussed the concept of housing the TDT and Automotive programs at the new ATC. The two programs are currently housed at the Stenstrom Center for Career Education (SCCE). Also discussed was a new Electric (E)-Vehicle Program currently under development at RVC. Mr. Jenks explained that to house the E-Vehicle and Automotive Programs at the ATC, the building would require an addition, or a drastic reduction of the Automotive Program, as there is not enough square footage for both programs. Board members requested information on the enrollment numbers for each program based on zip codes and geographical location. Mr. Jenks explained that the TDT enrollment continues to grow. The TDT enrollment numbers for 2022 are: Winnebago County enrollment is 87.3%; Boone County is 9.5%; and Stephenson County is 1.6%. The Automotive enrollment numbers for 2022 are: Winnebago County is 58.2% and Boone County is 41.8%. Discussion ensued.

**ATC Cost Summary:** Ms. Olson presented the ATC cost summary. There were no additional change orders at this time. Ms. Olson stated that RVC would see some movement with the Furniture, Fixtures, and Equipment (FF&E) account but that the remaining budget would still be around \$800,000. Dr. Spearman added that a change order of approximately \$3,300 would be coming that Trustees need to approve. There were no questions.

**ATC Wall Art and ATC Ribbon Cutting:** Ms. Heather Snider discussed the wall art installed. Ms. Snider also reviewed plans for the ATC Ribbon Cutting Ceremony on March 31, 2022, at 2:00 p.m.

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

Mr. Jenks discussed the Architect of Record process and explained that interviews would be conducted with three candidates. In addition, trustees will be able to view videos from the finalists prior to the April 12, 2022, Board of Trustees Committee of the Whole meeting, where the Trustees will then have the opportunity to ask questions of the architects.

#### **Adjourn to Closed Session**

At 7:44 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees 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); 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 Session**

At 8:14 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, 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 March 22, 2022, at 5:15 p.m. remotely via teleconference.

**Next Committee of the Whole Meeting**

The next Committee of the Whole meeting will be held on April 12, 2022, at 5:15 p.m., remotely via teleconference.

**Adjourn**

At 8:17 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

  
Robert Trojan, Secretary

  
Jarid Funderburg, Chairperson