

**Rock Valley College  
Community College District No. 511  
3301 N Mulford Road, Rockford, IL 61114  
COMMITTEE OF THE WHOLE MEETING  
5:15 p.m. Tuesday, September 13, 2022**

*On August 19, 2022, Governor Pritzker issued the thirty-third 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, or his designee as chief administrative officer, 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/94204678776?pwd=TKlORk5ESmNFdTh5Q2FVbWMzQkc3QT09> or by phone at 312-626-6799 using Meeting ID: **942 0467 8776** Passcode: **605905**. The meeting will include an opportunity for public comment. Any public member 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 September 13, 2022. Public comments submitted via email will be announced during the public comment portion of the meeting.

**AGENDA**

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Review of Minutes:** Committee of the Whole August 9, 2022
- F. General Presentations**
- G. Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
  - 1. Fall Enrollment Update
  - 2. 14<sup>th</sup> Day Census Enrollment Data Brief
  - 3. Early College Enrollment Update
  - 4. Higher Learning Commission (HLC) Quarterly Update
  - 5. Website Redesign
- H. Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow**
  - 1. Purchase Report(s) (A and B)
  - 2. Cash and Investment Report
  - 3. Tax Levy Discussion
  - 4. CDB Project 810-080-019 – Fund Transfer Request
- I. Operations Discussion: Board Liaison Trustee Kearney**
  - 1. Personnel Report
  - 2. Human Resources Annual Personnel Report
  - 3. New Fixed Assets Tracking and Projection Software
  - 4. RVC College Events Calendar
  - 5. Athletic Programs Update
  - 6. Abused and Neglected Child Reporting Act Update Board Policy 2:10.030 – First Reading
  - 7. Criminal Background Investigation Update Board Policy 3:20.030 – First Reading
- J. Other Business:** New Business/Unfinished Business

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- K. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) 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.
- L. Reconvene Open Session**
- M. Next Regular Board of Trustees meeting:** September 27, 2022, at 5:15 p.m.; Meeting will be in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus or held virtually via teleconference when Illinois statute permits.
- N. Next Committee of the Whole meeting:** October 11, 2022, at 5:15 p.m.; Meeting will be held in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus.
- O. Adjourn**

Jarid Funderburg, Board Chair

**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, August 9, 2022  
MINUTES**

*On July 22, 2022, Governor Pritzker issued the thirty-second 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 5:18 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. Gloria Cudia
Mr. John Nelson	Ms. Crystal Soltow
Mr. Robert Trojan	Mr. Paul Gorski
Mr. Ryan Russell, Student Trustee	

The following Trustee was absent at roll call: Ms. Lynn Kearney

Also Present: Dr. Howard Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Keith Barnes, Vice President of Equity and Inclusion; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; 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, communications, and/or petitions.

## **Recognition of Visitors**

There were no visitors to be recognized.

## **Review of Minutes**

There were no comments on the minutes from the July 12, 2022, Board of Trustees Committee of the Whole meeting.

## **General Presentations**

There were no general presentations.

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

### **1. Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the fiscal year 2023 enrollment updates. Ms. Snider stated that fall classes start on August 13, 2022, and enrollment has changed since the packet was distributed. Ms. Snider explained that Fall credit hours are 96% of the budget goal, with 49,218 credit hours. In addition, Ms. Snider stated that Early College registrations are still coming in and may not make it in time for the Fall census, which is due on August 14, 2022, but will count towards RVC's annual enrollment. Discussion ensued.

### **2. Strategic Plan Update**

Ms. Snider presented the Strategic Plan Quarterly Update. Ms. Snider stated she would review the Strategic Plan Update, the fiscal year (FY) 2022 outcomes, the FY2023 goals, and the divisional success story for Academic Affairs. Ms. Snider explained that she would not focus on the details of all the Pillars and Goals. Instead, Ms. Snider brought the Board's attention to Pillar IV, Strategic Goal Three, which is to employ a culturally competent workforce that reflects student and community demographics.

Ms. Snider reviewed the FY2022 outcomes and the status of the FY2023 goals. Ms. Snider stated that the scorecard is aligned with RVC's strategic plan colors and goals. The scorecard is divided into five categories: enrollment, student success, employees, finance, and community. Ms. Snider explained that RVC had met the goals for FY2022 in credit and noncredit hours for enrollment. Student Success was 61% for completed, enrolled, or transferred, with an area of concern at 14% on-time completion. The goal for achieving a 3.00-grade point average in transfer destinations will be determined after the fall semester. Finally, the College will be focusing on the goal of closing equity gaps so that students from diverse racial, gender, and socioeconomic backgrounds can access and achieve their academic and career goals.

Ms. Snider then reviewed RVC's scorecard for employees. The strategic plan goals for RVC employees are to increase the score on the Employee Culture Survey item "I would recommend RVC as a great place to work," to narrow equity gaps between employees and community demographics, to increase the score on the Employee Culture Survey composite "trust in leadership," and increase the score on the Employee Culture Survey composite "professional development and advancement."

The next category Ms. Snider discussed was the Finance category. Ms. Snider stated that the goals are broken down between credit and noncredit hours for the Finance scorecard. The Finance goals are to increase net revenue from noncredit programs and to maintain a margin between unit cost and unit revenue at a plus/minus \$10 for credit programs. Ms. Snider explained that the goal of increasing net revenue is in progress, and maintaining the margin between unit costs and unit revenue is yet to be determined for FY2022.

Ms. Snider's last category is the community scorecard with the Strategic Plan. The targets for the community scorecard are to increase industry partner engagement and to increase the number of Business Enterprise Partner eligible vendors. Ms. Snider stated that both goals are in progress to establish a baseline.

Ms. Snider ended the presentation with a divisional success story for Academic Affairs, stating that Dr. Amanda Smith funding for the Early Childhood Access Consortium for Equity Plan (ECACE) Grant. Ms. Snider noted that funding had been received, and an implementation plan had been submitted. Discussion ensued.

### **3. Early Childhood Access Consortium for Equity (ECACE) Grant Update**

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the ECACE grant update. Dr. Smith stated that ECACE is a consortium of Illinois higher education institutions that work collaboratively toward a shared goal of creating more accessible and equitable early childhood higher education opportunities. ECACE's work will create a more seamless educational pathway for early childhood student access and success, benefitting students and leading to a strong, well-qualified workforce to better support providers and employers in the state, young children and families in their care, and a broader workforce. ECACE has awarded RVC \$773,663.68 to be used FY2022 through FY2024. ECACE's goal for RVC is to increase enrollment/completion by 100% by FY2025.

Dr. Smith explained that RVC's implementation plan would focus on three areas. Holistic institutional responsiveness to incumbent workers in Early Childhood Education (ECE); Expansion of course offerings through the Illinois Community College Online (ILCCO); and Establishing coaches/mentors for students in ECE programs.

Dr. Smith discussed the major actions of ECACE at RVC. RVC will hire two staff to support the grant, an ECE Support Specialist and an ECE Academic Coach. RVC will also pursue National Association for Education of Young Children (NAEYC) accreditation. In addition, RVC will create articulation agreements with Rockford University (RU) and Northern Illinois University (NIU), enabling a smooth transition from RVC and build credit for prior learning for incumbent workers holding the Child Development Associate credential. Finally, some of the support students will receive includes debt forgiveness at RVC and other institutions from which students need transcripts, emergency funding for basic needs, food vouchers, transportation vouchers, and laptops as needed. Discussion ensued.

### **4. 2022-2023 Senior Semester Intergovernmental Agreement - Rockford Public School District #205**

Dr. Hansen Stewart presented the Senior Semester Intergovernmental Agreement for the Rockford Public School District #205. Dr. Stewart explained that Senior Semester is a formal program first launched in partnership with the Rockford Public School District #205 during the 2019-2020 school year. The program allows up to 20 qualified District students to attend Rock Valley College (RVC) for their final senior year high school semester. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of Rock Valley College credit courses simultaneously. The Senior Semester program is administered through the Early College office at RVC in conjunction with Rockford Public School District #205.

Students selected for Senior Semester must be academically and socially ready for college. The program allows students to engage in a more challenging educational environment while finishing their high school careers. Discussion ensued.

### **5. 2022-2023 Linking Talent with Opportunity (LTO) Program Dual Credit Memorandum of Understanding (MOU) - Rockford Public School District #205**

Dr. Stewart presented the LTO MOU between Rockford Public School District #205 and RVC. Dr. Stewart explained that the LTO initiative began at Rock Valley College through a grant from the Community Foundation of Northern Illinois in 2018. Rock Valley College utilized the grant to collaborate with regional school district partners to implement pathways within high schools. As a result, dual credit pathways offerings have increased annually since the grant was awarded, and pathways development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The LTO initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated career and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this pathway initiative facilitates students' transition from secondary coursework into Rock Valley College.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide appropriate academic support at its cost to ensure quality instruction delivery. Discussion ensued.

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

#### **1. Purchase Reports**

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

##### ***Purchase Report A – FY 2023 Blanket Purchase Orders:***

A. Advertising – (Education Fund, College Programming, Advertising)

1. LaBamba Radio Rockford, IL \$ 10,000.00 (1)\*

#### **2. Cash and Investment**

Ms. Olson presented the cash and investment report through July 31, 2022. Total operating cash and investments are \$73,227,608. Total capital funds are \$19,835,297. Since June 30, 2022, the change in capital funds was <\$211,484>. The change in the operating cash and investments since June 30, 2022, was \$333,535. Ms. Olson stated that the total operating cash and investment funds were 69.29% of the fiscal year 2023 operating budget.

#### **3. Appointment of Primary Depository Recommendation**

Ms. Olson discussed the appointment of the primary bank depository recommendation. Ms. Olson stated that RVC issued a request for proposal (RFP) for banking depository services on May 25, 2022. The RFP was sent directly to nine financial institutions, plus two additional financial institutions pulled the RFP from RVC's bid site. The College received four proposals. Of the four proposals, one was removed from consideration due to not maintaining a main office or branch within the College's District. The three remaining financial institutions were invited to present and address panel questions. The panel consisted of the chief financial officer, executive director of finance, director of business services, and one member of the Board of Trustees. The financial institutions were reviewed based on the following criteria: experience and reliability, branch locations, customer service, operational impact, and pricing and fees. RVC is recommending Illinois Bank and Trust for a three-year contract. The contract consists of two two-year renewals for up to seven years. The agreement will become effective on September 1, 2022. Discussion ensued.

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

#### **1. Personnel Report**

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for August 2022. There are two appointments, one placeholder, and no departures.

#### **2. Calling Election for Members of the Board of Trustees**

Mr. Handley announced that the RVC Board of Trustees shall call an election for members of the Community College Board to be held Tuesday, April 4, 2023, to elect two board members for six-year terms each. The Board of Trustees also appoints the Chief Financial Officer and staff as the Board's designated representative to receive the statements of candidacy, nominating petitions, and election results from the various local election authorities and to transmit the results to the Board of Trustees within the time permitted by law. Statements of candidacy and nominating petitions shall be filed in the Financial Services office in the Support Services Building at RVC.

## **5. RVC Events Calendar**

Mr. Handley presented the RVC on-campus events calendar for August and September 2022.

## **6. Advanced Technology Center (ATC) Open House Update**

Ms. Heather Snider gave an update on the ATC Open House, stating that the open house will be on August 20, 2022, from 11:00 a.m. until 2:00 p.m. Ms. Snider said there would be games, tours of the ATC, food, and giveaways. Discussion ensued.

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

**New Business/Unfinished Business:** There was no new or unfinished business.

### **Adjourn to Closed Session**

At 6:21 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting 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 a unanimous roll call vote.

### **Reconvene Open Session**

At 7:18 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 August 23, 2022, at 5:15 p.m. virtually via teleconference.

### **Next Committee of the Whole Meeting**

The next Committee of the Whole meeting will be held on September 13, 2022, at 5:15 p.m. in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

### **Adjourn**

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

Submitted by: Tracy L. Luethje

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Robert Trojan, Secretary

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Jarid Funderburg, Chairperson

**FY2023 Enrollment Update**

Board of Trustees Committee of the Whole – September 13, 2022

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2022	FY2023	Change	% Change	FY2022	FY2023	Change	% Change	Budget	% to Budget
Summer II	1,968	1,942	-26	-1.32%	8,795.5	8,456	-339.5	-3.86%	9,000	94%
Fall	5,319	5,349	30	0.56%	51,756.5	51,267.5	-489	-0.94%	51,100	100%
Subtotal (Summer II + Fall)	<b>7,287</b>	<b>7,291</b>	<b>4</b>	<b>0.05%</b>	<b>60,552</b>	<b>59,723.5</b>	<b>-828.5</b>	<b>-1.37%</b>	<b>60,100</b>	<b>99%</b>
Winterim	--	--	--	--	--	--	--	--	900	--
Spring	--	--	--	--	--	--	--	--	45,000	--
Subtotal (Summer II + Fall + Winterim + Spring)	--	--	--	--	--	--	--	--	<b>106,000</b>	--
Summer I	--	--	--	--	--	--	--	--	4,000	--
<b>Total</b>	--	--	--	--	--	--	--	--	<b>110,000</b>	--

Sources: FY2023 Summer II (Final 08/02/22) and Fall Enrollment Ticker (09/06/22)

**Important Dates:**

- Fall census enrollment (14<sup>th</sup> Day) was 08/29/2022.



## 14<sup>th</sup> Day Census Enrollment (Fall 2022)

### BACKGROUND

Data to inform this report have been captured and submitted to the Illinois Community College Board (ICCB). Fall census enrollment identifies the number of students officially enrolled in credit courses at the College at the end of registration for the fall term<sup>1</sup>. It is intended to provide a “snapshot” or point in time view of fall enrollment. At the College, data to inform this report are captured on the 14<sup>th</sup> “class” day from the first day of classes, including Saturdays.

### SUMMARY OF FALL 14<sup>TH</sup> DAY CENSUS ENROLLMENT

Figure 1 and Table 1 indicate the unduplicated headcount and full-time equivalents reflected in the 14<sup>th</sup> day census of fall enrollment across the most recent five years.

Figure 1: RVC Multi-year Fall 14<sup>th</sup> Day Census Enrollment – Headcount and FTE<sup>2</sup>

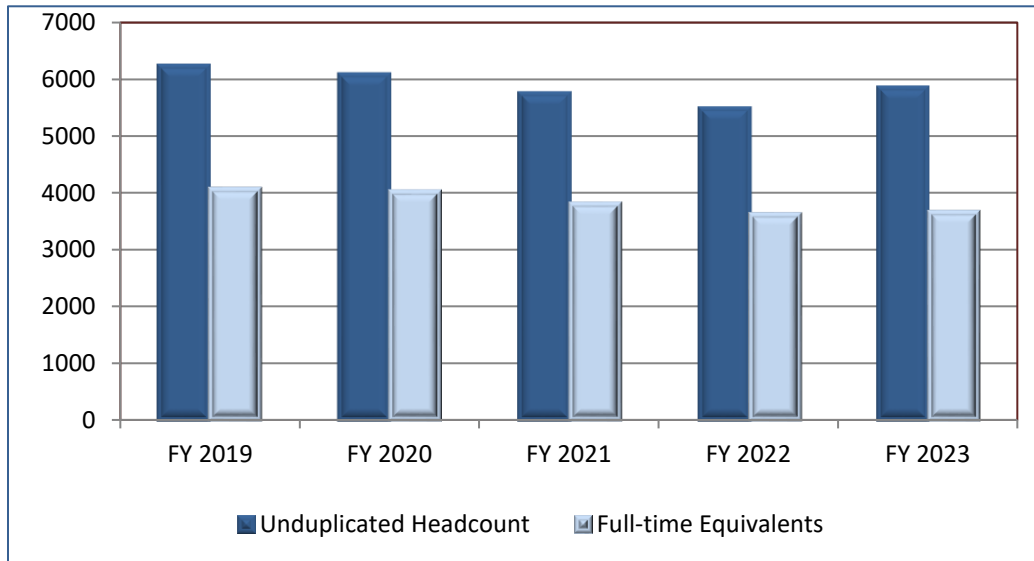


Table 1 also includes credit hours, as well as annual changes and the five-year multi-year change, provided in terms of percentage change.

<sup>1</sup> Fourteenth day census enrollment is based on unduplicated headcount of Arts, Sciences, Career Education, Adult Education, and Vocational Skills courses in Community/Continuing Professional Education.

<sup>2</sup>For the purpose of this report, Full-time Equivalent (FTE) is based on 15 credit hours per term.

**Table 1: RVC Multi-year Fall 14<sup>th</sup> Day Census Enrollment**

	FY19 (Fall 2018)	FY20 (Fall 2019)	FY21 (Fall 2020)	FY22 (Fall 2021)	FY23 (Fall 2022)	
<b>Unduplicated Headcount</b>	6,244	6,092	5,762	5,494	5,861	
<i>(Annual Percentage Change)</i>	<i>(-2.10)</i>	<i>(-2.43)</i>	<i>(-5.42)</i>	<i>(-4.65)</i>	<i>(+6.68)</i>	
<i>(5-year Percentage Change)</i>						<i>(-6.13)</i>
<b>Credit Hours</b>	61,163.50	60,500.00	57,252.00	54,492.00	55,027.50	
<i>(Annual Percentage Change)</i>	<i>(-1.18)</i>	<i>(-1.08)</i>	<i>(-5.37)</i>	<i>(-4.82)</i>	<i>(+0.98)</i>	
<i>(5-year Percentage Change)</i>						<i>(-10.03)</i>
<b>FTE<sup>3</sup></b>	4,077.57	4,033.33	3,816.80	3,632.80	3,668.50	
<i>(Annual Percentage Change)</i>	<i>(-1.18)</i>	<i>(-1.08)</i>	<i>(-5.37)</i>	<i>(-4.82)</i>	<i>(+0.98)</i>	
<i>(5-year Percentage Change)</i>						<i>(-10.03)</i>
<b>1<sup>st</sup> Day of Class</b>	8/18/2018	8/17/2019	8/15/2020	8/14/2021	8/13/2022	
<b>Census Day (14<sup>th</sup> Day)</b>	8/29/2018	8/28/2019	8/31/2020	8/30/2021	8/29/2022	

Note: The College adjusted its census date from 10<sup>th</sup> day enrollment to 14<sup>th</sup> day enrollment in FY21.

Data in Figure 1 and Table 1 indicate the following:

- From FY19 to FY23, the College experienced a decrease of 6.13% in unduplicated headcount as reported on the 14<sup>th</sup> class day with an annual increase between FY22 and FY23 of 6.68%. This is the first increase of the 5-year period.
- A similar pattern can be seen with credit hours and full-time equivalents, with an overall decrease of 10.03% over the 5-year period and a 0.98% increase from FY22 to FY23.
- Over the five-year period, credit hours and FTE have decreased at a faster rate than headcount, suggesting that students are taking fewer credit hours on average.

<sup>3</sup>For the purpose of this report, Full-time Equivalent (FTE) is based on 15 credit hours per term.