

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

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:45 p.m. Tuesday, February 14, 2023
MINUTES**

On February 3, 2023, Governor Pritzker issued the thirty-ninth 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 Board of Trustees meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/94528900226?pwd=RWRPS2lTWtN6R3E4cFlWTUIYdWdmQT09> or by phone at 312-626-6799 using Meeting ID: 945 2890 0226 Passcode: 161755. 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 by 3:15 p.m. on February 14, 2023. 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 convened remotely by teleconference on Tuesday, February 14, 2023. The meeting was called to order at 5:45 p.m. by Board Chair Gloria Cudia.

Roll Call

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

| | |
|-----------------------------------|--------------------|
| Ms. Gloria Cudia | Ms. Crystal Soltow |
| Mr. Robert Trojan | Mr. Paul Gorski |
| Mr. John Nelson | Ms. Lynn Kearney |
| Mr. Ryan Russell, Student Trustee | |

Also Present: Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Interim Assistant to the President; Ms. Tracy Luethje, Assistant to the Vice President of Operations; Attorney Joseph Perkoski, Robbins Schwartz; 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.

Adjourn to Closed Session

At 5:46 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, 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), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 6:12 p.m., a motion was made by Trustee Trojan, 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.

Review of Minutes

There were no comments on the minutes from the January 10, 2023, Board of Trustees Committee of the Whole meeting.

General Presentations – Strategic Plan Review

Mr. Richard Jenks, vice president of operations and chief operations officer, introduced Ms. Heather Snider, vice president of institutional effectiveness and communications, who presented the Strategic Plan Review. Ms. Snider stated that her updates would focus more on the metrics within the scorecards and some successes rather than on the planning framework that has been discussed in the past. Ms. Snider discussed the process updates and action highlights. Ms. Snider explained that leadership continues to work with Studer Education to refine the College's Strategic Plan, and Studer Education continues to monitor the College's successes and the 90-day action plans. As a result, Leadership will transition focus to sharing detailed actions and scorecard success metrics. In addition, the Administration has improved transparency by making materials available on the website. Recent achievements include the Customer Relationship Management (CRM) software that was implemented is ready to go live; the Diversity, Equity, and Inclusion (DEI) training program (Transform Together) has launched, and the Strategic Plan webpage has been created.

Board Chair Cudia requested that presenters please explain what the acronyms mean. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2023 Enrollment Update. Ms. Snider stated that enrollment is 105% of the goal for the Spring 2023 semester. Ms. Snider noted that the FY2023 goal is 98% of the budget, with the Summer I enrollment still outstanding. Ms. Snider feels very confident that the College will meet the FY2023 goal, and stated that RVC is ahead of last year's (FY2022) goal. Discussion ensued.

Finance Discussion: Board Liaison Trustee Trojan/Trustee Soltow

1. Purchase Reports

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

Purchase Report A – FY 2023 Amendments:

A. Supplies – (Maintenance Supplies: Boiler House)

1. Global Water Technologies South Holland, IL \$ 22,000.00 (1)*

B. Services – (Maintenance Services Plant Operations Equipment: Plant Maintenance)

| | | |
|------------------|--------------|-------------------|
| 2. Helm Electric | Freeport, IL | \$ 20,000.00 (2)* |
|------------------|--------------|-------------------|

Purchase Report B – FY 2023 Purchases:

- | | | |
|---|---------------------|--------------------|
| A. Food – (Food: Workforce Equity Initiative 2023) | | |
| 1. Walmart | Rockford, IL | \$ 20,000.00 (1)* |
| B. Transportation – (Gas: Workforce Equity Initiative 2023) | | |
| 2. Kelley Williamson | Rockford, IL | \$ 18,000.00 (2)* |
| C. Instructional Equipment – (Summer Bridge Grant – Capital Instructional Equipment, Workforce Equity Initiative – Capital Instructional Equipment) | | |
| 3. Airgas USA, LLC. | Rockford, IL | \$ 57,200.00 (3)* |
| D. Software – (Higher Education Emergency Relief Fund (HEERF): General Institutional Expense: IT Maintenance Services: Software Support) | | |
| 4. Soft Docs SC, LLC. | Columbia, SC | \$ 12,875.00 (4)* |
| E. Software – (IT: Maintenance Services: Software Support) | | |
| 5. LingK | Danville, CA | \$ 10,000.00 (5)* |
| F. Equipment – (Capital Service Equipment: Equipment) | | |
| 6. Reinders | Mundelein, IL | \$ 132,450.00 (6)* |
| Spartan Distributors | Sparta, MI | \$ 133,955.00 |
| MTI | Brooklyn Center, MN | \$ 137,245.64 |
| G. Equipment – (Risk Management: Emergency Management) | | |
| 7. Pearson Plumbing and Heating | Rockford, IL | \$ 15,945.00 (7)* |
| Helm | Freeport, IL | \$ 20,496.00 |
| Nelson Carlson | Rockford, IL | \$ 20,863.00 |
| H. Instructional Supplies – (Instructional Supplies General: Department of Commerce and Economic Opportunity (DCEO) Illinois Film Office (IFO)) | | |
| 8. 2 nd Cinc, Inc. | Loves Park, IL | \$ 51,800.00 (8)* |
| I. Supplies – (Instructional Supplies General: PATH Grant, Instructional Equipment: PATH Grant) | | |
| 9. Avante Health Solutions | Louisville, KY | \$ 28,750.00 (9)* |
| Covidien Sales, LLC. | Mansfield, MA | \$ 29,560.00 |
| Soma Tech International | Bloomfield, CT | \$ 29,950.00 |
| J. Supplies – (Instructional Supplies General: PATH Grant, Instructional Equipment: PATH Grant) | | |
| 10. Outfront Medical, LLC. | Tabernacle, NJ | \$ 13,000.00 (10)* |
| Soma Tech, International | Bloomfield, CT | \$ 25,400.00 |
| K. Textbooks – (Instructional Supplies General: Early Childhood Access Consortium (ECACE)) | | |
| 11. Barnes & Noble | Rockford, IL | \$ 19,266.00 (11)* |
| L. Instructional Membership & Fees – (Miscellaneous Expenditures: Workforce Equity) | | |
| 12. AAPC | Salt Lake City, UT | \$ 41,470.00 (12)* |
| M. Construction (Capital Expense) | | |

Discussion ensued on Purchase Report B, grant-funded items, and items G, L, and M. Chief Operations Officer Rick Jenks updated trustees on the bid opening results for Item M, the ATC Phase II Plan. Trustee Nelson requested additional details for Item M.

2. Cash and Investment

Ms. Olson presented the Cash and Investment Report through January 31, 2023. Total operating cash is \$31,624,110. Total operating cash and investments are \$76,505,959. Total capital funds are \$11,467,053. Since December 31, 2022, the change in capital funds has been <\$5,673,903>. Therefore, the difference in the operating cash and investments since December 31, 2022, was <\$87,450>. Ms. Olson stated that the total operating cash and investment funds were 72.40% of the Fiscal Year 2023 operating budget. Discussion ensued.

3. FY2023 Second Quarter Vital Signs

Ms. Olson presented the FY2023 Second Quarter Vital Signs. Ms. Olson stated that the operating revenues were 51.25% of the FY2023 budget as of December 31, 2022, including SURS on behalf. If you exclude the SURS on behalf, RVC revenue is at 71% of the FY2023 budget due to tuition and fees received in December for the Spring 2023 semester. In addition, Ms. Olson stated that investment revenue is over the FY2023 budget due to increases in interest rates, and property taxes are coming in on track.

Ms. Olson stated that the operating expense fund is at 30.16% of the FY2023 budget, including SURS on behalf. If excluding SURS on behalf, the operating expense fund is at 42.10%. Ms. Olson stated that the expenses are looking suitable for FY2023. In addition, Ms. Olson said the RVC payroll and healthcare costs, year-to-date, are tracking below the FY2023 budget. However, Ms. Olson said that she monitors the healthcare costs as she anticipates increased claims. Discussion ensued.

4. FY2024 Tuition Discussion

Ms. Olson presented the FY2024 Tuition Discussion. Ms. Olson stated that RVC's current tuition and fees for Liberal Arts and Sciences (LAS) are \$137.00, and the Career and Technical Education (CTE) is \$162.00. Per Section 110 ILCS 805/6 of the *Illinois Public Community College Act* and Illinois Community College Board (ICCB) Rule 1501.505, the In-District student tuition may not exceed one-third of the per capita cost as defined in the chargeback reimbursement calculation. The College's fiscal year 2022 per capita cost is \$569.24 resulting in a one-third per capita cost of \$189.74.

The College's Administration is recommending increasing tuition \$5.00 per credit hour. The weighted average of these rates still falls below the one-third per capita cost for fiscal year 2022 of \$189.74 and \$180.85 for fiscal year 2021. This increase will be effective July 1, 2023, for FY2024. The rates for LAS, if approved, will be \$142.00, and CTE will be \$167.00. Discussion ensued.

5. FY2023 Fund Transfers Based on FY2024 Project Plans

Ms. Olson and Mr. Rick Jenks, vice president of operations, presented the FY2023 Fund Transfers Based on FY2024 Project Plans. In addition, Ms. Olson provided a list of capital and other expense needs for FY2024. Funding for these items will be from money transferred from the operations fund to the capital fund or other funding sources listed. Transferring funds will allow purchases of new items, continued repairs, or system upgrades. Mr. Jenks stated that there are 24 projects to be approved or items to be purchased in the amount of \$5,215,000.00 from the Capital funds; two projects to be approved or purchased in the amount of \$2,280,000.00 out of the Protection, Health, and Safety (PHS) funds; two projects to be approved or purchased in the amount of \$1,100,00.00 out of the IT Technology Fee fund; one item to be purchased in the amount of \$150,000.00 out of the Tort fund; and one reallocation of funds from the Advanced Technology Center (ATC) Phase One to ATC Phase Two fund. Mr. Jenks stated there is a total number of 30 projects in the amount not to exceed \$9,545,000.00.

The Administration recommends that the RVC Board of Trustees approves the use of Fund 03 capital, technology fees, Tort funds, or Protection, Health, and Safety funds on the 2024 project plans Board Report. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for February 2023. There is one appointment, Timothy Held, Dean of Non-Credit Programs, and one placeholder for the Director of Financial Aid. There is one departure, Ms. Kathy Jones (retiring).

2. Memorandum of Understanding (MOU); Dental Hygiene Clinic Coordinator – Sick Leave Transfer

Mr. Handley presented the MOU, Dental Hygiene Clinic Coordinator-Sick Leave Transfer. Mr. Handley stated that on August 16, 2021, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Collective Bargaining Agreement (CBA) for 2021 - 2026. Section 8.5.3 of the CBA outlines the sick leave allotment provided to Faculty.

On June 24, 2022, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Memorandum of Agreement (MOA), creating a “pilot” program for the role of Dental Hygiene Coordinator. Given that this role is a pilot program, both parties agreed that the position would NOT be included in the bargaining unit until such time as the College determines that the role will become permanent. If in agreement after the conclusion of the pilot, the parties agree to file with the Illinois Educational Labor Relations Board. Such a petition is necessary for the addition of the position in the bargaining unit. The pilot will conclude at the end of the Summer II semester in August 2023.

Kenosha Holland was selected to assume the role of Dental Hygiene Coordinator for the purpose of the pilot program. Ms. Holland has an immediate need to utilize sick leave hours normally provided to Faculty under the CBA; however, since this role is not officially in the bargaining unit at this time, she would not be eligible to receive such sick leave hours. This Memorandum of Understanding allows for the one-time transfer of Sick Leave hours to Ms. Holland from two faculty members.

The Administration recommends that the Board of Trustees approves the MOU allowing the transfer of sick leave hours to Ms. Kenosha Holland.

3. Memorandum of Agreement (MOA); Support Staff Association (SSA) - HVAC Commercial Mechanics

Mr. Handley presented the MOA, SSA-HVAC Commercial Mechanics. Mr. Handley stated that on December 7, 2021, the Rock Valley College Board of Trustees and the Rock Valley College Support Staff Association entered into a Collective Bargaining Agreement (CBA) for 2021 - 2027.

In 2022, RVC experienced two vacancies in HVAC Commercial Mechanic (“Boiler House”) operations. During those vacancies, RVC had to rely on third-party vendors to complete necessary heating and cooling maintenance and repairs to keep building systems operational and safe. Due to the significant unplanned additional expenses, the Board had to approve additional funds to cover those expenses. The response of qualified applicants to the job posting intended to backfill the mechanic vacancies was dismal. Research for local mechanic pay rates indicates a need to increase base pay to attract quality applicants.

This Memorandum of Agreement allows for a salary increase to incumbents in that department to aid in retaining our employees and an increase to Boiler House employees’ base salary to attract qualified mechanic applicants to work in commercial HVAC and reduce RVC’s reliance on third-party vendors.

The Administration recommends that the Board of Trustees approves the Memorandum of Agreement increasing the pay wages for incumbents in the Boiler House and increasing the wages for newly hired mechanics working in the Boiler House. Discussion ensued.

4. Advanced Technology Center (ATC) Closeout

Ms. Olson presented the ATC closeout. Ms. Olson stated that the total budget for the ATC was \$15,526,777.43, and the total amount spent was \$14,094,818.17, with a remaining budget of \$1,431,959.26. Discussion ensued.

5. RVC College Events Calendar

Mr. Handley presented the RVC on-campus events calendar for February, March, and April 2023. Mr. Handley stated that the closing ceremony for Black History Month will take place in the Student Center Atrium on February 28, 2023, and that on February 25, 2023, the National TRiO Day will take place at the Stenstrom Center at 8:00 a.m. In addition, a Spanish Language Explore event will take place in the Student Center Atrium on February 15, 2023, from 3:00 p.m. to 7:00 p.m.

New Business / Unfinished Business

There was no new and/or no unfinished business.

Adjourn to Closed Session

At 7:28 p.m., a motion was made by Trustee Gorski, seconded by Trustee Soltow, to adjourn to closed session to discuss: 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 8:10 p.m., a motion was made by Trustee Nelson, 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 February 28, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus when Illinois statute permits.


Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on March 14, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus when Illinois statute permits.

Adjourn

At 8:12 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


Gloria Cardenas Cudia, Board Chair