

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

**June 27, 2023, 5:15 p.m.
Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC)**

Special Meeting – Decennial Committee

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Charge of the Decennial Committee**
- E. Appointment of Additional Members**
- F. Discuss Process, Procedures and Proposed Timeline**
- G. Discuss Possible Topics to be Reviewed by the Committee**
- H. Approve Proposed Topics to be Reviewed by the Committee**
- I. Approve Proposed Timeline**
- J. Survey of Residents in Attendance**
- K. Date of Next Regular Meeting:** June 27, 2023, 5:15 p.m. Meeting to be held in person in Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC) on the main campus.
- L. Date of Next Committee of the Whole Meeting:** July 11, 2023, 5:15 p.m. Meeting to be held in person in Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC) on the main campus.
- M. Adjourn**

Gloria Cardenas Cudia, Board Chair

Following the meeting, please complete the community survey. Scan the QR code below or click on this link https://rvc.co1.qualtrics.com/jfe/form/SV_3xEAIMkqjIDAnhY



**RESOLUTION TO ESTABLISH
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY
AS REQUIRED BY PUBLIC ACT 102-1088**

WHEREAS, on June 10, 2022, the Illinois General Assembly enacted Public Act 102-1088, known as the “Decennial Committees on Local Government Efficiency Act” (the “Act”), which became effective immediately; and

WHEREAS, the Act mandates that, within one (1) year after the effective date of the Act, and at least once every ten (10) years thereafter, each governmental unit, except municipalities and counties, must form a committee to study local efficiencies and increased accountability to the county board in which the governmental unit is located; and

WHEREAS, to comply with the Act, the Board of Trustees of Community College District No. 511, Counties of Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle, Illinois (the “Board of Trustees”) deem it necessary and appropriate to establish a Decennial Committee on Local Government Efficiency, as provided herein;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION ONE: Formation and Duration. The Decennial Committee on Local Government Efficiency (the "Committee") is hereby established. Rock Valley College ("Community College") shall provide administrative and other support to the Committee, as determined by the Community College’s President. The Committee shall be dissolved upon the publication of the report required under Section Five below until such time as it is re-established with newly appointed members pursuant to Section 10 of the Decennial Committees on Local Government Efficiency Act.

SECTION TWO: Membership. The Committee's membership shall consist of the members of the Board of Trustees, the Community College’s President, the President’s designees, and two residents of the Rock Valley College jurisdiction ("Community College Residents") to be appointed by the Chair of the Board of Trustees, with the advice and consent of the Board of Trustees. The College’s President and Trustee Crystal Soltow, shall serve as the Co-Chairpersons of the Committee. The Co-Chairpersons may appoint additional Committee members. Committee members shall serve without compensation but may be reimbursed by the Community College for any pre-approved expenses incurred in performing their duties. Except as otherwise required by law, the appointed Community College Residents serving on the Committee may be removed from

serving on the Committee at the sole discretion of the Board of Trustees. In the event of a vacancy in the Committee's appointed members or the role of the Co-Chairpersons, such vacancy shall be filled in the same manner as the appointment under this Section Two.

SECTION THREE: Powers and Duties. The duties of the Committee shall include at least two but are not limited to, the following: (a) the study of the Community College's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units; and (b) the collection of data, research, and analysis as necessary to prepare the report required under Section Five below. The Committee may employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate and may seek assistance from colleges and universities as necessary to prepare the report required under Section Five below. Before enlisting any services and the expenditure of any public funds, the Committee shall bring recommendations for such services and expenditures to the President and the Board of Trustees for their review and approval.

SECTION FOUR: Meetings. The Committee shall meet from time to time as determined by the Co-Chairpersons and at least three (3) times prior to dissolution under Section One above. The Committee shall meet in accordance with all applicable rules, regulations, ordinances, and laws, including, but not limited to, the Open Meetings Act, 5 ILCS 120/1 *et seq.*, and any applicable provisions of the College's Policy Manual. In addition, at the conclusion of each Committee meeting, the Committee shall conduct a survey of the residents in attendance and ask for input on the matters discussed at the meeting. The Committee may meet during a regularly scheduled Board meeting, so long as (a) separate notice is given in conformance with the Open Meetings Act; (b) the Committee meeting is listed as part of the Agenda for the meeting of the Board of Trustees; and (c) at least a majority of the Committee members are present at the Committee's meeting.

SECTION FIVE: Reporting. The Committee shall summarize its work and findings in a written report, which shall include recommendations in respect to increased accountability and efficiency. The report shall be provided to all County Boards within Community College District #511 on or before November 23, 2024, which is eighteen months after the Committee's formation, and shall be made available to the public. At the discretion of the Board Chair, the President, or Co-Chairpersons, may be required to present its report at a full meeting of the Board of Trustees. The Board Chair may also, from time to time, require that the Co-Chairpersons present in-person

progress and/or status reports to the Board of Trustees at regularly scheduled Board Meetings.

SECTION SIX: Severability. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity of unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

SECTION SEVEN: Repealer. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION EIGHT: Effective Date. This Resolution shall be in full force and effect from its passage and approval as required by law.

Attorney Reviewed.

PASSED AND APPROVED THIS 23rd DAY OF MAY 2023.

AYES: Gotski, Kennedy, Nelson, Simpson, Sottow, Trojan, Cudia, Noguera (advisory)

NAYS: None

ABSENT: None

Gloria Cardenas Cudia
Chair, Board of Trustees

ATTEST:

Robert Surjan
Secretary, Board of Trustees

Summary and Proposed Timeline for Rock Valley College Decennial Committee

As of June 23, 2023

The Charge of the Decennial Committee is to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board(s) in which the governmental unit is located.

- The Decennial Committee (Committee) is to be formed by June 10, 2023. Membership is comprised of all elected and appointed members of the Board of Trustees, the College president, and at least two residents of the College’s territory. The College’s board chair (or designee) serves as the Committee chair.
- The duties of the Committee include, but are not limited to, “the study of the College’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State.” The Committee shall also collect data, research, and analysis as necessary to prepare the final report.
- Based on the Resolution approved by the Board of Trustees on May 23, 2023, the Committee will pick at least two topics to study, then file the final report.
- The Committee must meet at least three times. The goal is for each Committee meeting to last no more than one hour.
- The Committee may meet during a regularly scheduled meeting of the Board of Trustees (the fourth Tuesday of the month, 5:15 p.m.). Notice must be given separately for the meeting; it must be a part of the Board meeting agenda; and a majority of the members of the Committee must be present. The Committee may also meet outside of a regularly scheduled meeting, but must still meet the requirements of the Illinois Open Meetings Act.
- The initial meeting is to select topics to study and report on. Suggestions: *ICCB Recognition Report, Higher Learning Commission Report, Comprehensive Annual Financial Report (CAFR)*.
- Subsequent meetings should be to discuss and analyze data and documents. All documents and a high-level summary will be shared in advance of the meeting so that members have time to review the document and submit questions.
- Following each meeting, the Committee is required to survey the residents who attended the meeting, asking for their input on matters discussed.
- The Committee must summarize its findings in a final report, which must include:
 - Names of Committee members
 - Dates of Committee meetings
 - Statement confirming input was sought from residents attending the meeting(s)
 - Statement confirming that residents had an opportunity to submit feedback
 - The Committee’s charge
 - Statement confirming what data was considered
 - The Committee’s recommendations regarding the Committee’s charge
- The report must be approved by the Committee at its final meeting.
- A finalized report must be sent within 18 months of the Committee’s formation to the county board of every county in which the College is located. (November 24, 2024)
- The final report must be available to the public.
- The Committee will be automatically dissolved after the report has been transmitted to the applicable county boards and made available to the public.
 - A new Decennial Committee shall be formed every 10 years beginning in June 2033.

Proposed Timeline – Rock Valley College Decennial Committee

As of June 23, 2023

Date	Meeting	Action
May 9, 2023	Committee of the Whole	Review and discuss proposed Resolution, legislation, Robbins Schwartz FAQs.
May 23, 2023	Regular Board Meeting	Adopt Resolution to create the Decennial Committee.
June 13, 2023	Committee of the Whole	Discuss rollout plan, review survey for community attendees, review potential community members to be invited to join.
June 27, 2023	Special Meeting-First Meeting of the Decennial Committee. Begin at 5:15 p.m. followed by the FY2024 Budget Hearing and regular Board meeting.	Appoint and welcome members. Adopt the process, procedures, and review timeline. Vote on administration's recommendation of topics to be reviewed by the Committee.
August 22, 2023	Special Meeting-Second Meeting of the Decennial Committee. Begin at 5:15 p.m. followed by the regular Board meeting.	
October 24, 2023	Special Meeting-Third meeting of the Decennial Committee. Begin at 5:15 p.m. followed by the regular Board meeting.	
December 19, 2023	Special Meeting-Fourth meeting of the Decennial Committee. Begin at 5:15 p.m. followed by the regular Board meeting.	
February 27, 2024	Regular Board meeting	Submit final report to Board of Trustees for discussion, board report for approval.
TBD		Submit final Committee Report to county board of each county in District #511. Due by November 24, 2024.

Rock Valley College

Decennial Committee Review Documents

Higher Learning Commission Criteria for Accreditation

Criterion 1. Mission

The institution's mission is clear and articulated publicly; it guides the institution's operations.

Criterion 2. Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

Criterion 3. Teaching and Learning: Quality, Resources, and Support

The institution provides quality education, wherever and however its offerings are delivered.

Criterion 4. Teaching and Learning: Evaluation and Improvement

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

Criterion 5. Institutional Effectiveness, Resources and Planning

The institution's resources, structure, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.

Illinois Community College Board Recognition Standards

Standard I: Academic

- Degrees and Certificates: A college shall award associate degrees and certificates in accordance with units of instruction approved by the ICCB.
- Articulation: Courses designed to meet lower-division baccalaureate degree requirements shall be applicable to associate transfer degrees.
- Academic Control: The community college maintains full academic control of the unit of instruction.
- Curriculum: The content of the curriculum ensures that the objectives of the unit of instruction will be achieved.
- Dual Credit: Courses offered by the college for high school students during their regular school day at the secondary school shall be college-level and shall meet requirements for: state laws and regulations and accreditation standards, instructors, qualifications of students, placement testing and prerequisites, course offerings, course requirements, and concurrent credit.
- Assessment Plans: A system of evaluating and recording student performance in courses shall be in effect as per district policies and shall be available to review.
- Student Evaluation: A system of evaluating and recording student performance in courses shall be in effect as per district policies and shall be available for review.
- Faculty Qualifications/Policies: Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling and administering the curriculum or supporting system to which they are assigned.
- Cooperative Agreements and Contracts: Cooperative agreements may be established for the purpose of providing more accessible instructional services to students and increasing efficiency in the use of education resources.

- Program Review Process: Each college shall have a systematic, college wide program review process for evaluating all of its instructional, student services, and academic support programs at least once within a five-year cycle.

Standard II: Student Services/Academic Support

- Student Services/Academic Support: Student services including, but not limited to, advising and counseling, financial aid, and placement shall be provided by the college in a manner convenient to students.
- Student Programming: ICCB expected that institutions will provide holistic experiences for students that support learning inside and outside of the classroom.
- Admission of Students and Academic Records: The college shall have a comprehensive admission process. Student records and transcripts should reflect admission policies and transcript evaluation.

Standard III: Finance / Facilities

- Credit Hour Claim Verification: ICCB credit hour grants shall be based on the number of credit hours, or equivalent, of students who have been certified as attending midterm.
- Financial Planning: Financial planning for current and future operations shall provide for both a sound educational program and the prudent use of public funds.
- Financial Compliance: The district shall complete an annual external audit.
- Approval of Construction Projects: The expenditure of funds for the purchase, construction, remodeling, or rehabilitation of physical facilities shall have prior ICCB approval.
- Facilities Data Submission: Maintain and report facilities data requests, reports, and information to ICCB in formats specified in accordance with standards and principles developed by ICCB.
- Employment Contracts: The college shall abide by employment contract limitations and employment contract transparency described in the Public Community College Act.

Standard IV: Institutional Research/Reporting

- General Reporting: Complete and accurate reports shall be submitted by the district/college to the ICCB in accordance with ICCB requirements, on forms provided by the ICCB where applicable.

ANNUAL COMPREHENSIVE FINANCIAL REPORT

- Participation in the Government Finance Officers Association (GFOA) and the Certificate of Achievement for Excellence in Financial Reporting encourages state and local governments to go beyond the minimum requirements of generally accepted account principles to prepare annual comprehensive financial reports that demonstrate the spirit of transparency and full disclosure.
- Provide reporting that goes beyond the requirements of:
 - 110 ILCS 805/3-22.1 of the Illinois Public Community College Act
 - ICCB System Rules Manual of the Illinois Community College Board Section 1501.503
 - ICCB Fiscal Management Manual
- The Annual Comprehensive Financial Report is available for public consumption on the Rock Valley College website and for viewing in the Finance Office during business hours.



Decennial Committee Feedback

Public Act 102-1088, the Decennial Committees on Local Government Efficiency Act, states "each governmental unit must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located."

Are you a resident of Community College District 511 served by Rock Valley College?

- Yes
- No

As a resident, I believe that the discussion at today's Decennial Committee meeting suggests that Rock Valley College operates in an efficient manner.

- Strongly agree
- Somewhat agree
- Neither agree nor disagree
- Somewhat disagree
- Strongly disagree

As a resident, I believe that Rock Valley College has sufficient accountability measures to govern the institution.

- Strongly agree
- Somewhat agree
- Neither agree nor disagree
- Somewhat disagree
- Strongly disagree

Use this space to provide any other input on the matters discussed at the meeting.
