

Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
6:00 p.m. Tuesday, October 17, 2023 (Rescheduled from October 3, 2023)
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, October 17, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 7:42 p.m. by Chairperson Gloria Cardenas Cudia.

Roll Call

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

Ms. Gloria Cardenas Cudia	Mr. John Nelson
Mr. Richard Kennedy	Ms. Crystal Soltow
Mr. Robert Trojan	Mr. Juan Noguera, RVC Student Trustee
Mr. Paul Gorski	

The following Trustee was absent at roll call: Ms. Kristen Simpson.

Also present: Dr. Howard J. Spearman, President; Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; 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; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Assistant to the President; Ms. Tracy Luethje, Executive 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.

General Presentations

There were no general presentations.

Review of Minutes

There were no comments on the minutes from the September 12, 2023, Board of Trustees Committee of the Whole meeting.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Fourteenth-Day Census Enrollment and Student Profile

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the 14th Day Census Enrollment and Student Profile presentation. The fall census enrollment identifies the number of students officially enrolled in credit courses at RVC at the end of registration for the fall term. The 14th-day census enrollment is intended to provide a snapshot view of RVC's fall enrollment. Ms. Snider stated that the enrollment is based on an unduplicated headcount of Arts, Sciences, Career Education, Adult Education, and Vocational Skills courses in Community/Continuing Professional Education. From FY2020 to FY2024, RVC experienced a decrease of 10.05% in unduplicated headcount and an annual decrease between FY2023 and FY2024 of 6.50%. Ms. Snider explained that over the five-year period, credit hours and full-

time equivalents (FTE) have decreased at a faster rate than headcount, suggesting that students are taking fewer credit hours on average.

Trustee Trojan asked when the Trustees would see the non-credit trends, and Dr. Spearman stated that Dr. Hansen Stewart would be reporting that data at the Board Retreat on January 20, 2024.

Ms. Snider presented the Student Profile Report. Ms. Snider explained that the Student Profile Report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at RVC in the Fall 2023 term. Ms. Snider stated that the data captured in the Student Profile Report is submitted to the Illinois Community College Board (ICCB). Ms. Snider discussed the average student age, gender, minority enrollment, first-time student enrollment, and full-time/part-time student enrollment.

2. Early College Items

As an introduction to the Early College items on the agenda, Dr. Hansen Stewart, vice president of industry partnerships and community engagement, provided an overview of the Dual and Articulated Credit and the 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 years of high school. 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.

Students take dual credit courses that meet the requirements for both a high school diploma and one semester of RVC credit courses simultaneously. All programs will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program. Dr. Stewart also announced that the Running Start Intergovernmental Agreement (IGA) for Durand Community Unit School District #322 has just been received and will be presented to trustees for approval at the October 24, 2023, regular Board meeting. Discussion ensued.

Dual and Articulated Credit MOU Pecatonica Community Unit School District #321.

Running Start Intergovernmental Agreement (IGA) Pecatonica Community Unit School District #321

3. Early College Enrollment Summary Update

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, presented the Early College enrollment summary update. Dr. Stewart stated that the Early College enrollment has increased over the last three years. There are new processes for processing applications, more sections of courses offered at the high schools, and more students coming to the Rock Valley College campus to take Dual Credit courses. Dr. Stewart stated that the rise in enrollment is largely due to the Dual Credit Quality Act. The Dual Credit Quality Act made providing equity and access to local districts easier. Running Start new students in FY2023-FY2024 increased from 100 to 230. The Summer Bridge enrollment has increased every year, and in the SMART Camp Program, RVC had 35 middle school participants. Dr. Stewart presented the enrollment numbers from FY2021-FY2024 for the Early College programs of Dual Credit, Running Start, Dual Credit on RVC Campus, and Senior Semester. Dr. Stewart discussed what school districts participate in the Early College programs and gave a brief description of each Early College program.

4. Division II Athletics Scholarship Update

Dr. Patrick Peyer, vice president of student affairs, presented the Division II Athletics Scholarship Update. Dr. Peyer explained that on August 1, 2022, the RVC Athletic programs began competing at the Division II National Junior College Athletic Association. Dr. Peyer stated that as part of the transition from Division III to Division II, the RVC Board of Trustees approved the Athletic Department to offer scholarships and that in FY2023, 126 student-athletes signed Letters of Intent to participate in one of the approved DII programs. The 126 commitments totaled \$294,961 of scholarship funds. Dr. Peyer introduced Head Coach Mr. Darin Monroe, who discussed the program totals and the program's successes. Trustee Trojan wanted to know if Coach Monroe could recruit high school students with the scholarship program, and Coach Monroe stated that recruiting has been great with high school students because of the scholarship program.

Finance Discussion: Board Liaison Trustee Trojan

1. Purchase Reports

Ms. Ellen Olson, vice president of finance, presented the purchase reports.

Purchase Report A – FY2024 Amendments:

A. Copier Usage – (General Institution – Business Services)

1. Marco Technologies, LLC. Rockford, IL \$ 4,000.00 (1)*

B. Publications – (College and Program Advertising – Marketing and Communications)

2. Meridian Loves Park, IL \$ 319.32 (2)*

Purchase Report B – FY2024 Purchases:

A. Studio Equipment – (Capital Instructional Equipment – Perkins Funds)

1. B&H Photo New York, NY \$ 16,323.46 (1)*

Adorama New York, NY \$ 19,159.85

Sweetwater (Cameras only) Fort Wayne, IN \$ 4,990.00

Full Compass Systems (Pedestals only) Madison, WI \$ 11,990.35

B. Studio Equipment – (Capital Instructional Equipment – Perkins and Mass Comm Funds)

2. Duclos Lenses Chatsworth, CA \$ 12,452.35 (2)*

Not to Exceed

C. Exercise and Fitness Equipment – (Capital Athletic Equipment – Equipment Replacement)

3. Midwest Commercial Fitness Aurora, IL \$ 19,635.00 (3)*

D. IL Nurse Aide Certification Exam – (Testing Services Fees – PATH Grant Funds)

4. Southern Illinois University Carbondale, IL \$ 15,000.00 (4)*

Not to Exceed

E. National Council Licensing Exam – (Testing Services Fees – PATH Grant Funds)

5. NCS Pearson, Inc. Bloomington, MN \$ 10,000.00 (5)*

Not to Exceed

F. Exam Preparation Services – (Subscription – PATH Grant Funds)

6. UWorld, LLC Coppell, TX \$ 12,950.00 (6)*

Not to Exceed

G. Painting Services – (Non-Capital Remodeling – Current Capital)

7. Midwest Painting and Decorating Loves Park, IL \$ 13,448.00 (7)*

J.E.M. Painting and Company Rockford, IL \$ 18,920.00

Schoening's Painting and Decorating, Inc. Rockford, IL \$ 27,625.00

H. UPS Batteries – (Professional Services – Capital Expense)

8. SEPS, Inc. Burr Ridge, IL \$ 55,156.39 (8)*

I. UPS Capacitors – (Professional Services – Capital Expense)

9. SEPS, Inc. Burr Ridge, IL \$ 12,436.02 (9)*

J. Chilled Water Loop – (Professional Services – Capital Expense)

10. TBD TBD \$ TBD (10)*

K. Carpet Replacement in Mass Communication – (Capital Remodeling)

11. TBD TBD \$ TBD (11)*

L. Insurance – (Tort Fund – Financial Services)

12. Mutual of Omaha

Omaha, NE

\$ 11,726.72 (12)*

Trustee Nelson had questions regarding item H and item I, item L. Discussion ensued.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through September 30, 2023. Total operating cash is \$42,509,897. Total operating cash and investments are \$88,021,757. Total capital funds are \$19,753,543. Since August 31, 2023, the change in capital funds is \$995,326. The change in the operating cash and investments since August 31, 2023, is \$2,655,768. Ms. Olson stated that the total operating cash and investment funds were 82.01% of the Fiscal Year 2024 operating budget. Trustee Nelson asked Ms. Olson if the College was doing well financially, and Ms. Olson said yes.

Trustee Crystal Soltow left the meeting at 8:20 p.m.

3. 2023 Tax Levy and Setting the Date for the Truth-In-Taxation Hearing

Ms. Olson presented the 2023 Tax Levy and Setting the Date for the Truth-In-Taxation Hearing. Ms. Olson stated that the Board of Trustees approves the estimated taxes required for each year's upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and abated for the previous levy year by more than five percent, a public Truth-in-Taxation Hearing is needed. Prior to the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days or not less than seven days prior to the Truth-in-Taxation Hearing.

Ms. Olson stated that the RVC Administration recommends the approval of \$24,058,615 estimated taxes necessary to be raised by taxation for 2023. The \$24,058.615 represents a 6.020% increase over the 2022 tax levy. To provide public disclosure, a hearing on the proposed 2023 Tax Levy under the Truth-in-Taxation law of the State of Illinois will be held on November 21, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Discussion ensued.

Illinois Paid Leave for All Workers Act

Ms. Olson presented the Illinois Paid Leave for All Workers Act. Ms. Olson stated that on March 13, 2023, effective January 1, 2024, Governor Pritzker signed into law the Paid Leave for All Workers Act (PLFAWA). The Act requires RVC to provide up to 40 hours of paid leave during a 12-month period to covered employees. The Act prohibits employers from considering leave as a negative factor in employment actions. Ms. Olson stated that excluded employees are short-term employees, temporary student workers who work part-time in higher education, and employees covered by a Collective Bargaining Agreement (CBA). The general provision is that eligible employees are entitled to earn and use up to 40 hours of paid leave during a 12-month period or a pro-rata number of hours of paid leave. At RVC, eligible employees include full-time Administration (ADM), Professional Staff Association (PSA), Educational Support Personnel (ESP), employees, part-time ADM, PSA, ESP employees, part-time employees not covered by an existing CBA, and adjuncts. Ms. Olson explained that paid leave is earned at a rate of one hour of leave for every 40 hours worked, up to 40 hours per 12-month period. Ms. Olson explained the general provisions, procedures for requesting leave, and when the accrual begins. Ms. Olson also reviewed the proposed changes to the current Sick Leave and Personal Leave programs, the potential financial impact to the College, and the College's next steps. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kennedy

1. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for October and November 2023. Mr. Jenks discussed the Alumni Retiree Breakfast on October 19, 2023, in the Student Center Atrium, the Brother to Brother Leadership Conference on October 20, 2023, in the Student Center Atrium, and the RVC Scholarship Donor Luncheon hosted by the RVC Foundation. The luncheon will be held at the Radisson Hotel in Rockford on November 3, 2023. Discussion ensued.

New Business/Unfinished Business

There was no new or unfinished business.

Adjourn to Closed Session

There was no closed session.

Next Decennial Committee Meeting

The next Decennial Committee Meeting will be held on October 24, 2023, at 5:15 p.m.; The meeting will be held in room 1300 at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL 61008. The location changed for this meeting only.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on October 24, 2023, at 5:45 p.m.; The meeting will be held in room 1300 at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL 61008. The location changed for this meeting only.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on November 7, 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 November 21, 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 next Decennial Committee Meeting will be held on December 19, 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 December 19, 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 8:40 p.m., a motion was made by Trustee Nelson, 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