

**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 14, 2023
MINUTES**

On March 3, 2023, Governor Pritzker issued the fortieth 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/96153549801?pwd=WU9vc1Bic1RjZmFicDISQTF3bkZTQ09> or by phone at 312-626-6799 using Meeting ID: 961 5354 9801 Passcode: 025599. 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 March 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, March 14, 2023. The meeting was called to order at 5:15 p.m. by Board Chair Gloria Cardenas Cudia.

Roll Call

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

Ms. Gloria Cardenas Cudia	Mr. Robert Trojan
Mr. Paul Gorski	Ms. Lynn Kearney joined the meeting at 5:18 p.m.
Mr. Ryan Russell, Student Trustee	Mr. Richard Kennedy

The following Trustees were absent at roll call: Mr. John Nelson and Ms. Crystal Soltow

Also Present: Dr. Howard Spearman, President; 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 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

Minutes – Rock Valley College Board of Trustees Committee of the Whole, March 14, 2023

There were no comments on the minutes from February 14, 2023, 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: 14th Day Census; Student Profile

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Enrollment Update: 14th Day Census Enrollment Report. Ms. Snider stated that the census data for the Spring Semester was through January 31, 2023. The figures presented show that RVC had declines in both unduplicated headcount and full-time equivalents from FY20 to FY21 and then again in FY22. RVC then shows an increase from FY22 to FY23 in unduplicated headcount and full-time equivalents. Ms. Snider stated that the information presented differs slightly from the data the Board of Trustees usually sees. The report Ms. Snider is showing is per ICCB definitions. The enrollment report includes all RVC's credit enrollments in Liberal Arts and Sciences (LAS) and Career and Technical Education (CTE), some vocational skills courses offered through continuing education, and adult education. Ms. Snider stated that the headcount has decreased by 4.4% over the last five years, but most recently, RVC has seen an almost 41% increase from Spring to Spring. RVC's credit hours and full-time equivalent (FTE) have declined 11.93% over the last five years, but most recently, an increase of about 22%. Ms. Snider said the report shows that RVC's unduplicated headcounts over the previous year are increasing faster than the credit hours, reflecting the part-time nature of RVC students. Discussion ensued.

Ms. Snider presented the Student Profile Report. Ms. Snider stated that the Student Profile report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at RVC in the Spring 2023 term. In Ms. Snider's presentation, she addressed who is currently attending RVC, who are the students attending RVC for the first time, and who are taking college classes for the first time. Ms. Snider stated that the difference between the 14th Day Census Enrollment Report and the Student Profile Report is that when she creates the student profile, she takes out the adult education and vocational skills classes so that RVC has a profile of RVC's credit students. Ms. Snider stated that the average age had decreased slightly; RVC's average age was 24, and this current spring, the average age is 23. The gender breakdown is 45% male students and 55% female students, and the minority enrollment had increased from 35% to 39%. Ms. Snider stated that first-time student enrollment remained relatively stable for the past five years. 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. Contractual Services - (Maintenance Services Site/Grounds)

1. Khione Management Services	Cicero, IL	\$ 60,000.00 (1)*
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B. Consulting - (Other Contractual Services: Human Resources)

Cottingham & Butler DBA

2. Carlson Dettmann Consulting	Carol Stream, IL	\$ 5,500.00 (2)*
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Discussion ensued on item B.

Purchase Report B - FY 2023 Purchases:

A. On-Line Communications – (Instructional Software & Administrative Software: General Institutional Software)		
1.	Zoom Video Communications, Inc.	San Jose, CA \$ 26,000.00 (1)*
B. Printing – (Print/Copy Commercial Services: Continuing & Community Education)		
2.	KK Stevens Publishing, Co.	Astoria, IL \$ 24,200.00 (2)*
	Action Printing	Fond du Lac, WI \$ 29,210.00
C. Instructional Equipment – (Instructional Equipment: Automotive Services)		
3.	Mohawk Lifts	Amsterdam, NY \$ 32,000.00 (3)*
D. Instructional Equipment – (Capital Instructional Equipment: Perkins Post-Secondary)		
4.	B&H Photo	New York, NY \$ 11,300.00 (4)*
	Vintage King	Troy, MI \$ 12,250.00
	Sweetwater	Fort Wayne, IN \$ 12,300.00
E. Instructional Equipment – (Capital Instructional Equipment: Perkins Post-Secondary)		
5.	B&H Photo	New York, NY \$ 8,400.00 (5)*
F. Instructional Equipment – (Capital Instructional Equipment: ECACE and HEERF)		
6.	CDW-G	Chicago, IL \$ 20,900.00 (6)*
	ACP CreativIT	Buffalo Grove, IL \$ 21,500.00
	CTI Conference Technologies	Itasca, IL \$ 33,300.00
G. Instructional Equipment – (Capital Instructional Equipment: Workforce Equity Initiative 2022)		
7.	Simformotion	Peoria, IL \$ 88,000.00 (7)*
H. Instructional Equipment – (Capital Instructional Equipment: PATH Grant)		
8.	Stryker Medical	Chicago, IL \$ 20,100.00 (8)*
I. Instructional Equipment – (Capital Instructional Equipment: PATH Grant)		
9.	Echo Healthcare	Sarasota, FL \$ 23,610.00 (9)*
J. Equipment – (HEERF: General Institutional Expenses)		
10.	Sound, Inc.	Naperville, IL \$ 56,738.00 (10)*
	Media Resources	Lisle, IL \$ 38,435.00
K. Repairs – (Maintenance Services Plan Operation Equipment: Boiler House)		
11.	Helm	Freeport, IL \$ 15,900.00 (11)*
	Culligan	Loves Park, IL \$ 18,859.00

Discussion ensued on Purchase Report B, grant-funded items, and items J and K. Trustee Trojan requested a dollar amount on material purchases funded by the Perkins Grant. Trustee Trojan also would like to know how much monies annually are going through all of the grants (ex., HEERF, WEI, PATH, etc.). Ms. Snider stated she would provide the figures at a later date.

2. Cash and Investment

Ms. Olson presented the Cash and Investment Report through February 28, 2023. Total operating cash is \$28,589,788. Total operating cash and investments are \$73,535,274. Total capital funds are \$11,506,241. Since January 31, 2023, the change in capital funds has been \$39,188. Therefore, the difference in the operating cash and investments since January 31, 2022, was <\$2,970,685>. Ms. Olson stated that the total operating cash and

investment funds were 69.59% of the Fiscal Year 2023 operating budget. Ms. Olson said she is comfortable with the 69.59% ratio. 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 2023. There is one appointment, Christine Lott, Human Resources Director, and one placeholder for the Director of Records and Registration/Registrar. Mr. Handley stated that the Director of Records and Registration/Registrar would be redlined as it should not have been on the Board Report due to the position being a Professional Staff Association (PSA) position.

2. Board Policy 3:10.030 Access to Personnel Files (First Reading)

Mr. Handley presented the first reading of the Board Policy 3:10.030 Access to Personnel Files. Mr. Handley stated that the Illinois Personnel Record Review Act states that an employer shall provide an employee with an inspection opportunity within seven working days after the employee makes the request, or if the employer can reasonably show that such deadline cannot be met, the employer shall have an additional seven days to comply.

Board Policy 3:10.030 currently states that employees may examine items in their personnel file with a 24-hour written notice to the Vice President of Human Resources or designee. The revised Board Policy updates the timeframe for employees to meet with Human Resources and examine items in their personnel file within three working days of their written request to the Vice President of Human Resources or designee. This will allow the Human Resources team time to inspect and ensure that all printed and digital documents are available for an employee's review and comply with the Illinois Personnel Record Review Act requirements.

It is recommended that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Record Review Act. Discussion ensued.

3. Rock Valley College Street Naming Process Background

Mr. Rick Jenks, vice president of operations, reviewed the Street Naming Process Background. Mr. Jenks stated that in January 2019, Rock Valley College joined 12 other police departments in Winnebago County in agreeing to consolidate our police report writing and dispatch systems into one unified system. As part of this effort, the City of Rockford and Winnebago County worked on updating addresses and locations in the county-wide Geographic Information System (GIS) database and correcting areas of the city and county where addresses needed to be correctly entered or added in the system. In addition, RVC took advantage of this timing to create names for the roadways on the main campus to ensure a proper emergency response by first responders and proper documentation of emergency events should they occur.

At the April 2020 Committee of the Whole meeting, it was recommended that Rock Valley College label its roadways and create address locations for all buildings on campus. At the trustees' suggestion, the name selection process offered a naming opportunity to each employee group. Finally, the selection process results were revealed at the June 2020 Committee of the Whole meeting. Mr. Jenks explained that changing the name of any of these streets is possible. Still, it would require extensive work by the City of Rockford and Winnebago County E-911 systems to update the information in their emergency response database systems. In addition, the Winnebago County Geographic Information System (WinGIS) would need to update its respective database system. Finally, Rock Valley College must notify the RVC employee groups that the street names they selected are being changed. Discussion ensued.

4. Industry Partnerships/Community Engagement Strategic Plan Update

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, presented the Industry Partnerships/Community Engagement Strategic Plan Update. Dr. Stewart stated that the Strategic Plan for Industry Partnerships and Community Engagement aligns with RVC's Strategic Planning Pillars. The objective is to recruit, retain, and place qualified personnel with businesses and community-based organizations.

RVC is collaborating with industry partners to establish personnel needs for training. RVC uses multidimensional platforms to market and promote offers that will help boost recruitment. RVC will use course evaluations, surveys, and advisory committees to strengthen the College's program qualities. RVC will customize training to meet the needs of industry partners and boost enrollment. RVC would facilitate targeted events like job fairs, organize tours to industry partner sites, and have one-on-one meetings with employers to help with placements. RVC's goal is to establish RVC as the training hub of the region by ensuring workforce needs are met through the non-credit department and customized training and to promote economic development and divisional profitability. Discussion ensued.

5. Advanced Technology Center (ATC) Sponsorship Program

Dr. Patrick Peyer, vice president of student affairs, presented the ATC Sponsorship Program. Dr. Peyer explained that on December 15, 2020, the Rock Valley College Board of Trustees approved BR7778 to authorize \$1.5 million to sponsor student tuition for programs offered during Fiscal Year 2022 at the new Advanced Technology Center (ATC) in Belvidere, IL.

On December 21, 2021, the Rock Valley College Board of Trustees approved BR7883 to authorize and extend the use of unallocated funds to continue to sponsor student tuition for programs offered, during Fiscal Year 2023, primarily at the Advanced Technology Center.

The ATC Sponsorship program has supported 253 students, totaling \$757,446.90. In addition, RVC is proposing to continue to offer free tuition for students who enroll in coursework primarily at the Advanced Technology Center during Fiscal Year 2024. Programs of study include CNC Machining, Mechatronics, Truck Driver Training, Industrial Maintenance, and Welding.

To qualify for the free tuition, students must have been a resident of RVC's service area (District 511) as of July 1, 2022. Free tuition will be limited to \$10,000 per student during Fiscal Year 2024 and by course and program enrollment capacity, estimated at 300 students. The free tuition initiative does not include course program fees, institutional fees, textbooks, and related instructional materials.

The Administration recommends that the RVC Board of Trustees approves extending the ATC Sponsorship Program through Fiscal Year 2024 and approve using the remaining unallocated funds not to exceed \$700,000 to support the ATC Sponsorship Program. Discussion ensued.

6. Professional Development Strategic Plan Update

Mr. Handley presented the Professional Development Strategic Plan Update. Mr. Handley stated that the Primary Strategic Pillar is to offer exceptional training opportunities. The objectives are to identify goals, resources, activities, and learning opportunities for growth with employees and document the required skill and competency development employees need to support continuous improvement and career development. The Professional Development Committee will identify milestones for completing goals and objectives that assess progress toward desired outcomes and encourage continuous learning, performance improvement, and personal growth. Discussion ensued.

7. RVC College Events Calendar

Mr. Handley presented the RVC on-campus events calendar for March, April, and May 2023. Discussion ensued.

New Business / Unfinished Business

New Business – There is no new business.

Unfinished Business – Dr. Spearman said Mr. Jenks would discuss the construction contingency plan. Mr. Jenks explained the process of RVC's construction contingencies. The recommendation proposed is that the board vote on the contingency signed in the project. That's typically designed by the architects and the engineers based on the type of project. The project continues to have its original scope, and should a change be needed for that project, it would go through the College's change order process. The process involves review by the architects, the engineering firms, and our design and construction team. Then, the change order is sent to Mr. Jenks for

review, then to Dr. Spearman for review before it's finally either approved or denied. Each month at the Committee of the Whole meeting, the Administration will supply the Board with a list of the change orders for each construction project. Discussion ensued.

Adjourn to Closed Session

At 6:37 p.m., a motion was made by Trustee Trojan, seconded by Trustee Gorski, 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 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 a unanimous roll call vote.

Reconvene Open Session

At 7:28 p.m., a motion was made by Trustee Kearney, seconded by Trustee Kennedy, 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 28, 2023, at 5:15 p.m.; The 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 April 11, 2023, at 5:15 p.m.; The 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 7:30 p.m., a motion was made by Trustee Kearney, seconded by Trustee Trojan, 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, Chairperson