

**Illinois Community College District #511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114
Jacobs Center for Science and Math (JCSM) Room 2106**

**Board of Trustees Special Meeting – Board Professional Development
June 20, 2023, 5:15 p.m.**

MINUTES

Call to Order

The Special meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened on Tuesday, June 20, 2023 in room 2106 of the Jacobs Center for Science and Math on the main campus. Board Chair Gloria Cudia called the meeting to order at 5:15 p.m.

Roll Call

The following trustees were present at roll call:

Ms. Gloria Cardenas Cudia	Mr. Bob Trojan
Ms. Kristen Simpson	Mr. John Nelson
Mr. Richard Kennedy	Student Trustee Juan Noguera

The following trustees were absent: Ms. Crystal Soltow, Mr. Paul Gorski.

Board Secretary Trojan announced there was a quorum, and the meeting began.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic Officer; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Interim Assistant to the President; Guest Ms. Nancy Sylvester.

Communications and Petitions (Public Comments)

No public comments were received.

Board Governance Training Presentation

Board Chair Cudia welcomed Ms. Nancy Sylvester who presented training on “Board Governance and Robert’s Rules: Keys to Being a Better Board Member.” Ms. Sylvester provided a brief bio, noting that she is a Certified Professional Parliamentarian and Certified Professional Teacher of Parliamentary Procedure. She is the author of the books *The Complete Idiot’s Guide to Robert’s Rules* and *The Guerrilla’s Guide to Robert’s Rules*, as well as handbooks on parliamentary procedure and effective meetings. Nancy is a retired professor of speech at Rock Valley College where she taught for 31 years.

Using dowel rods as a hands-on activity, Ms. Sylvester demonstrated the Board's role of protecting the public interest by looking ahead three to five years, rather than micro-managing day-to-day operations of the College. Other highlights of her presentation include:

- The 12th edition of *Robert's Rules of Order Newly Revised* is the most current version.
- Diversity on a board also means trustees having a variety of skills.
- The Board's job includes selecting, overseeing and reviewing the president of the College.
- The Board–Staff relationship can be illustrated with an hourglass. Board members go through the board chair, while staff and faculty go through the president.
- Trustees should ask tough questions and be a cheerleader and ambassador to the community.
- Rules/policies/procedures can be suspended; bylaws cannot be suspended.
- Unfinished Business, not “Old Business,” is business discussed at a prior meeting but not voted on at the time.
- If there is not a quorum, trustees can discuss issues, but cannot take action with a vote.
- A motion is required for board action.
- A motion is pending while it's being discussed. The board chair should alternate speakers who are for and against a motion.
- Setting a per-person time limit to speak, such as two to three minutes, is recommended. Everyone must know the rule and agree to it.
- The member who made the motion has the first right to speak on the motion.
- The member who made the motion cannot speak against the motion, but may vote against it.
- A motion should not be seconded until the full motion has been stated. The board chair restates the motion right before the vote, announces if the motion passed or failed, then announces the next agenda item. For lengthy closed session motions, the board chair can refer to the title of the motion rather than restate the entire motion.
- A vote is required if a trustee requests that his/her statement is to be included in the meeting minutes.
- The board chair is always called on to vote last to break a potential tie. Historically, the RVC board chair has always voted.
- A trustee who intends to abstain from a vote should not make or second the motion. It is not counted as a no vote.
- Meeting minutes should reflect that there is a quorum.
- Rather than approval of minutes, the chairperson should ask if there are any corrections to the minutes. If none, the chair states that the minutes are approved as printed or “as corrected” and do not require a vote for approval. However, past precedence is that RVC trustees do vote to approve meeting minutes.

Discussion/Questions

- Ms. Sylvester reviewed characteristics of motions described on the handout.
- A time limit can be set for each speaker while debating a motion. Trustees would be allowed to speak two times on any one motion, but everyone who wishes to speak gets a chance first.
- When speakers take too long, listeners lose their attention.
- A motion made “on behalf of the xxx committee, I move to xxx” does not need a second. The Illinois Open Meetings Act prevails.

- Trustees would like to have a meeting to discuss possible changes, including setting a time limit for discussion.


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.

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.

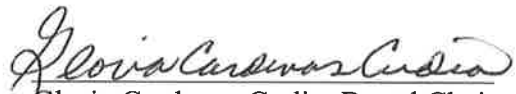
Adjournment

There being no further business to come before the Board, at 7:05 p.m. a motion to adjourn was made by Trustee Trojan, seconded by Trustee Nelson. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz



Robert Trojan, Secretary



Gloria Cardenas Cudia, Board Chair