

**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, August 12, 2025**  
**MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, August 12, 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 Chairman Paul Gorski.

**Roll Call**

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

Mr. Paul Gorski

Mr. Robert Trojan

Dr. Jenna Goldsmith

Mr. John Nelson joined the meeting at 5:30 p.m.

Ms. Kristen Simpson

Mr. Isiah Blake, Student Trustee

Ms. Gloria Cardenas Cudia

The following Trustee was absent at roll call: Mr. John Nelson. Trustee Nelson joined the Committee of the Whole meeting at 5:30 p.m.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Cultural Excellence; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Terrica Huntley, 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. Ann Kerwitz, Assistant to the President; Ms. Carly Huotari, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Thomas C. Garretson, Robbins Schwartz.

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

There were no Board Members attending by any other means.

**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 July 8, 2025, Board of Trustees Committee of the Whole meeting.

**General Presentations**

There were no general presentations.

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

**1. FY2025 Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2026 Enrollment Update. Ms. Snider stated that the Fall semester is fast approaching, with weekend classes starting Saturday, August 16, 2025, and all other classes beginning on August 18, 2025, resulting in significant enrollment fluctuations. As of August 12, 2025, Fall enrollment was 8.6% ahead of FY2024, and RVC is at 98% of the budget and 94% of the goal. Ms. Snider said that with Summer II and Fall semester combined, RVC is at 101% of the budget and 97% of the stretch goal. Discussion ensued.

**2. Strategic Plan Update: Workforce Development Non-Credit Metrics Report Update**

Dr. Hansen Stewart, vice president of career and technology education and workforce development, presented the Workforce Development Non-Credit Metrics Report Update. Dr. Stewart explained that, effective 2024, RVC began a comparative analysis of the non-credit and Workforce Development programs for FY2024 and FY2025. Dr. Stewart said that the Non-Credit Workforce Development consists of Truck Driver Training, Collision Repair, CNC Machining, TechWorks, Customized Training and Development, Continuing Education, HCCTP (Highway Construction Careers Training Program), and Massage Therapy. Dr. Stewart reported the enrollment figures, completion figures, and revenues of the programs, along with the businesses that engaged in Customized Training for FY2024 and FY2025. Discussion ensued.

**3. Adult Education Federal Funding Update**

Dr. Amanda Smith, vice president of academic affairs, explained that Adult Education offers programming leading to a high school equivalency, as well as in English as a Second Language. Students in upper-level education are encouraged to consider transitioning to further education, either through credit or non-credit programming at RVC. Currently, the Adult Education program is funded primarily through grant funding which has decreased year-over-year. The College is adjusting to the decreases by restructuring the program, utilizing state, federal, and institutional funds, which will allow RVC to respond quickly to community needs. Discussion ensued.

**4. \*Informational Only / Rock Valley College Music Program Update**

Dr. Smith prepared a presentation on RVC’s music program, highlighting its importance to the College and that the music program contributes to the broader mission of the College by fostering creativity, teamwork, and critical thinking, skills that are valuable not only in music but also in a wide range of other disciplines and future careers. The report also highlighted the Music Department faculty, programming, enrollment trends, and projections, and student engagement.

**Finance Discussion: Board Liaison Trustee Cardenas Cudia**

**1. Purchase Reports**

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

***Purchase Report A – FY2026 Purchases***

**A. Grounds – (Capital Expense)**

1.	<b>Team REIL</b>	<b>Union, IL</b>	<b>\$ 837,971.04*(1)</b>
			<b>Not to Exceed</b>



B. Grounds – (Capital Expense)

2.	<b>Fieldturf USA</b>	<b>Chicago, IL</b>	<b>\$ 555,052.30*(2)</b>
			<b>Not to Exceed</b>

C. Professional Services – (Other Contractual Services – Board of Trustees)

3.	<b>Studer Education</b>	<b>Littleton, CO</b>	<b>\$ 129,390.00*(3)</b>
			<b>Not to Exceed</b>

D. Automotive Lifts – (Capital – Downtown West New Facilities)

4.	<b>Standard Industrial Inc.</b>	<b>Hanover Park, IL</b>	<b>\$ 742,500.00*(4)</b>
			<b>Not to Exceed</b>
	Midwest Millwright Services	Rockford, IL	\$ 1,098,394.00

E. Computer Equipment – (Information Technology – Office Computer Equipment)

5.	<b>TBD</b>	<b>TBD</b>	<b>\$ TBD</b>
			<b>Not to Exceed</b>

F. Grant Expense – (Other Contractual Services – SCC4)

6.	<b>McHenry Community College</b>	<b>Crystal Lake, IL</b>	<b>\$ 1,061,468.00*(6)</b>
			<b>Not to Exceed</b>

G. Grant Expense – (Other Contractual Services – SCC4)

7.	<b>Highland Community College</b>	<b>Freeport, IL</b>	<b>\$ 1,060,899.00*(7)</b>
			<b>Not to Exceed</b>

H. Professional Services – (Other Contractual Services – Starlight Theatre)

8.	<b>Associated Controls + Design</b>	<b>Indianapolis, IN</b>	<b>\$ 72,768.00*(8)</b>
			<b>Not to Exceed</b>

Trustee Simpson requested that Item C, Studer Education, be separated from Purchase Report A. She will still vote no, but does not want to reject all of Purchase Report A.

Vice President Olson explained that for Item E, Computer Equipment, the bid was opened August 8, and the lowest responsible bidder was Entre Computer Solutions. Eight vendors submitted bids, and two were disqualified.

**2. Cash and Investment Report**

Ms. Olson presented the Cash and Investment Report through July 31, 2025. Total operating cash is \$38,525,314. Total operating cash and investments are \$106,278,443. The operating cash and investments have changed by <\$672,064> since June 30, 2025. Total capital funds are \$82,185,396. Since June 30, 2025, the change in capital funds has been \$1,384,281. Ms. Olson stated that the total operating cash and investment funds were 99.54% of the FY2025 operating budget. Discussion ensued.

**3. \*Informational Only / Quarterly Report: Purchase Orders \$10,000 - \$25,000**

There were no comments or questions regarding the Quarterly Purchase Activity Report for items between \$10,000 to \$25,000.

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

### **1. Amendment to Board Policy 3:20.010; Job Posting and Hiring (Second Reading)**

Vice President Rick Jenks introduced the second reading of the Amendment to Board Policy 3:20.010, Job Posting and Hiring. The policy, as it stands, gives the President the authority to approve new hires and assign employee start dates; however, the policy also states that the Board is to approve such reports, which creates inconsistency. The amendment will remove the Board's approval, and will be strictly informational reports presented to the Board at future meetings.

### **2. Leasing of Advanced Technology Center (ATC) Farmland**

Vice President Jenks explained that RVC owns eight acres of field next to the ATC. Several farmers in the Belvidere, IL area had reached out to RVC to see if the land would be farmed, so RVC issued a request for information, and Mr. Mark Huntington, a Belvidere, IL farmer, was interested in farming the field. RVC's attorneys drew up a lease where Mr. Huntington will pay RVC \$800 annually. Mr. Huntington will be responsible for all costs associated with the farming of the field. Discussion ensued.

### **3. Personnel Report**

Vice President Jenks presented the August Personnel Report. Mr. Jenks stated that if the Amendment to Board Policy 3:20.010, Job Posting and Hiring, passes, the recommendation will be removed from the Personnel Reports, which will then be informational only. The Board will no longer vote on the Personnel Report. Mr. Jenks stated that there was one placeholder for the Director of Nursing and one departure. Discussion ensued.

### **4. Annual Employee Personnel Report**

Vice President Huntley reviewed the Annual Personnel Update. Ms. Huntley stated that as of June 30, 2025, the College had a total of 391 full-time employees, and that was a 3.46% decrease from the past fiscal year. RVC documented a total of 93 full-time employee appointments, indicating a 12.3% decrease from the past fiscal year, and RVC promotions remained the same from FY2024 to FY2025 at 25. Ms. Huntley said that the College had a total of 57 separations, 18 of which were retirements. Ms. Huntley reminded the Board that the College continues to evaluate each position individually to best meet the needs of students and the College as a whole. Ms. Huntley stated that the turnover rate was 14.6% for FY2025, which included the 18 retirees. Discussion ensued.

### **5. Downtown West Update**

Mr. Jenks provided an update on the Downtown West construction project, including pictures and an aerial presentation of the progress. Mr. Jenks discussed the five change orders totaling \$16,076.62. There were four purchases and one credit. Trustee Nelson wanted to know if the project was on track and when it would be completed. Mr. Jenks responded, "Yes, the project is on track and the Downtown West campus opening is scheduled for the Fall semester, August 16, 2026." Trustee Cudia stated that she was at a function and commented that the community is excited for the campus to be completed.

### **6. Change Order Update**

Mr. Jenks reported on the Change Order Update. He stated that there was one additional change order for the Health Sciences Center (HSC). A new hollow metal frame with a sidelite and a new wood door were purchased for \$2,984.00. Trustee Nelson asked for clarification on the amount remaining for the contingency. Mr. Jenks stated that the amount of the contingency is \$200,111.00. Mr. Jenks said that \$3,489.00 has been spent to date on change orders for the HSC.



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

Vice President Jenks reviewed the RVC Events Calendar, highlighting the Downtown West Last Beam Ceremony scheduled for August 15, 2025, at 1:00 p.m. at the Downtown West Campus. Additionally, Mr. Jenks mentioned the Student Welcome Week activities. Discussion ensued.

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

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

Dr. Spearman explained the Kevin Rice Memorial Bike Ride. Kevin Rice was a Rockford police officer who was killed in the line of duty 24 years ago. This year's ride spanned 157 miles from Wisconsin to Rockford, with Dr. Spearman participating in the final 15.7 miles representing Kevin's badge number. Dr. Spearman stated that the stop at RVC included bicycle riders, a police escort, and several Rockford Police Officers. Elmer Rice, Kevin's brother, continues to serve as the driving force behind the memorial ride and the Kevin Rice Memorial Scholarship at RVC.

Dr. Spearman invited Trustees to volunteer as greeters for Welcome Week for a time slot of their choice for the week of August 18, 2025. It is a great way to engage with the students coming to RVC. Dr. Spearman stated that a staff member would be paired with the Trustees in the event students ask questions that the Trustees are not able to answer.

Dr. Spearman talked about the Professional Development Day (PDD) activities and invited the Trustees to attend the event to be held on September 2, 2025.

Invitations to the Growth Dimensions reception to be held August 28, 2025, were emailed this afternoon. He asked to please respond to Ann Kerwitz regarding a reservation and the Trustee's preferred dinner option no later than August 15, 2025. Trustee Trojan stated that the keynote speaker for the Growth Dimensions reception was Janyce Fadden, who was the very best economic development leader this region has ever had. She was a true marketing person, and Trustee Trojan encouraged Trustees to attend the reception to listen to her speak.

Vice President Jenks informed the Trustees that a situation had developed in the Jacobs Center for Science and Math (JCSM). After troubleshooting the air handler system, it was discovered that the desiccant wheel, which controls the temperature and humidity in the JCSM, has failed. RVC received a few quotes, and the lowest amount quoted was approximately \$120,000.00. Because of issues with ordering the part along with the cost, Mr. Jenks asked the Board to consider the option of bypassing the bidding process and using the emergency exemption that is allowed under ICCB to purchase the part and fix the air handling unit. The Board agreed that Mr. Jenks will order the part. The decision would still be voted on at the Regular Board Meeting on August 26, 2025, and six votes would be needed by Trustees for the emergency exemption and to approve the spending.

Dr. Spearman asked Trustees to save the date of January 31, 2026, for the Trustee Retreat.

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

There was no unfinished business.

### **Adjourn to Closed Session**

At 6:43 p.m., Trustee Nelson made a motion, 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) 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 a unanimous roll call vote.

**Reconvene Open Session**

At 7:20 p.m., a motion was made by Trustee Nelson, seconded by Trustee Trojan, to adjourn the closed session and return to 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, August 26, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

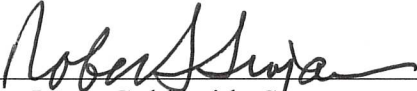
**Next Committee of the Whole Meeting**

The next Committee of the Whole Meeting will be held on Tuesday, September 9, 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 7:23 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cardenas Cudia, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

  
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~~Dr. Jenna Goldsmith, Secretary~~  
Secretary pro tempore  
Robert Trojan

  
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Paul Gorski, Chairman