

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, February 11, 2025
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, February 11, 2025, 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. Paul Gorski
Mr. Richard Kennedy	Ms. Crystal Soltow
Ms. Gloria Cardenas Cudia	Mr. Nico Mikos, Student Trustee

The following Trustees were absent at roll call: Mr. John Nelson and Ms. Kristen Simpson.

Also present: Dr. Amanda Smith, Vice President of Academic Affairs; 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; Ms. Ellen Olson, Vice President of Finance; Ms. Ann Kerwitz, Assistant to the President; Ms. Araceli Olvera, Interim Executive Assistant; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Joseph Perkoski, Robbins Schwartz.

Dr. Howard Spearman, President, was absent at the Feb. 11 CotW meeting, so Dr. Amanda Smith acted on behalf of President Spearman.

Board Member Attendance by Means Other Than Physical Presence

There were no Board Members attending by means other than physical presence.

Communications and Petitions

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

Recognition of Visitors

There were no visitors to be recognized.

Resolution Honoring Roland “Chip” Chapdelaine

This resolution was presented to the Trustees so that the “Resolution Honoring Roland “Chip” Chapdelaine can be recorded in the official minutes of the Rock Valley College Board of Trustees and be presented to the family of Roland “Chip” Chapdelaine as a token of appreciation and remembrance.

Review of Minutes

There were no comments on the minutes from the January 14, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

1. 2025 Bond Update

Ms. Ellen Olson, vice president of finance, introduced Ms. Tammie Beckwith Schallmo, senior vice president of PMA Securities. Ms. Beckwith Schallmo discussed RVC’s current debt service, annual debt service levies, financing considerations, upcoming capital projects, and sources of funds. Ms. Beckwith Schallmo explained to the Board of Trustees about arbitrage rebate exceptions, the spend-down exceptions, and the Downtown West project draw schedule. Ms. Beckwith Schallmo presented three scenarios to the Trustees: 1A, 1B, and 2, with PMA recommending option 1A. She then explained the timeline and what steps and procedures would need to be taken according to the timeline. Discussion ensued.

2. Rock Valley College Foundation / Downtown West Fundraising Plan

Ms. Brittany Freiberg, chief development officer of the RVC Foundation, presented the RVC Downtown West Fundraising Campaign. Ms. Freiberg stated that at RVC, over 60% of students rely on financial aid or scholarships to pursue their goals. She stated that the Foundation’s campaign would expand access for students from all walks of life, create opportunities by reducing financial obstacles, empower individuals to achieve their potential, and strengthen the community by cultivating a skilled and engaged workforce. It is the Foundation’s goal to raise \$2.5 million for scholarships. 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 117% of the budget and 110% of the stretch goal for Spring 2025.

2. ReUp Education Service Contract

Dr. Patrick Peyer, vice president of student affairs, presented the ReUp Education Service Contract. Dr. Peyer is requesting that the Board of Trustees approves the four-year partnership agreement that offers cutting-edge provider support services with a mission to outreach to and support adult learners to reach their academic goals by returning to complete their educational goals. Dr. Peyer stated that RVC has no upfront costs. ReUp Education receives 30% of the tuition only upon successful re-enrollment of former RVC students through the ReUp Education partnership.

3. *Information Only* / Faculty Tenure Update

Dr. Amanda Smith, vice president of academic affairs, presented the Faculty Tenure President’s Report. Dr. Smith mentioned that there will be a reception for newly Tenured Faculty in the Educational Resource Center (ERC) lobby on February 25, 2025. The newly Tenured Faculty are: David Dosier, Christine Garbe, Joshua Glovinsky, Drew Hallam, Kari Hearn, Amanda Hoffland, Christopher Joyner, Lindsey Kasten, Jennifer Kunkel, Ethan Olson, Yousra Salem, Tombi Smith, Norbert Ziemer, and Gwen Zimmerman.

Finance Discussion: Board Liaison Trustee Gorski

1. Purchase Reports

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

Purchase Report A – FY2025 Purchases

A. HVAC Services – (Maintenance Services Plant Operations and Maintenance – Boiler House)

1.	Alpha Controls and Service LLC	Rockford, IL	\$ 37,100.00*(1)
			Not to Exceed

B. HVAC Upgrades – (Site Improvements – PHS HVAC Upgrade)

2.	Johnson Controls, Inc.	Rockford, IL	\$ 302,000.00*(2)
			Not to Exceed

C. Furniture – (Office Equipment/Furniture – SC Furniture)

3.	Krueger International	Green Bay, WI	\$ 50,000.00*(3)
			Not to Exceed

D. Site Testing – (Site Improvements – Professional Services – Downtown West Project)

4.	Testing Service Corporation	Carol Stream, IL	\$ 70,000.00*(4)
			Not to Exceed

E. Lighting System Upgrade – (Other Capital Outlay – Starlight Theatre)

5.	TBD	TBD	\$ TBD*(5)
----	-----	-----	------------

F. Online Communication – (Online Learning – Instructional Software)

6.	Carahsoft Technology Group	Reston, VA	\$ TBD*(6)
----	----------------------------	------------	------------

Discussion ensued on Purchase Report A, items B, C, E, and F.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through January 31, 2025. Total operating cash is \$33,808,156. Total operating cash and investments are \$97,793,062. Total capital funds are \$23,489,305. Since December 31, 2024, the change in capital funds has been \$101,738. The operating cash and investments change since December 31, 2024, is (\$43,406). Ms. Olson stated that the total operating cash and investment funds were 96.14% of the FY2025 operating budget.

3. Quarterly Vital Signs

Ms. Olson presented the Second Quarter Vital Signs for FY2025. Ms. Olson stated that as of December 31, 2024, Fund 01 Operating Fund Revenues were \$33,331,240. Fund 02 Operating Fund Revenue was \$3,814,221. The total Operating Revenue Funds were \$37,145,460. RVC was running 66.30% of its budget.

Ms. Olson discussed that Fund 01's Operating Expenses were \$18,811,298.12, Fund 02's Operating Expenses were \$3,814,220.85, and the total operating expenses were \$22,625,519. RVC is running at 43.65% of the FY2025 budget. All figures above are as of December 31, 2024, and exclude SURS on Behalf.

Ms. Olson discussed payroll and healthcare costs. She explained that healthcare costs are running above FY2024 due to some high claims and that more employees and families are utilizing the health plan. Discussion ensued.

4. *Information Only* / Quarterly Report-Purchase Orders \$10K – \$25K

Ms. Olson discussed the purchase order report listing purchases from \$10,000 to \$25,000.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Jenks presented the February 2025 personnel report containing one appointment and one departure.

2. Resolution to Sell 0.006 Acres of 705 Green Street, Rockford, IL 61102

Mr. Jenks presented the Resolution to Sell 0.006 Acres of 705 Green Street, Rockford, IL 61102. Mr. Jenks stated that due to road improvements that will be done to U.S. Business Route 20, and Chestnut Street, Rockford, IL,

the Illinois Department of Transportation (IDOT) would like to buy 0.006 acres of the northeast corner of 705 Green Street. IDOT will pay RVC \$650, which equates to \$108,333.33 an acre.

3. Rock Valley College Foundation Memorandum of Understanding (MOU)

Mr. Jenks explained that RVC and the RVC Foundation entered into an MOU on December 13, 2022 (BR#7999) that stated both parties would provide a biennial review process. The RVC Foundation continues to provide valuable support to RVC and its students. RVC provides personnel and other administrative support that permits the RVC Foundation to carry out its charitable purposes. It was conveyed that the RVC Foundation and RVC wish to continue their relationship and believe it is in the best interest of both parties to document the respective rights, responsibilities, and obligations of RVC and the RVC Foundation as stated in the MOU. Mr. Jenks stated that no changes are being proposed to the current MOU between RVC and the RVC Foundation.

4. Change Order Update

Mr. Jenks presented two change order updates. Mr. Jenks stated that with the demolition of the Downtown West Campus, there was a credit of (\$5,377.27) to remove the silt fencing, and two stabilized construction entrances that were not needed. The second change order was for the Stenstrom Student Center (SSC) LED lighting project. Nine fixtures needed to be added to bookcases in the bookstore, totaling \$1,556.

5. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for February, March, and April 2025. Mr. Jenks highlighted February as Black History Month and the Illinois Council of Teachers Mathematics (ICTM) Regional Mathematics Contest taking place on February 22, 2025. The groundbreaking ceremony for the Downtown West Campus will be on March 27, 2025, and more information will be going out soon.

6. *Information Only* / Quarterly Employee Personnel Update

Mr. Jenks mentioned that the Quarterly Employee Personnel Update was included in the packet for review.

New Business/Unfinished Business

1. New Business:

City of Rockford 2025 Property Tax Program

Ms. Olson stated that the City of Rockford has asked RVC to join their 2025 Property Tax Program. Ms. Olson explained that the property tax rebate program is for the construction of new residential units in the City of Rockford, and rebates the property taxes for three years. In support of this offer, the city will waive all permit, plan review, and water connection fees. Ms. Olson stated that the units are not eligible for this incentive if a housing development already takes advantage of city or state funding. Discussion ensued.

Lee/Ogle Enterprise Zone

Ms. Olson explained that Trustee Trojan was contacted by the Blackhawk Hills Regional Council, which is representing the Lee/Ogle Enterprise Zone, regarding a new expansion project seeking to use the property tax abatement incentives in the coming year. H.A. International, an industrial site in rural Oregon, has a sliver of territory at the district's edge in and around Oregon. The base abatement is a six-year, 50% abatement. Ms. Olson and Trustee Trojan will meet with Andy Shaw of the Blackhawk Hills Regional Council to gather more information.

Stellantis Belvidere Assembly Plant

Ms. Olson stated that the Northern Illinois Council of Governments will convene a meeting for all impacted taxing districts to discuss a proposed tax abatement for the Stellantis Belvidere Assembly Plant.

2. Unfinished Business:

Support Services Building (SSB) Roof Repair Update

Mr. Jenks stated that the SSB roof damage will be treated as an emergency repair and that RVC is getting quotes for the SSB roof repairs.

Fire Alarm Update

Mr. Jenks stated that the fire alarm has been fixed, that the price will be around \$30,000 for the repairs, and that a request will be presented to the board for “not to exceed” \$30,000.

Downtown West Campus Update

Mr. Jenks stated that bid package #5, the largest bid package for the Downtown West Campus, is out to vendors. Bid packet #5 contains 13 different areas, for example, flooring, electrical, plumbing, etc. There was a brief discussion regarding the proposed federal tariffs on steel and aluminum.

Adjourn to Closed Session

At 6:37 p.m., a motion was made by Trustee Kennedy, seconded by Trustee Cardenas Cudia, 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) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act. The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 6:58 p.m., a motion was made by Trustee Gorski, seconded by Trustee Kennedy, 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 Tuesday, February 25, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

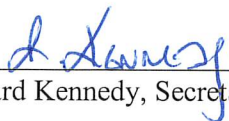
Next Committee of the Whole Meeting

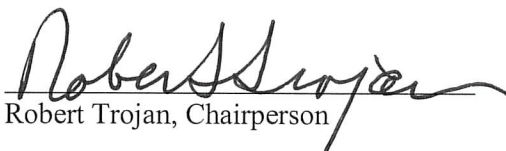
The next Committee of the Whole Meeting will be held on Tuesday, March 11, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Adjourn

At 7:00 p.m., a motion was made by Trustee Gorski, seconded by Student Trustee Mikos, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje


Richard Kennedy, Secretary


Robert Trojan, Chairperson