

**Illinois Community College District #511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114**

**Board of Trustees Special Meeting – Decennial Committee
December 19, 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 in Room 0214, known as the Performing Arts Center in the Educational Resource Center, on Tuesday, December 19, 2023. Rock Valley College President Dr. Howard Spearman, co-chair of the Decennial Committee, called the meeting to order at 5:15 p.m.

Roll Call

The following members of the committee were present:

Ms. Gloria Cardenas Cudia	Mr. Bob Trojan
Mr. Paul Gorski	Mr. John Nelson
Ms. Jessica Jones	Mr. Adrian Vasquez
Student Trustee Juan Noguera	Dr. Howard Spearman
Ms. Heather Snider	Ms. Ellen Olson
Ms. Ann Kerwitz	Ms. Kristen Simpson arrived at 5:30 p.m.

The following members of the committee were absent: Mr. Richard Kennedy, Ms. Crystal Soltow.

Also in attendance: Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Dr. Amanda Smith, Vice President Academic Affairs/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Mr. Keith Barnes, Vice President Equity and Inclusion; Dr. Patrick Peyer, Vice President Student Affairs; Ms. Betsy Saucedo, Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

Communications and Petitions (Public Comment)

No public comments were received.

Approval of Minutes

A motion was made by John Nelson, seconded by Jessica Jones to approve the minutes of the October 24, 2023 meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

Presentation and Review of Higher Learning Commission (HLC)
Institutional Accreditation Comprehensive Review

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented a review of the Higher Learning Commission (HLC) Institutional Accreditation process. In her report, she also reviewed the legislation and purpose of the Decennial Committee, as well as the schedule of meetings.

Vice President Snider further summarized the five criteria for accreditation and explained the area of concerns.

- **Criterion 1 – Mission.** All core components met. No interim monitoring required.
- **Criterion 2A –Integrity: Ethical and Responsible Conduct.** Area of Concern: Rock Valley College and its Board must come into full compliance with its Conflict of Interest policy and its requirement of a signature by all Board members. The Interim Report due 9/3/2019 was submitted and accepted by HLC.
- **Criterion 3 –Teaching and Learning: Quality, Resources, and Support.** Area of Concern: Completion of a review of faculty credentials (including all adjunct faculty) ensuring that each individual teaching meets minimum qualifications. The Interim Report due 9/30/2020 was submitted and accepted by HLC.
- **Criterion 4 – Teaching and Learning: Evaluation and Improvement.** Area of Concern: The comprehensive implementation of its assessment program, including deeper faculty involvement and assessment of academic and cocurricular outcomes. The Interim Report due 9/30/2020 was submitted and accepted by HLC.
- **Criterion 5 – Institutional Effectiveness, Resources and Planning.** Area of Concern: 1) Structure and authority of Curriculum Committee and 2) Development and implementation of a comprehensive strategic plan. The Interim Report due 9/30/2020 was submitted and accepted by HLC.

Vice President Snider noted that no questions were submitted in advance by members of the Decennial Committee. To conclude her presentation, she reviewed the following recommendations of the College administration:

1. The Decennial Committee members shall accept the Higher Learning Commission (HLC) Institutional Accreditation Comprehensive Review as evidence of accountability.
2. Faculty, staff and the Board of Trustees shall receive adequate preparation prior to the October 2024 visit from the Higher Learning Commission. Board preparation could include a mock visit during a regularly scheduled Committee of the Whole meeting or Special meeting.

Questions and Discussion:

In response to a question from Trustee Nelson, Vice President Snider explained that due to a better relationship with the Curriculum Committee, the Curriculum Council has been reinstated. The College has worked on continual process improvement and has changed how information is prepared and communicated to ensure that the qualifications are met.

Trustee Gorski added that although the charge of the legislation creating the Decennial Committee is to study local efficiencies and accountability, Rock Valley College has little interaction with local county governments. The HLC process is unique, and he commended the College's HLC team for their good work and for meeting the accreditation goals.

Trustee Kristen Simpson arrived at 5:30 p.m.

Survey of Residents in Attendance

Dr. Spearman asked those in the audience to complete the survey, including RVC employees who live within District #511, by using the QR code on the agenda and on the screen or by completing the printed copies available near the entrance of the room. He added that these surveys are anonymous and meet the requirements of the legislation. All survey data will be compiled and included in the final report.

He added that the Decennial Committee will receive a draft of the final report at the February 27, 2024 meeting. Following approval, the final report will be sent to all six counties in the College's district.

Date of Next Committee of the Whole Meeting: January 9, 2024, 5:15 p.m. The meeting will be held in Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC) on the main campus.

Date of Next Board of Trustees Retreat: January 20, 2024, 8:30 a.m. The meeting will be held in Room 1308 of the Woodward Technology Center (WTC) on the main campus.

Date of Next Regular Board of Trustees Meeting: January 23, 2024, 5:15 p.m. The meeting will be held in Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC) on the main campus.

Date of Next Decennial Committee Meeting: February 27, 2024, 5:15 p.m. The meeting will be held 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 Decennial Committee, at 5:35 p.m., a motion to adjourn was made by Trustee Nelson, seconded by Trustee Gorski. The motion was approved by unanimous voice vote.

Submitted by Ann L. Kerwitz



Ann L. Kerwitz
Decennial Committee Secretary



Howard J. Spearman, Ph.D.
Decennial Committee Co-Chair