

**Rock Valley College**  
**Community College District No. 511**  
**3301 N. Mulford Road, Rockford, IL 61114**  
**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING**  
**5:15 p.m. Tuesday, December 3, 2024**  
**MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, December 3, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Robert Trojan.

**Roll Call**

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

Mr. Robert Trojan	Mr. John Nelson
Ms. Gloria Cardenas Cudia	Mr. Paul Gorski
Mr. Richard Kennedy	Mr. Nico Mikos, Student Trustee

The following Trustees were absent at roll call: Ms. Crystal Soltow and Ms. Kristen Simpson.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Terrica Huntley, Interim Vice President of Human Resources; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ellen Olson, Vice President of Finance; Ms. Betsy Saucedo, Human Resources Generalist; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Joseph Perkoski, Robbins Schwartz.

**Board Member Attendance by Means Other Than Physical Presence**

Trustee Nelson made a motion, seconded by Student Trustee Mikos, to allow Trustees Crystal Soltow and Kristen Simpson to participate in the meeting via teleconference. A unanimous roll call vote approved the motion. Trustees Soltow and Simpson entered the meeting via telephone at 5:17 p.m.

**Communications and Petitions**

There were no public comments, communications, or petitions to be recognized.

**Recognition of Visitors**

There were no visitors to be recognized.

**Review of Minutes**

There were no comments on the minutes from the November 5, 2024, Board of Trustees Committee of the Whole meeting. Trustee Nelson requested that changes or suggestions be submitted to the Board minutes. Trustee Trojan requested that he make his changes and send them to Ms. Ann Kerwitz, Assistant to the President. Dr. Spearman stated that a red-line version will be taken to the December 17, 2024, Board meeting.

**General Presentations**

**1. Downtown West Final Design**

Mr. Rick Jenks, vice president of operations, introduced Mr. Dominick Demonica, RVC's Downtown West Project Architect from DKA Architects. Mr. Demonica discussed the timeline and provided an overview of what events or projects have occurred. Mr. Demonica went through the final design and the budget summary. Trustee

Nelson said he would like the bid proposals before the Board packets are distributed. Dr. Spearman stated that would not be a problem.

**2. Downtown West Communications and Marketing Strategy**

Ms. Jennifer Thompson, executive director of college communications, presented the Downtown West Communications and Marketing Strategy. Ms. Thompson explained the campaign goals of enhancing the community awareness of the Downtown West project, creating champions or ambassadors to help open doors and share RVC’s story, promoting academic programs that will reside in the Downtown West Campus, and continuously evaluate the effectiveness of RVC’s activities using multiple measures and adapt the strategy if necessary. Discussion ensued.

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

**1. Fiscal Year 2025 Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2025 Enrollment Update. Ms. Snider stated that the numbers have changed slightly from the report in the packet and that RVC is at 85% of the budget and 80% to the stretch goal for Spring 2025.

**2. \*Informational Only\***

**Strategic Plan Quarterly Update**

The Strategic Plan Quarterly Update focused on RVCs’ Strategic Pillar IV: Diversity, Equity, and Inclusion (DEI). Pillar IV is to create and sustain a diverse, equitable, and inclusive campus that improves campus culture and accessibility, promotes accountability for the campus DEI effort, and increases the cultural competence of all employees, learners, and other stakeholder groups.

**\*Informational Only\***

**Strategic Plan Update: Adult Learner Strategic Enrollment Plan**

Dr. Patrick Peyer, vice president of student affairs, provided the Strategic Plan Update on the Adult Learner Strategic Enrollment Plan. The Adult Learner Strategic Enrollment Plan provides a narrow set of critical impact goals and a framework for rapid implementation targets. The Adult Learner Strategic Enrollment Plan aims to target enrollment growth through strategic strategies and tactics to increase enrollment, persistence, and completion of students aged 24 or older. The demographic projections for the service area suggest that the K-12 student population will decline by approximately 5% in the next decade, limiting the enrollment growth possible from this population.

Trustee Trojan and Trustee Nelson requested a measurement with numbers for enrollment and goals in the next report on the Adult Learner Strategic Enrollments Plan instead of just general information. Dr. Spearman stated that March or April 2025 would be the earliest the information would be received.

**Finance Discussion: Board Liaison Trustee Gorski**

**1. Purchase Reports**

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

***Purchase Report A – FY2025 Amendments***

**A. Software – (IT Administration – Maintenance Services Software Support)**

1.	Carahsoft Technology Corporation	Reston, VA	\$ 46,000.00*(1)
			Not to Exceed

**B. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services Software Support)**

2.	Ellucian	Malvern, PA	\$ 270,000.00*(2)
			Not to Exceed

C. Car Rental Services – (Participant Travel – Athletics)

3.	Enterprise Rent-A-Car	Rockford, IL	\$ 15,000.00*(3)
			Not to Exceed

D. Proctoring Software – (Online Learning – Administrative Software)

4.	Honorlock, Inc.	Boca Raton, FL	\$ 9,000.00*(4)
			Not to Exceed

E. Software – (IT Administration – Maintenance Services Software Support)

5.	Hyland LLC	Lenexa, KS	\$ 7,000.00*(5)
			Not to Exceed

**Purchase Report B – FY2025 Purchases**

A. HVAC Equipment – (Capital – Downtown West Site Improvements)

1.	Miller Engineering Co.	Rockford, IL	\$4,185,280.00*(1)
	Mechanical, Inc., DBA Helm Mechanical	Freeport, IL	\$4,268,000.00

B. Electrical Equipment – (Capital – Downtown West Site Improvements)

2.	Helm Electric	Sterling, IL	\$ 390,703.50*(2)
	Morse Electric, Inc.	Freeport, IL	\$ 421,069.00
	Jamerson and Bauwens Electrical	Northbrook, IL	\$ 420,200.00
	Kelso-Burnett	Rolling Meadows, IL	\$ 429,000.00

C. Sitework Construction – (Capital – Downtown West Site Improvements)

3.	TBD	TBD	\$ TBD*(3)
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D. Structural Construction – (Capital – Downtown West Site Improvements)

4.	TBD	TBD	\$ TBD*(4)
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Purchase Report A: Discussion ensued on Items A, B, C, and D. Trustee Nelson will send Ms. Olson the local names of vehicle rental establishments.

Purchase Report B: Trustee Gorski inquired if Items A and B had any submissions that did not meet qualifications. Mr. Rick Jenks, vice president of operations, stated that he would verify, but he believes that the companies that submitted the bids were all that applied.

Items C and D: Trustee Gorski asked how much of the bid packet on the site work was grouped. Is it normal to group services or products together? Mr. Jenks stated there were lengthy conversations on the bid packets and that he would confer with Ringland Johnson and provide Trustee Gorski with a response. Trustee Nelson has requested that Trustees receive the Bid 24-26-D04 results before the meetings so that Trustees have time to review the results.

Trustee Soltow rejoined the meeting at 6:12 p.m. after being inadvertently cut off at 6:11 p.m.

**2. Cash and Investment Report**

Ms. Olson presented the Cash and Investment Report through November 22, 2024. Total operating cash is \$36,831,772. Total operating cash and investments are \$87,895,458. Total capital funds are \$34,660,219. Since October 31, 2024, the change in capital funds has been (\$1,778,913). The operating cash and investments change since October 31, 2024, is \$986,032. Ms. Olson stated that the total operating cash and investment funds were 86.41% of the FY2025 operating budget. Ms. Olson stated an updated Cash and Investment Report would be presented at the December 17, 2024, Regular Board of Trustees Meeting.

**3. Resolution Abating a Portion of the Working Cash Fund of the District for Reimbursement for Classroom Building II (CLII) and the Health Sciences Center (HSC) Capital Projects**

Ms. Olson stated that on April 23, 2024, Board Report (BR) 8148 was approved to open a trust account for renovating the Capital Development Board (CDB) project 810-080-017. On July 23, 2024, BR8169, Resolution of Intent to Reimburse Certain Expenditures, including CLII and HSC Project Expenditures, with Proceeds of Debt Obligation, was approved up to \$14,700,000. The resolution intended to anticipate the future bond obligation to permit RVC to reimburse itself for a portion of the capital expenditures associated with those projects. On August 23, 2024, \$18,000,000 was transferred to the CDB trust account for the CLII project, and on November 18, 2024, RVC closed the Working Cash Bonds, Series 2024 sale. Those bonds were issued to alter, remodel, and equip District facilities, including CLII and the HSC. Ms. Olson stated that this resolution is intended to abate a portion of the Working Cash Fund and reimburse the Education Fund \$12,415,582.00, a portion of the transfer to the CDB Trust Account.

**4. Transfer of Student Purpose Account to an Endowment Fund with Rock Valley College Foundation**

Ms. Olson explained that before 2000, RVC established a checking account, commonly known as the “Brewster Account.” The purpose of the account was to offer students a short-term emergency loan due to an unforeseen situation that would hinder the student’s ability to attend and succeed at Rock Valley College. The loan would be paid back from a student’s financial aid package. RVC Foundation has become very active in receiving referrals from Student Services for students with emergency needs that may impede their success at RVC. After discussions between the Administration and the Foundation, it was determined that providing a single source and process for emergency student needs would be in the best interest of the students, the College, and the Foundation. The account has a balance of \$81,473.93 and would be held at Illinois Bank and Trust in an Endowment Fund for student emergency funding. Discussion ensued. Trustee Nelson requested a report in six months or an update on how the account works.

**5. Fiscal Year (FY) 2025 Estimated Revenues by Source for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College)**

Every year, the Chief Financial Officer (CFO) for RVC is required to certify the upcoming year’s estimated revenues by their source. Ms. Olson stated that \$37,126,903 is from real estate taxes, \$30,013,258 is from credit hours, grants, vocational education, rehabilitation, SURS on behalf of, \$9,565,123 is from the federal government, \$21,969,266 from student tuition and fees, and \$15,268,122 is from other fees and investments income.

**6. Levy Year 2024 Estimated Taxes Required and Certificate of Compliance for Truth-In-taxation Hearing**

Ms. Olson explained that on October 22, 2024, the Board approved the estimated taxes required for the upcoming levy year. The total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 12.14%; therefore, a Truth-In-Taxation Hearing in accordance with the Truth-In-Taxation Law. A Truth-In-Taxation Hearing is being held on December 17, 2024, at 5:15 p.m. A notice was published within 14 days of the Truth-In-Taxation Hearing. Ms. Olson stated that there was a correction to the Certificate correcting the year from 2023 to 2024. Discussion ensued.

**7. Fiscal Year (FY) 2026 Capital Project Requests**

Mr. Jenks presented the FY2026 Capital Project Requests. Mr. Jenks reminded the Trustees that the Capital Project Request is a request to transfer funds to the Capital Fund (Fund 03). Mr. Jenks discussed the Capital and Protection, Health, and Safety Fund projects, which he rated in the order of importance regarding RVC’s fleet vehicles, buildings, parking lots, roadways, walkways, grounds, and other capital requests for \$8,950,000. Discussion ensued.

## **8. Fiscal Year (FY) 2025 Fund Transfer Request**

Ms. Olson stated that the operating fund balance goal is establishing and maintaining an operating fund (education fund and operations and maintenance fund) balance of thirty-five to fifty percent of the following year's budgeted expenses. The College's FY2024 revenues exceeded expenses by \$15,797,713, bringing the operating funds balance (Funds 01 and 02) to \$41,241,242. Ms. Olson is requesting to transfer funds from the operating funds for various strategic initiatives. The total request of \$15,000,000 will maintain a balance of 48.8% of the operations fund. Discussion ensued.

### **Operations Discussion: Board Liaison Trustee Kennedy**

#### **1. Personnel Report**

Mr. Jenks presented the December 2024 personnel report, which contained five placeholders. Yu Kay Law has accepted the Dean of Mathematics and Sciences position effective January 6, 2025. There are no departures. Discussion ensued.

#### **2. Classroom II (CLII) Update**

Mr. Jenks stated that the CLII project is moving forward. Mr. Jenks met with the architecture firm Bailey Edward Architecture from Chicago and examined the CLII building. The Capital Development Board (CDB) had chosen Bailey Architecture to work on the CLII CDB project. Discussion ensued.

#### **3. Change Order Update**

Mr. Jenks stated there were three change orders. Change order one was for the Downtown West Campus abatement of \$3,165 due to an additional wall needing abatement. Change order two was for the construction manager at risk for the Downtown West Campus in the amount of \$20,100 for cameras on the job site that will begin February 1, 2025. Change order three was for the demolition of the Downtown West Campus for \$13,745.93 because a cistern was discovered and removed. Discussion ensued.

#### **4. Rock Valley College Events Calendar**

Mr. Jenks presented the RVC on-campus events calendar for December 2024 and January and February 2025. Mr. Jenks highlighted the Nursing Pinning Ceremony, the High School Graphics Art Design Award Ceremony, and the Workforce Equity Initiative (WEI) Commencement Ceremony.

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

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

- Attorney Joseph Perkoski discussed the rate increase that Robbins Schwartz will put into effect effective January 1, 2024. Attorney Perkoski explained the process of implementing rate increases for their clients and stated that Robbins Schwartz had held their current rates for the last two years. Attorney Perkoski stated that the rate increase will increase by \$20 per hour. Discussion ensued.

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

- There was no unfinished business.

### **Adjourn to Closed Session**

At 7:12 p.m., a motion was made by Trustee Kennedy, seconded by Student Trustee Mikos, 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), all in accordance with the Illinois Open Meetings Act. The motion was approved by unanimous roll call vote.

### **Reconvene Open Session**

At 7:45 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Mikos, 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 December 17, 2024, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of 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 January 14, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

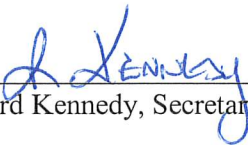
**Board of Trustees Retreat**

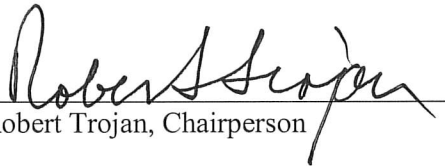
The Board of Trustees Retreat will be held on January 25, 2025, at 8:00 a.m. in the Woodward Technology Center (WTC), Room 1308, on the main campus.

**Adjourn**

At 7:48 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Mikos, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

  
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Richard Kennedy, Secretary

  
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Robert Trojan, Chairperson