

**Rock Valley College  
Community College District No. 511  
3301 N Mulford Road, Rockford, IL 61114  
COMMITTEE OF THE WHOLE MEETING  
Educational Resource Center, Performing Arts Room, Room 0214  
5:15 p.m. Tuesday, August 8, 2023**

**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 July 11, 2023
- F. General Presentations:**
  - Finalist #1: Architect for New RVC Downtown Site
  - Finalist #2: Architect for New RVC Downtown Site
- G. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
  - 1. Enrollment Update
  - 2. Strategic Plan Update
  - 3. Early College Renewals
    - Dual and Articulated Credit Memorandum of Understanding (MOU)
      - Harlem Unit School District #122
      - North Boone Community Unit School District #200
    - Running Start Intergovernmental Agreement (IGA)
      - Harlem Unit School District #122
      - North Boone Community Unit School District #200
    - Senior Semester Program
      - North Boone Community Unit School District #200
- H. Finance Discussion: Board Liaison Trustee Trojan**
  - 1. Purchase Reports (A, B, and C)
  - 2. Cash and Investment Report
- I. Operations Discussion: Board Liaison Trustee Kennedy**
  - 1. Personnel Report
  - 2. Stenstrom Student Center Update
  - 3. Change Order Update – ATC Phase II
  - 4. Rock Valley College Events Calendar
- J. Other Business: Unfinished Business/New Business**
- 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 Decennial Committee Meeting:** August 22, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**Rock Valley College**  
**Community College District No. 511**  
**3301 N Mulford Road, Rockford, IL 61114**  
**COMMITTEE OF THE WHOLE MEETING**  
**Educational Resource Center, Performing Arts Room, Room 0214**  
**5:15 p.m. Tuesday, August 8, 2023**

- N. Next Regular Board of Trustees Meeting:** August 22, 2023, at 5:45 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- O. Next Committee of the Whole Meeting:** September 12, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- P. Next Regular Board of Trustees Meeting:** September 26, 2023, at 5:45 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- Q. Adjourn**

Gloria Cardenas Cudia, Board Chair

**Rock Valley College  
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**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING  
5:15 p.m. Tuesday, July 11, 2023  
MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, July 11, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:22 p.m. by Chairperson Trustee Gloria Cardenas Cudia.

**Roll Call**

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

Ms. Gloria Cardenas Cudia

Ms. Kristen Simpson

Mr. Robert Trojan

Mr. Paul Gorski

Mr. John Nelson joined the meeting at 5:26 p.m.

Mr. Richard Kennedy joined the meeting at 5:50 p.m.

Mr. Juan Noguera, RVC Student Trustee

The following Trustee was absent at roll call: 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; 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, Assistant to the President; Ms. Tracy Luethje, Assistant to the Vice President of Operations; Attorney Christopher Gorman, Robbins Schwartz.

**Communications and Petitions**

There were no public comments, communications, and/or petitions.

**Recognition of Visitors**

President Dr. Howard Spearman recognized Ms. Therese Thill, president of the Rockford Area Economic Development Council (RAEDC).

**Review of Minutes**

There were no comments on the minutes from June 13, 2023, Board of Trustees Committee of the Whole meeting.

**General Presentations**

Ms. Therese Thill, president of the Rockford Area Economic Development Council, stated that RAEDC is dedicated to making the most of our economy through our workforce development programs. The Rockford Metropolitan Statistical Area (MSA), which includes Boone and Winnebago Counties, is thriving. RAEDC has been working with The Workforce Connection and other regional partners to reduce the impact of the Stellantis Belvidere Assembly plant's closure on the local economy. Ms. Thill discussed RAEDC's vision and goals, which include four significant goals: organization development, product/property development, business retention and expansion, and marketing and attraction. The key takeaways of the strategic plan included prioritizing marketing, attraction, and retention; making connections and generating leads for the community; and identifying the most impactful growth areas, such as the airport, available land, and location among major

metro markets. RAEDC is committing to specific actions and achieving results to rebuild the organization's reputation. Discussion ensued.

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

#### **1. Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the enrollment update. Ms. Snider stated that the enrollment figures have improved since the report was run. Currently, enrollment is at 82% to budget. RVC's enrollment last year at this time was 83% to budget. Ms. Snider explained the measures that Student Services has taken to boost enrollment. Discussion ensued.

#### **2. Truck Driver Training (TDT) Update**

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, and Mr. Rick Jenks, vice president of operations, presented the Truck Driver Training (TDT) update. Dr. Stewart stated that the enrollment for FY2022 was 103, with 87 completions. For FY2023, enrollment was 115, with 88 completions. The net revenue for FY2022 was \$226,615; for FY2023, projected revenues are \$204,305, and projected gross revenues for FY2024 are \$700,000. Dr. Stewart explained that the projected expenses for FY2024 are \$517,464, including leasing two trucks and two trailers with a five-year lease.

Mr. Jenks explained the processes to secure the leasing of the semi-trucks and trailers. Mr. Jenks stated that in April of 2023, RVC conducted a bid for a new lease agreement for the TDT program. No bids were received. After speaking with RVC's attorney, RVC began exploring other options. Because of insurance concerns, the current lessor can no longer provide the leased semi-trucks. The current three-year lease for two trucks and a trailer costs \$67,000 annually, and the current lessor is allowing the College to keep the current trucks on a month-by-month basis. After checking with other community colleges, speaking with several truck leasing groups, and searching for new and used trucks, the best option is to lease two trucks for five years and purchase a used third truck as a spare. Mr. Jenks explained that semi trucks have an 18-month lead time and that many lease companies do not want to lease to training programs because of insurance concerns. Used trucks cost the same as leased trucks and could have existing mechanical issues the College would need to fix. RVC could purchase one truck as a backup for the program. This backup truck would not be a primary vehicle and, therefore, not get as much wear and tear. Mr. Jenks stated that the truck could be leased from CTI in Loves Park, IL. Trailers would be leased from another vendor. The total estimated annual expense is \$119,022.

Mr. Jenks stated that the projected FY2024 revenue is \$700,000, with projected FY2024 expenses of \$517,464 and a projected FY2024 net profit of \$182,536. Mr. Jenks said that for FY2025, the projected net profit (without FY2024 net profit) would be \$254,978. Discussion ensued.

#### **3. Early College Items**

As an introduction to the Early College items on the agenda, Dr. Hansen Stewart provided an overview of the Dual and Articulated Credit and Running Start programs and agreements with the area high school districts.

To provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed the Dual and Articulated Credit Memorandum of Understanding (MOU) to utilize districts offering dual credit for high school courses. These dual credit courses are taught by qualified high school instructors and are designed to allow eligible students to receive college credit in high school.

Running Start is a formal program that allows qualified students to attend RVC for their junior and senior high school years. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet the requirements for both a high school diploma and an RVC associate degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of RVC credit courses simultaneously. The Running Start program will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program.



D. Service (Telephone Service Charges: IT Telecommunications)		
4. Stratus Networks	Peoria Heights, IL	\$ 5,400.00 (4)*
E. Service (Telephone Service Charges: IT Telecommunications)		
5. Central Management Systems	Peoria Heights, IL	\$ 2,800.00 (5)*
F. Service (College/Program Advertising: Marketing)		
6. Townsquare Media	Rockford, IL	\$ 6,000.00 (6)*
G. Food (Purchase for resale: Theater)		
7. Pepsi Cola Company	Loves Park, IL	\$ 2,396.86 (7)*
Discussion ensued on Purchase Report A, item D.		

***Purchase Report B - FY 2024 Purchases:***

A. Charter Bus Service (Auxiliary Enterprise Funds)		
1. Windstar Lines Bus Company	Carroll, IA	\$ 50,000.00 (1)* Not to Exceed
B. Fire Pump Controllers (Capital Site Improvement – Plant, Operations, and Maintenance)		
2. Automatic Fire Systems, Inc.	Machesney Park, IL	\$ 141,600.00 (2)*
Nelson Fire Protection	Machesney Park, IL	\$ 227,175.00
C. Truck Driver Training (TDT) Lease (Rental Equipment – Non-Credit Programs)		
3. Central Truck Leasing	Loves Park, IL	\$ 90,000.00 (3)*
D. ATC Signage (Maintenance Services and Equipment (Plant Operations and Maintenance)		
4. Image Signs	Rockford, IL	\$ 16,734.00 (4)*
Corpro	Loves Park, IL	\$ 17,760.00
Smart Signs	Rockford, IL	\$ 34,404.00
E. ATC Furniture (Capital Expense – Plant Operations and Maintenance)		
5. Krueger International (KI)	Green Bay, WI	\$ 25,846.48 (5)*
F. Elevator Repair (Maintenance Services Buildings – Plant Operations and Maintenance)		
6. Schumacher Elevator Company	Denver, IA	\$ 12,238.00 (6)*
G. Software (Education Fund – Canvas)		
7. Blackboard, Inc.	Reston, VA	\$ 11,000.00 (7)*
Discussion ensued on Purchase Report B, item B.		

**2. Cash and Investment**

Ms. Olson presented the Cash and Investment Report through June 30, 2023. Total operating cash is \$38,671,589. Total operating cash and investments are \$83,887,036. Total capital funds are \$16,942,490. Since May 31, 2023, the change in capital funds is \$3,857,320. The change in the operating cash and investments since May 31, 2023, is \$7,383,246. Ms. Olson stated that the total operating cash and investment funds were 79.38% of the Fiscal Year 2023 operating budget.

**Operations Discussion: Board Liaison Trustee Kennedy**

**1. Personnel Report**

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for July 2023. There is one appointment and one placeholder for a Sociology Instructor. There are no departures.

## **2. Facilities Master Plan (FMP) Update**

Mr. Jenks presented the FMP Update and discussed the process that has taken place to date. Mr. Jenks explained that because of the COVID-19 pandemic and changes in the College Leadership, RVC Trustees felt that the FMP needed to be updated. In 2022, the Board authorized RVC leadership to revisit the FMP and make any necessary changes. Mr. Jenks worked through an FMP committee, and utilizing the College's architect of record, RVC updated the 2021 plan to reflect changes in the overall vision of the College. The updated FMP has been shared with the College Community and the Board of Trustees and is complete. RVC Administration recommends that the RVC Board of Trustees approves the changes to the FMP as updated in the 2023 District-Wide FMP, allowing for submission of those updates to the Illinois Community College Board (ICCB). Discussion ensued.

## **3. Stenstrom Center for Career Education (SCCE) Property Sale/Lease**

Mr. Jenks presented the Stenstrom Center for Career Education (SCCE) Property Sale/Lease. Mr. Jenks stated that the RVC administration started discussing the sale of the SCCE to the Rockford Public School District #205 (RPS 205) in 2022. Mr. Jenks explained that the SCCE building needs many improvements to continue operations, and the current RVC programs are scheduled to be housed in the new RVC Downtown site. Under the sale agreement, the College would sell the SCCE building to RPS 205 for \$1.00. Under the sale agreement, RVC would keep the automotive program at the SCCE until August 2025, with a one-year extension option. RPS 205 would not charge any rent to RVC, and RVC would be responsible for only its share of utilities.

Mr. Jenks explained that the current lease for the existing RVC Downtown site expires in August 2025. Programs housed in the current location will eventually move to the new Downtown site. Should the construction of the new Downtown site not be completed by August 2025, RPS 205 will hold a space for RVC should there be a need to temporarily move the existing RVC Downtown campus. The RVC Administration recommends that the RVC Board of Trustees approves the sale of the SCCE building to RPS 205 and the lease agreements.

Trustee Trojan inquired what would happen to the name of the Stenstrom Center if it was approved to be sold to RPS 205. Mr. Jenks explained that in the original agreement, RVC would remove the Stenstrom name from the SCCE, and the Student Center on the main campus would be appropriately named. Discussion ensued.

## **4. Request for Qualifications (RFQ) Process – Downtown Project**

Mr. Jenks presented the Request for Qualifications (RFQ) process. Mr. Jenks stated that there is a committee of 11 members, of which Trustee Kennedy is one of the members. Mr. Jenks explained that the RFQ was released to the public on June 21, 2023, and RVC is now awaiting responses. Notices were sent to any architect firm that RVC has utilized in the past advising of the RFQ. Once RVC receives the responses, a meeting with the committee members will be scheduled to review the responses. The committee will then select up to five firms to interview based on a review of the submitted documents from each architectural firm. The committee will conduct interviews via a remote platform, Zoom or Microsoft Teams, and narrow the candidates to two or three finalists using a supplied matrix. The finalists will give a presentation to the Board of Trustees during the August 8, 2023, Committee of the Whole meeting. Trustee Kennedy, the Operations Board Liaison, will solicit feedback from the Board, and the committee will reconvene to select the top firm. Matt Gardner, the College Attorney, and Mr. Jenks will then negotiate with the leading firm on a price. Upon agreement, the contract will be sent to the Board for final approval at the August 22, 2023, Regular Board Meeting. Discussion ensued.

## **5. RVC College Events Calendar**

Mr. Jenks presented the RVC on-campus events calendar for July and August 2023. Discussion ensued.

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

There was no new or unfinished business.

### **Adjourn to Closed Session**

At 7:18 p.m., a motion was made by Trustee Trojan, seconded by Trustee Simpson, 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 7:33 p.m., a motion was made by Trustee Gorski, seconded by Trustee Nelson, 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 July 25, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**Next Committee of the Whole Meeting**

The next Committee of the Whole Meeting will be held on August 8, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**Next Decennial Committee Meeting**

The Decennial Committee Meeting will be held on August 22, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees Meeting will be held on August 22, 2023, at 5:45 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**Adjourn**

At 7:35 p.m., a motion was made by Trustee Trojan, 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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Gloria Cardenas Cudia, Chairperson



**FY2024 Enrollment Update**

Board of Trustees Committee of the Whole – August 8, 2023

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2023	FY2024	Change	% Change	FY2023	FY2024	Change	% Change	Budget	% to Budget
Summer II	1,936	1,858	-78	-4.03%	8,436	7,922.5	-513.5	-6.09%	9,000	88%
Fall	4,416	4,589	173	3.92%	45,696	47,393	1,697	3.71%	51,100	93%
Subtotal (Summer II + Fall)	<b>6,352</b>	<b>6,447</b>	<b>95</b>	<b>1.50%</b>	<b>54,132</b>	<b>55,315.5</b>	<b>1,183.5</b>	<b>2.19%</b>	<b>60,100</b>	<b>92%</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: FY2024 Summer II and Fall Enrollment Tickers (08/01/23)

**Important Dates:**

- Summer II students were dropped for nonpayment on May 31, 2023. Classes began June 20, 2023 and end August 10, 2023.
- Fall students will be dropped for nonpayment on August 2, 2023.
- Fall classes begin August 19, 2023 (weekend classes) and August 21, 2023 (weekday classes).