

**Illinois Community College District No. 511  
Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114  
Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR)**

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING  
August 22, 2023, 5:45 p.m.**

**MINUTES**

**Call to Order**

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois convened in Room 0214, known as the Performing Arts Room (PAR), in the Educational Resource Center (ERC) on the main campus of Rock Valley College. Board Chair Gloria Cardenas Cudia called the meeting to order at 5:55 p.m.

**Roll Call**

Ms. Gloria Cardenas Cudia  
Mr. Paul Gorski  
Mr. John Nelson  
Student Trustee Juan Nogueta

Mr. Bob Trojan  
Mr. Richard Kennedy  
Ms. Kristen Simpson

The following trustee was absent: Ms. Crystal Soltow.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic 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; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Dr. Hansen Stewart, Vice President Industry Partnership and Community Engagement; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

**Communications and Petitions (Public Comment)**

No public comments were received.

**Recognition of Visitors**

There were no visitors to be recognized.

**Adjourn to Closed Session**

At 5:56 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.

Trustee Nelson asked if there was a need for two closed sessions, or if all topics could be discussed in the closed session scheduled at the end of the meeting. Attorney Matthew Gardner advised that if trustees wish to have only one closed session, they can vote no to the motion.

The motion to adjourn to closed session failed by unanimous roll call vote. Therefore, all topics will be discussed during the closed session scheduled near the end of the agenda.

### General Presentation

Vice President Human Resources Jim Handley presented the Human Resources Fiscal Year 2023 Annual Personnel Report. He reviewed fulltime employee appointments and turnover, noting that the current turnover rate is one of the lowest since 2014. He also noted that the fulltime employee demographics chart shows improvement in the number of Black/African American employees and female employees, but a reduction in Hispanic employees.

Mr. Handley also described some of the key successes for Fiscal Year 2023 in Talent Acquisition, Professional Development, Employee and Labor Relations, and Compensation and Benefits. He added that the addition of remote work and completion of the compensation study have improved retention and attraction of new talent. He is very pleased with the new benefits consultant, Gallagher, which has resulted in robust data reporting, lower costs to RVC and employees on some benefit options, and the expansion of supplemental benefits options.

Trustee Gorski thanked Mr. Handley for the information and suggested that future reports include how new employee onboarding and training are being documented.

### Approval of Minutes

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve the minutes of the July 11, 2023 Committee of the Whole meeting and the July 25, 2023 Regular meeting.

Trustee Nelson commented that he was reminded of a past overstatement of potential income for Truck Driver Training and hopes the numbers contained in the Committee of the Whole minutes are true. There was no further discussion. The motion was approved by unanimous roll call vote.

### Action Items

#### **1. BR 8077 – Claims Sheet**

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from July 1, 2023 to July 31, 2023. The total is \$4,459,545.62.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8077. There was no discussion. The motion was approved by unanimous roll call vote.

#### **2a. BR 8078-A – Purchase Report-A – FY2023 Amendment**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8078-A, Purchase Report-A.

\$ 6,375.00      A. Cottingham & Butler, DBA Carlson and Dettmann  
Consulting, Carol Stream, IL

A motion was made by Trustee Nelson, seconded by Trustee Trojan, to approve Board Report 8078-A. There was no discussion. The motion was approved by unanimous roll call vote.

#### **2.b. BR 8078-B – Purchase Report B – FY2024 Amendment**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8078-B, Purchase Report-B.

\$ 134.00      A. Finalsity (formerly Blackboard, Inc.), Glastonbury, CT

A motion was made by Trustee Nelson, seconded by Trustee Trojan, to approve Board Report 8078-B. There was no discussion. The motion was approved by unanimous roll call vote.

**2c. BR 8078-C – Purchase Report-C – FY2024 Purchases**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8078-C, Purchase Report-C.

Not to Exceed	A.	Perfectly Seasoned LLC, Roscoe, IL
\$ 25,000.00		
Not to Exceed	B.	Motorola Solutions, Schaumburg, IL
\$ 142,802.15		
Not to Exceed	C.	Prey, San Francisco, CA
\$ 10,300.00		
Not to Exceed	D.	Music Theatre International, New York, NY OR Concord Theatricals, New York, NY OR Theatrical Rights Worldwide, New York, NY OR Broadway Licensing, New York, NY
\$ 25,000.00		
Not to Exceed	E.	Music Theatre International, New York, NY OR Concord Theatricals, New York, NY OR Theatrical Rights Worldwide, New York, NY OR Broadway Licensing, New York, NY
\$ 25,000.00		
Not to Exceed	F.	Music Theatre International OR Concord Theatricals, New York, NY OR Theatrical Rights Worldwide, New York, NY OR Broadway Licensing, New York, NY
\$ 25,000.00		
Not to Exceed	G.	Music Theatre International, New York, NY OR Concord Theatricals, New York, NY OR Theatrical Rights Worldwide, New York, NY OR Broadway Licensing, New York, NY
\$ 25,000.00		
\$ 24,112.00	H.	Sound, Inc, Naperville, IL
\$ 139,035.44	I.	Illinois Community College Board, Springfield, IL

A motion was made by Trustee Nelson, seconded by Trustee Trojan, to approve Board Report 8078-C. There was no discussion. The motion was approved by majority roll call vote. Trustees Kennedy, Nelson, Simpson, Trojan and Cudia voted yes. Trustee Gorski voted no. Student Trustee Noguera voted yes (advisory).

- 3. **BR 8079 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – Harlem District #122**
- 4. **BR 8080 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding – North Boone District #200**
- 5. **BR 8081 – 2023-2024 Running Start Intergovernmental Agreement – Harlem School District #122**
- 6. **BR 8082 – 2023-2024 Running Start Intergovernmental Agreement – North Boone District #200**
- 7. **BR 8083 – 2023-Senior Semester Intergovernmental Agreement – North Boone District #200**

The board reports read in part: It is recommended that the Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding/Running Start/Senior Semester Intergovernmental Agreement between Rock Valley College and [school district] effective [date] and ending [date]. **Attorney Reviewed.**

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to combine approval of Board Reports 8079, 8080, 8081, 8082, and 8083 into one motion. The motion was approved by unanimous roll call vote.

In response to a question from Trustee Nelson, Vice President Dr. Hansen Stewart confirmed that no changes have been made since the August 8 Committee of the Whole meeting.

A motion was then made by Trustee Gorski, seconded by Trustee Trojan, to approve Board Reports 8079, 8080, 8081, 8082, and 8083.

Attorney Gardner recommended that in the future there should be two motions, one to combine the board reports to be voted upon in one motion, and a second to vote on approval of the combined board reports.

The motion was approved by unanimous roll call vote.

#### **8. BR 8084 – Personnel Report**

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel actions as outlined on the Personnel Report.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8084. There was no discussion. The motion was approved by unanimous roll call vote.

#### **9. BR 8085 – Collective Negotiating Agreement with Illinois Fraternal Order of Police labor Council July 1, 2023 – June 30, 2027**

The Board Report reads in part: It is recommended that the Board of Trustees approves the Collective Bargaining Agreement with the Illinois Fraternal Order of Police Labor Council effective July 1, 2023 through June 30, 2027. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8085. There was no discussion. The motion was approved by unanimous roll call vote.

### **Other Business**

#### **1. New Business**

President Dr. Howard Spearman explained that the October Committee of the Whole meeting will be moved from Tuesday, October 10 to Tuesday, October 3. The date is being moved as there will not be enough trustees available October 10. Several trustees will be attending the Association of Community College Trustees (ACCT) Leadership Congress in Las Vegas October 9-12. Dr. Spearman, Dr. Amanda Smith, Dr. Hansen Stewart and Ann Kerwitz will also attend, as the College has been selected to give a presentation at the conference. In response to a question from Trustee Gorski, Attorney Gardner recommended that trustees vote on the date change at the September regular meeting. NOTE: Attorney Gardner confirmed via email after the meeting that a vote by trustees is not required to change a meeting date.

#### **2. Unfinished Business**

There was no unfinished business brought before the Board of Trustees.

### **Updates / Reports**

#### **1. President's Update**

President Howard Spearman provided highlights of recent college and community engagement activities.

- The fall semester has begun, and he thanked everyone for their hard work over the summer. The Enrollment Team, Academic Advisors, Registrar's Team, Accounts Receivable, Financial Aid, First Year Experience and others have all provided high quality student services on a continuous basis.
- This summer he attended an open house for Illinois Senator Dave Syverson and U.S. Congressman Darin LaHood, and provided Congressman Bill Foster with a tour of the Advanced Technology Center, which was made possible by Growth Dimensions.
- He attended the Colman Yards reception hosted by the development team of J. Jeffers & Company at the Community Foundation of Northern Illinois. More information about the development can be found at [colman-yards.com](http://colman-yards.com).
- He thanked all those involved in completing the renewal of the collective bargaining agreement with the Fraternal Order of Police. He added that while this is a four-year agreement, the agreements with

the faculty and Support Staff Association are all more than three years, which is indicative of the trust and respect of all sides working together.

## 2. Leadership Team Updates

- Vice President Keith Barnes announced that the DEI Fall Symposium will be held September 29 in the Atrium. The event will include lunch and a presentation on neurodiversity. In addition, he has been selected to give a presentation at the 2023 conference of the Illinois Council of Community College Administrators (ICCCA) in November.
- Vice President Jim Handley announced that the second year of an ice cream social for employees was a great success. Even in a rainstorm, everyone enjoyed the ice cream from Dairy Haus in Rockton.
- Vice President Dr. Patrick Peyer announced that First Year Experience and Aspire programs were held recently, with good attendance and great response by students. Also, Welcome Week is next week and will feature many fun activities for students.
- Vice President Heather Snider announced that fall enrollment is 2.5 percent ahead of last year and 3 percent above budget, but changes are expected as students will drop, but credits will increase again due to the delayed start classes. September 6 is the date for the 14<sup>th</sup> day enrollment report that will be submitted to ICCB. In addition, Ms. Snider announced that the 2023 summer magazine will be mailed this week to all residents in the College's district, approximately 150,000 copies. Trustees received a digital copy earlier today.
- Vice President Dr. Hansen Stewart announced that the ATC @Work Expo will be held this Saturday, August 26 from noon to 3:00 p.m. at the Advanced Technology Center. Visitors will see the equipment and programs in action, and tours will be available. Also, the 30<sup>th</sup> anniversary of the Center for Learning in Retirement (CLR) will be held October 5. Trustees are welcome and should contact Ann Kerwitz if they wish to attend the event.
- Vice President Rick Jenks announced that ticket sales revenue for the 2023 season of Starlight Theatre was \$462,000, the second highest ever just behind 2019. The #1 revenue-producer was *Footloose*, followed by *Cinderella*, *In the Heights*, and *Oliver*.
- Vice President Ellen Olson announced that the FY2023 audit is underway, and she hopes to bring the report to trustees in October or November. Trustees are reminded to respond to the audit fraud questionnaire sent to them by Sikich, as only two responses from trustees have been received so far. In response to a question from Trustee Trojan, Ms. Olson indicated that so far, she has not seen any issues regarding the audit.
- Vice President Dr. Amanda Smith announced that the Artificial Intelligence (A.I.) seminar led by RVC's Dr. Terry Wandtke and Dr. Kym Blanchard made the local news. Faculty and staff learned how to detect the use of A.I. and are working together to develop a response to it.

## 3. Trustee Comments

- Trustee Nelson commented that although he should have said this earlier during Mr. Handley's presentation, he would like to see a more detailed analysis of what the College is lacking in diversity recruitment. He noticed a reduction of Hispanic employees, but also wondered about the numbers of handicapped employees. He's not expecting a presentation, just a short summary.
- Trustee Trojan commented on the Center for Learning in Retirement (CLR) fall catalog (copy given to each trustee), noting that he attended the CLR annual meeting earlier this month and he used to teach classes for CLR. He added that over 11,000 copies of the CLR catalog are distributed each year and congratulated the CLR leadership for their fine work.
- Trustee Simpson complimented Chris Brady and all those connected with Starlight Theatre on a very successful season. She also added her parental perspective on enrollment and various financial aid issues, including phone calls that are not answered and lack of response to messages left on the voice mail system. She noted that when she was urged to go to the Student Center in person, she received the needed help. Simpson added that other people have contacted her with similar issues which is why she brought it to the Board.

- Trustee Gorski commented that Trustee Simpson shared her experience with him, and he has had similar problems with IT vendors. He encouraged administration to do whatever they can to have someone answer phone calls in the Student Services division. He added his support for other trustees' comments.
- Trustee Nelson commented that as a follow-up to Trustee Simpson's comments, customer service is very important for trustees. He has friends whose sons did not enroll at RVC due to financial aid concerns, although he realizes they may not have been eligible for financial aid.
- Board Chair Cudia commented that she sometimes calls staff for help obtaining information and encouraged staff to put a message on their voice mail and email when they are out of the office. She congratulated the administration for being recognized nationally and selected to give a presentation at the Association of Community College Trustees (ACCT) Leadership Congress in October. Additionally, she would like to have a group photo taken of trustees as well as the Decennial Committee.

#### **4. ICCTA (Illinois Community College Trustees Association) Report**

Trustee Nelson did not have a report.

#### **5. Student Trustee Report**

Student Trustee Juan Noguera reported on the first week of classes and Welcome Week activities hosted by the Student Life department. The Student Government Association (SGA) is planning a speaker series to help students develop important skills needed for leadership roles. In addition, he participated in student panels for the RVC Aspire event and TRiO department's orientation for new students. Both events were focused on providing support for minority students at the start of their college journey.

#### **6. RVC Foundation Liaison Report**

Trustee Trojan reported that the Foundation's board did not meet this month, but he did provide a scholarship update. The first round of scholarships awarded 226 scholarships this spring totaling nearly \$379,000, leaving about \$326,000 available for the "Last Chance" application period, which runs from August 16 to September 6. All awards will be made by September 26. Trustee Trojan also encouraged everyone to attend the Foundation's Alumni Tailgate event to be held Sunday, September 24.

#### **7. Freedom of Information Act (FOIA) Report**

The Freedom of Information Act (FOIA) report was accepted as presented.

#### **Adjourn to Closed Session**

At 6:57 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, 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 unanimous roll call vote.

#### **Reconvene Open Session**

At 7:47 p.m., a motion was made by Trustee Gorski, seconded by Trustee Trojan, to reconvene to the open meeting. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

**Next Meeting**

The next Committee of the Whole meeting will be held on Tuesday, September 12, 2023 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

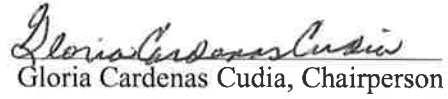
The next Regular meeting will be held on Tuesday, September 26, 2023 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

**Adjournment**

At 7:50 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Ann L. Kerwitz

  
Robert Trojan, Secretary

  
Gloria Cardenas Cudia, Chairperson