

Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:30 p.m. Tuesday, November 9, 2021
MINUTES

On October 15, 2021, Governor Pritzker issued the twenty-second Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: *Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.*

Access to the Regular Board of Trustees meeting is provided via teleconference online: <https://rockvalleycollege-edu.zoom.us/j/93291249012?pwd=SE0zSS9xNzBDaWRGZHczNVo1NHQyUT09> or by phone at 312-626-6799 using Meeting ID: 932 9124 9012; Password: 974918. The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:30 p.m. on November 9, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:36 p.m. by Chairperson Jarid Funderburg. Due to the absence of Board Secretary Robert Trojan, Trustee Kearney was appointed Secretary Pro Tem.

Roll Call

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

Mr. Jarid Funderburg	Mr. Paul Gorski
Ms. Lynn Kearney	Ms. Gloria Cudia
Mr. John Nelson	Ms. Crystal Soltow
Ms. Evelyn Molina, Student Trustee	

The following Trustee was absent at roll call: Mr. Robert Trojan

Also Present: Dr. Howard Spearman, President; Dr. Amanda Smith, Interim Vice President of Academic Affairs; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance; Ms. Heather Snider, Vice President of Institutional Effectiveness & Communications; Mr. Keith Barnes, Vice President of Equity and Inclusion; Ms. Janet Taylor, Executive Director of Facilities and Operations; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Ms. Lindsey Fish, Senior Manager, Sikich, LLP; Attorney Joseph Perkoski, Robbins Schwartz

Communications and Petitions

There were no public comments.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the October 12, 2021 Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Adjourn to Closed Session

At 5:37 p.m., a motion was made by Trustee Kearney, seconded by Trustee Cudia, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

Reconvene Open Session

At 6:15 p.m., a motion was made by Trustee Kearney, seconded by Trustee Funderburg, 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.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY 2022 enrollment update. Ms. Snider updated the Board that spring enrollment was down by 5.65% in credit hours; as of the week of November 8, 2021, spring enrollment was down by 5.43% in credit hours. Ms. Snider stated that she would keep the Board updated on the enrollment numbers for spring.

2. Illinois Community College Board (ICCB) Economic Impact Study Report: Students

Ms. Snider presented the ICCB Economic Impact Study Report, created by a collaboration of the ICCB, Illinois Community College System Economic Impact Study Advisory Committee, and Northern Illinois University Center for Governmental Studies Economic Impact Study Project Team.

The report consists of three sections; environmental scan, student-level outcome analysis, and the economic impact on employees and community. Ms. Snider will be reviewing the first two parts in tonight's Committee of the Whole meeting.

Environmental Scan: The district population has declined each year since 2011. The number of White residents has declined, while the number of African American, Asian, and Latinx residents has increased. These patterns are projected to continue. The district college-aged population is projected to decline from 2020 to 2025. Projections include a 3.7% decline for ages 15 to 19, and a 2.0% decline for ages 20 to 24; which is why the College continues to focus on adult enrollment. The top industries of study

continue to be manufacturing and health care. The district unemployment rate spiked during the beginning of COVID and has since declined.

Rock Valley College Student Outcomes: Ms. Snider discussed the student return on investment, stating that if a student put \$36,692 in an investment that returned 40 annual payments equivalent to the earnings gains from an associate degree and/or a long-term certificate, they would earn interest at a rate of 26.3%. Between 80% and 90% of RVC completers are employed in career jobs within one year of completion, which is comparable to the State data, with RVC performing slightly better. Post-secondary enrollments for RVC students have declined from 70.5% in 2010 to 63.5% in 2018. The average annual growth of earnings is 18.6%, three to five years post-completion, White completers are earning more than other racial/ethnic groups. The gap between White and Latinx completers is diminishing. Discussion ensued.

3. Advanced Technology Center (ATC) Information Session Presentation

Dr. Patrick Peyer, vice president of student affairs, presented the ATC Program Success Metrics presentation. The ATC will become a workforce and economic development engine that helps sustain and grow the manufacturing industry in our region. The ATC will provide innovative, hands-on learning to prepare both RVC students and currently-employed workers for high-demand jobs in local manufacturing companies. The ATC's mission will be not only to produce highly qualified manufacturing professionals but to help shape the values of the entire community to create an ecosystem that is supportive of modern advanced technologies as an agent for personal career success and a strong economy, and as a vehicle for community development and regional cooperation.

Dr. Peyer introduced Vicki Brust, dean of career technical education, to discuss the programs offered at the ATC. Ms. Brust stated CNC Machining would be a 32 week (two 16 week sessions). Mechatronics will be a two-semester credit program consisting of 16 weeks each semester; Mechatronics Certificate One and Advanced Mechatronics Certificate Two. Welding will be a two-semester credit program; Industrial Welder Certificate and Advanced Welder Certificate.

Dr. Peyer stated that there would also be advanced student support onsite consisting of academic advising and registration, student life, career advising, job placement support, financial aid, grants, and scholarships. Dr. Peyer went through the tuition and materials for the programs. Discussion ensued with Trustees.

Finance Discussion: Board Liaison Trustee Soltow

1. Fiscal Year 2021 Financial Audit Report

Ms. Ellen Olson, vice president of finance, introduced Ms. Lindsey Fish, Senior Manager, with Sikich, LLP, to discuss the status of the RVC audit. Ms. Fish stated that the following reports had been issued; the Comprehensive Annual Financial Report including ICCB Grants and state CYEFR; Uniform Guidance (Single Audit of Federal Expenditures); and the Communication with Those Charged with Governance Management letter. Ms. Fish stated that the last few pages of the report would be a little different this year as the ICCB had system issues and would issue the ICCB Credit Hours Report under separate cover. In addition, Ms. Fish discussed what Audit Opinions were given. Discussion ensued regarding the Management Letter that was issued and that it had not been received. Ms. Olson stated it would have come from Dr. Spearman and was sent on November 3, 2021. Because several trustees said they had not received the email, Ms. Olson will send it again.

2. First Quarter Vital Signs: Fiscal Year 2022

Ms. Olson presented the first quarter Vital Signs for Fiscal Year 2022. As of September 30, 2021, RVC was at 28% of budget. RVC's goal is to be at 25%. First-quarter operating expenses are at 18% of budget. Payroll year to date is below budget but anticipated to fall more in line next quarter

because the faculty overloads will be paid, and the collective bargaining agreements will fall into place. Healthcare costs year-to-date have increased due to increased medical claims as a result of employees utilizing their physicians and having medical procedures done now rather than during the 15 months of COVID.

3. Cash and Investment Report

Ms. Olson stated that the total operating cash and investments are \$70,928,131. Total capital funds on October 31, 2021 are \$23,288,062. The change in capital funds since September 30, 2021, is (\$3,701,274). This is directly due to the transfer of the drawdown of ATC capital funds to the operating funds and was offset by the receipt of property taxes.

4. Purchase Reports

Ms. Ellen Olson presented the purchase reports.

Purchase Report A – FY 2022 Addendum:

A. Online Communications – (Instructional Software and Administrative Software: General Institutional Software)

1. Zoom Video Communications	San Jose, CA	\$	2,550.00 (1)*
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Purchase Report B – FY 2022 Purchases:

A. Concert Revenue – (Other Contractual Services – Rockford Symphony)

1. Rockford Symphony Orchestra	Rockford, IL	\$	14,667.00 (1)*
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B. Ticketing System for the Starlight Theatre – (Auxiliary Enterprise Fund – Starlight, Other Contractual Services)

2. Tickets.com	Chicago, IL	\$	30,000.00 (2)*
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C. Software – (HEERF: General Institutional Expenses)

3. Siteimprove	Sacramento, CA	\$	23,871.00 (3)*
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D. Software – (HEERF: General Institutional Expenses)

4. Entre Computer Solutions	Machesney Park, IL	\$	39,944.84 (4)*
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E. Software – (Student Tech Fees)

5. Entrinsik, Inc.	Raleigh, NC	\$	20,493.00 (5)*
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F. Software – (HEERF: General Institutional Expenses)

6. Hyland	Olathe, KS	\$	46,780.87 (6)*
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G. Bulk Road Salt – (Operations and Maintenance Fund – Grounds Maintenance, Maintenance Supplies)

7. City of Rockford (\$61.00/ton)	Rockford, IL	\$	21,350.00 (7)*
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Not to Exceed

Midwest Salt (\$106.48/ton)	West Chicago, IL	\$	37,268.00
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Get Salt Now, Inc. (\$109.50/ton)	West Chicago, IL	\$	38,325.00
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5. Proposed 2021 Tax Levy and Setting a Date for Truth-In-Taxation Hearing

Ms. Olson presented the proposed tax levy. The assumption is for a five-year estimated increase in EAV from levy year 2020 to 2021. Boone County has provided an estimate of a 6.33% EAV increase.

Ms. Olson has not received any information from Winnebago County. The Administration recommends that the Board of Trustees approve the estimates for the amount of taxes necessary to be raised by taxation for 2021; this would represent a 4.99% increase over the 2020 tax levy.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for November 2021. There is one appointment and one departure. There were no questions from Trustees.

2. Election Day 2022 (November 8, 2022)

Mr. Handley explained the background of the 2022 Election Day holiday, which was signed into law by Governor Pritzker on June 17, 2021. Administration recommends that the Board of Trustees approve closing RVC on Tuesday, November 8, 2022, for the 2022 General Election Day holiday. There were no questions from Trustees.

3. Juneteenth National Freedom Day

Mr. Keith Barnes, vice president of equity and inclusion, presented information on the Juneteenth National Freedom Day holiday. Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865. Naming Juneteenth National Freedom Day as an official RVC Holiday aligns with the diversity and equity initiative tenet of the College's Strategic Plan. The estimated annual cost is approximately \$60,000. The Administration recommends that the Board of Trustees approve adding Juneteenth National Freedom Day as an additional paid holiday for RVC employees. Following the College's past practice for observing holidays that fall on a Saturday or Sunday, if June 19 falls on a Saturday, the College will be closed on the preceding Friday, and employees will receive a paid holiday. If June 19 falls on a Sunday, the College will be closed on the following Monday, and employees will receive a paid holiday.

4. Board Policy 3:30.090 Family and Medical Leave / Expanded FMLA (First Reading)

Mr. Handley stated that RVC has an existing Board Policy 3:30.090 for Family and Medical Leave. On August 10, 2021, Governor Pritzker approved House Bill 0012 (HB0012), which amended various Acts relating to educational institutions in Illinois. HB0012 provides that an employee of a community college district who has been employed for at least 12 months and who has worked at least 1,000 hours in the previous 12-month period shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act of 1993. The effective date is January 1, 2022. The Administration recommends that the Board of Trustees approve the revision of Board Policy 3:30.090 so that RVC complies with HB0012.

5. Board Policy 3:30.110 Victims' Economic Security and Safety Act (VESSA) (First Reading)

RVC has an existing Board Policy 3:30.110 for Victims' Economic Security and Safety Act (VESSA). On August 20, 2021, Governor Pritzker approved House Bill 3582 (HB3582), which amends VESSA. HB3582 provides that victims and family members of victims of other crimes of violence (such as criminal homicide, bodily harm, harassing and obscene communications, terrorism, or armed violence, in addition to victims of domestic violence, sexual violence, and gender violence) are subject to the provisions of the Act regarding unpaid leave and prohibited discriminatory acts. It also amends the Unemployment Insurance Act, which provides that victims of crimes of violence shall not be barred from collecting voluntary leave benefits. The effective date is January 1, 2022. The Administration recommends

that the Board of Trustees approve the revision of Board Policy 3:30.110 so that RVC complies with HB3582.

6. 2020 Campus Safety and Security Report (Cleary Act Report)

Thomas Yehl, interim chief of police, presented the Cleary Act Report. The purpose of the report is to provide the campus community with timely, accurate, and complete information about crime and the safety of the campus so that they can make informed decisions to keep themselves safe. Compliance with the Cleary Act allows us to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work-Study, Federal Perkins Loans, etc. Material published in the report also reflects requirements for the State of Illinois Security Enhancement Act. The Cleary Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st for the preceding year. The ASR must include campus crime statistics for the preceding three calendar years and details about improving campus safety. Interim Chief Yehl stated that during the 2020 school year, due to COVID-19 and remote learning, there were no reported Cleary Crimes at any RVC Campuses.

7. Boone County Intergovernmental Agreement (IGA) – Police Dispatch

Mr. Rick Jenks, vice president of operations, presented the IGA between the Boone County Sheriff's Department and Rock Valley College Community College District 511. The agreement establishes and formalizes the ability for the RVC Police Department officers to utilize the Boone County Sheriff's Department E-9-1-1 Center to monitor and dispatch RVC officers while traveling and working in Boone County. There is no cost to RVC to utilize these services. Administration recommends that the Board of Trustees approve the IGA with the Boone County Sheriff's Department to monitor and dispatch RVC police officers in Boone County, Illinois. There were no questions from Trustees.

8. Amendment to SHIELD Program COVID-19 Testing Support Agreement

Mr. Jenks stated that on May 25, 2021, an IGA was created between the Board of Trustees of the University of Illinois and Rock Valley College Community College District 511. Under the Agreement, RVC was designated as a SHIELD Illinois COVID-19 testing site. Due to the ongoing need for COVID-19 testing in Illinois, the University of Illinois has requested an extension of this IGA from December 31, 2021, to June 30, 2022. Therefore, the Administration recommends that the RVC Board of Trustees approve the extension of the IGA with the Board of Trustees of the University of Illinois extending the COVID-19 Testing Support Agreement with RVC designating RVC as a SHIELD Illinois testing site.

9. RVC Events Calendar

Mr. Handley presented the RVC events calendar. Trustee Kearney asked what the capacity limit is for fans being in the PEC. Mr. Handley referred the question to Mr. Jenks. Mr. Jenks stated that the seating capacity is 2,800. In addition, Mr. Jenks noted that there are no social distancing requirements anymore, just wearing a mask in public.

10. RVC Athletics Update

Dr. Peyer presented the RVC Athletics update. Dr. Peyer reported on the RVC Volleyball Team, Men's and Women's Soccer Teams, Men's and Women's Basketball Teams, RVC Men's and Women's Bowling Team, and the RVC Baseball Team and Softball Team.

11. Advanced Technology Center (ATC) Update

Progress Update: Ms. Janet Taylor, executive director of facilities and operations, presented the ATC progress update. Ms. Taylor reviewed a list of what construction/tasks have been completed and what equipment has come into the ATC. There were no questions from the Trustees.

ATC Cost Summary: Ms. Olson presented the ATC cost summary. Ms. Olson stated that RVC is still on budget with the ATC. Ms. Olson noted that there had been no additional change orders since the last report. Dr. Spearman added that there might be some ATC change orders coming up soon. Trustee Gorski suggested that all ATC items be placed together on the meeting agendas.

Other Business / New Business

There was no new or unfinished business.

Adjourn to Closed Session

At 7:55 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

Reconvene Open Session

At 9:15 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, 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 November 23, 2021, at 5:15 p.m. remotely via teleconference.

Next Committee of the Whole Meeting

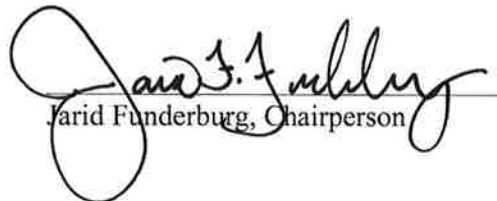
The next Committee of the Whole meeting will be held on December 7, 2021, at 5:15 p.m., remotely via teleconference.

Adjourn

At 9:18 p.m., a motion was made by Trustee Kearney, seconded by Trustee Funderburg, to adjourn the meeting. The motion was approved by a unanimous voice vote.

Submitted by: Tracy Luethje


Lynn Kearney, Secretary Pro Tem


Jarid Funderburg, Chairperson