

**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, December 7, 2021**  
**MINUTES**

*On November 12, 2021, Governor Pritzker issued the twenty-third 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/98141852835?pwd=bEJkb3E1U05TZWOrS3FiRHg2WEtOdz09> or by phone at 312-626-6799 using Meeting ID: 981 4185 2835; Password: 747108. 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](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:30 p.m. on December 7, 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 5:42 p.m. by Chairperson Jarid Funderburg.

**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	Mr. Robert Trojan
Ms. Evelyn Molina, Student Trustee	

The following Trustee was absent at roll call: Ms. Crystal Soltow

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; Attorney Joseph Perkoski, Robbins Schwartz; Attorney Matthew Gardner, Robbins Schwartz; Attorney Christopher Gorman, 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 November 9, 2021 Board of Trustees Committee of the Whole meeting.

## **General Presentations**

**Advanced Technology Center (ATC) Phase II:** Mr. Rick Jenks, vice president of operations, presented an update on the ATC Phase II. Phase II plans are to move the existing Automotive Program to the ATC and add an electric vehicle repair program to the automotive program. RVC would develop a forklift training certification, a warehousing supply chain program, and move Truck Driver Training (TDT) to the ATC. The Phase II goals for the ATC are to ensure the curriculum is developed before the final design of new space is completed; work with internal and external stakeholders to establish a proper curriculum to provide current and future needs are being met; develop bid documents that are comprehensive and minimize change orders and construction delays, and to have a single point of contact for the project, that being the chief operations officer (COO). Mr. Jenks provided two options for a timeline. Timeline option one would be if no building addition would be needed at the ATC. Timeline option two would be if RVC added an addition to the ATC. Timeline one would run from April/May 2022 to August of 2022. Timeline option two would run from April 2022 through August 2023. Discussion ensued.

## **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 explained that spring enrollment was at 80% to the goal of the budget. Spring credit hours are at 39,059, which is 4.78% below last year's spring enrollment. Trustee Trojan asked the cut-off date for spring enrollment, and Ms. Snider answered on January 7, 2022. Discussion ensued.

### **2. Academic Affairs Strategic Plan**

Dr. Amanda Smith, interim vice president of academic affairs, presented the academic affairs strategic plan for 2021-2024. RVC is accountable to the federal Department of Education, the Higher Learning Commission, the Illinois Board of Higher Education, the Illinois Community College Board, and district stakeholders. Dr. Smith explained the four strategic goals: Increase access to post-secondary education and training; develop programs and pathways that respond to community and regional needs; ensure a quality learning environment that increases attainment and completion rates; utilize technology to advance and support teaching and learning. Dr. Smith further explained the initiatives and strategies for each of the four goals. Discussion ensued.

### **3. Workforce Equity Initiative (WEI) Grant Report**

Dr. Smith presented the Workforce Equity Initiative Grant report. Dr. Smith explained the WEI Grant goals and what WEI programs are offered at RVC. In Grant One, which ran from September 18, 2019, through June 30, 2021, 142 students were served; 117 student completions; 55 students were

employed, and 60% were African American students. In Grant Two, which ran from November 1, 2020, through September 30, 2021, 109 students were served; 81 student completions; 50 students employed, and 57% were African American students. Grant Three will run from December 1, 2021, through December 31, 2022. RVC's application has been submitted. The accelerated programs proposed in Grant Three are TechWorks CNC, TechWorks Cold Forming, Industrial Welding, Mechatronics, Truck Driver Training, Dental Assistant, and Medical Billing/Coding.

**4. Illinois Community College Board (ICCB) Economic Impact Study Report / Part 2: Employees and Community**

Ms. Snider presented part two of the ICCB Economic Impact Study (EIS) Report on employees and the community. Ms. Snider explained the study collaborators, EIS Components, and the Economic Impact Model direct and indirect effects. Direct effects consist of employment, payroll, and purchases of goods and services made directly by the college. Indirect effects are business-to-business purchases in the supply chain initiated by an initial purchase made by the college. Ms. Snider reviewed the operational employment impact and the operational expenditures output for fiscal year 2020 illustrating how RVC contributes to the region. Discussion ensued.

**5. Linking Talent with Opportunity Program (LTO) Dual Credit (DC) Memorandum of Understanding (MOU) Between Rock Valley College and Hononegah Community High School District #207**

Dr. Smith discussed the LTO Dual Credit MOU between Rock Valley College and Hononegah Community High School District #207. The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction. The MOU will end on June 30, 2022. Trustee Trojan wanted to know if this is the first time Hononegah Community High School District # 207 has used the program. Dr. Smith answered yes.

**Finance Discussion: Board Liaison Trustee Soltow**

**1. Purchase Reports**

Ms. Ellen Olson presented the purchase reports.

***Purchase Report A – FY 2022 Purchases:***

**A. Classroom Captioning – (Accommodations & Auxiliary Aid: Disability Services)**

1. Classroom Captioning	Monument, CO	\$ 24,500.00 (1)*
		Not to Exceed
Alternative Communication Services	Lombard, IL	\$ 36,750.00
Caption Access	Cary, IL	\$ 41,250.00

**B. Printing – (HEERF: General Institutional Expenses)**

2. Action Printing	Fond du Lac, WI	\$ 20,687.00 (2)*
KK Stevens Publishing Co.	Astoria, IL	\$ 20,773.00
Meridian Direct	Loves Park, IL	\$ 55,930.00

***Purchase Report B – FY 2022 Advanced Technology Center (ATC) Change Orders:***

**A. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**

1. Stenstrom Construction	Rockford, IL	\$ <1,710.00>(1)*
---------------------------	--------------	-------------------

**B. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**

2.	Stenstrom Construction	Rockford, IL	\$	9,879.00 (2)*
C. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
3.	Stenstrom Construction	Rockford, IL	\$	214.00 (3)*
D. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
4.	Stenstrom Construction	Rockford, IL	\$	<4,375.00>(4)*
E. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
5.	Stenstrom Construction	Rockford, IL	\$	2,253.00 (5)*
F. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
6.	Stenstrom Construction	Rockford, IL	\$	6,833.00 (6)*
G. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
7.	Stenstrom Construction	Rockford, IL	\$	8,932.00 (7)*
H. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
8.	Stenstrom Construction	Rockford, IL	\$	5,203.00 (8)*
I. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
9.	Stenstrom Construction	Rockford, IL	\$	1,412.00 (9)*
J. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
10.	Stenstrom Construction	Rockford, IL	\$	2,794.00 (10)*
K. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
11.	Stenstrom Construction	Rockford, IL	\$	24,053.00 (11)*
L. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
12.	Stenstrom Construction	Rockford, IL	\$	5,517.00 (12)*
M. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
13.	Stenstrom Construction	Rockford, IL	\$	4,576.00 (13)*
N. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
14.	Stenstrom Construction	Rockford, IL	\$	6,743.00 (14)*
O. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
15.	Stenstrom Construction	Rockford, IL	\$	1,161.00 (15)*
P. Advanced Technology Center – (Operations & Maintenance Fund: ATC)				
16.	Stenstrom Construction	Rockford, IL	\$	26,777.00 (16)*

## 2. 2021 Tax Levy and Certifying Compliance

Ms. Olson stated that the board approved the estimated taxes last month, and there were no changes. Ms. Olson explained the total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 4.99%. Therefore, a Truth-in-Taxation Hearing is not required. However, a Truth-in-Taxation Hearing will be held on December 21, 2021, at 5:15 p.m. A notice was

published within 14 days of the Truth-in-Taxation Hearing. Trustee Nelson wanted to confirm that the tax levy had to be approved at the next board meeting. Ms. Olson answered yes. There were no further questions.

### **3. Summary of FY 2022 Estimated Revenues by Source for Rock Valley College**

Ms. Olson stated that each year the Chief Financial Officer for RVC is required to certify the upcoming year's estimated revenues by their source. Ms. Olson explained each of the sources and the estimated revenues.

### **4. Cash and Investment**

Ms. Olson presented the cash and investment report through November 30, 2021. Total operating cash and investments are \$71,696,104. Total capital funds are \$23,491,608. The change in the operating cash and investments since October 31, 2021, is \$767,973. Ms. Olson stated that as of November 30, 2021, the total operating cash and investments funds were at 65.92% of the operating budget. There were no questions from Trustees.

### **5. Capital Projects Plans Review**

Mr. Rick Jenks, vice president of operations, presented the fiscal year 2022 capital projects plans. RVC has not invested in many areas of capital in several years due to budget issues in the State of Illinois. As a result, many areas of the college are now needing improvements. Mr. Jenks explained that this is a one- to two-year plan. The goal is to develop a ten-year capital plan that is updated annually. This plan will be in conjunction with the Facilities Master Plan. The first step for the short-term capital projects plans is to transfer funds from the operations fund to the capital fund for fiscal year 2022. Mr. Jenks discussed the Illinois Community College Board deferred maintenance requests along with the Resource Allocation and Management Program (RAMP). Mr. Jenks stated that the applications with RAMP are several years old and that new RAMP applications will be part of the Facilities Master Plan and will be discussed more in future presentations. Discussion ensued.

### **6. FY 2022 Funds Transfer**

Ms. Olson stated that the operating fund balance goal is to establish and maintain 35% to 50% of the following year's budgeted expenses. The College's fiscal year 2021 revenues exceeded expenditures by \$13,728,763, bringing the operating funds balance to \$36,945,519. Ms. Olson explained that the administration recommends that the Board of Trustees approve allocating \$10,700,000 for various strategic initiatives from operating funds and transfer \$1,500,000 from the operations and maintenance fund to the restricted purposes fund. Discussion ensued.

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

### **1. Personnel Report**

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for December 2021. There is one appointment, two placeholders, and three departures. There were no questions from Trustees.

### **2. Employee Culture Survey**

Mr. Handley presented the Culture Survey overview. Mr. Handley explained that all employees were invited to complete the survey which included faculty, adjuncts, staff, and administration; 382 employees participated, approximately 46%. The questions asked were regarding communication, culture, leadership, professional development, diversity, equity, and inclusion. Some of the factors to celebrate with

the survey results are that employees feel respected by students and their team; employees enjoy working at RVC, and immediate supervisors support professional growth, value staff input, and treat staff fairly. Mr. Handley also discussed some potential areas of focus. Some of the steps in the future will be to share the data with the Board and employees, continue disaggregating the data, identify specific employee populations to meet with, and develop and execute action plans to address areas of focus. There were no questions from Trustees.

**3. Board Policy 2:10.050 Official College Holidays / Juneteenth (First Reading)**

Mr. Handley presented the proposed revision to Board Policy 2:10.050, Official College Holidays. (First Reading). Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865. On November 23, 2021, the RVC Board of Trustees approved Juneteenth as an official college holiday. The Administration recommends that the Board of Trustees approve a revised Board Policy 2:10.050, Official College Holidays, adding Juneteenth National Freedom Day as an additional paid holiday for RVC employees. No discussion ensued.

**4. Board Policy 3:30.150 Bereavement Leave (First Reading)**

Mr. Handley presented the proposed update to Board Policy 3:30.150, RVC Bereavement Leave, (First Reading). On July 29, 2016, Governor Rauner signed the Child Bereavement Leave Act. The Act provides a maximum of two weeks (10 workdays) of unpaid leave for bereavement of an employee's child. The current board policy does not address employees' needs to care for other family members' grieving or funeral planning, nor does it allow any paid time off to grieve the loss of a family member, including the loss of a child.

The Administration is recommending to rename the policy from Child Bereavement Leave to Bereavement Leave and expand time off to include time away from work to plan for funerals and grieve the loss of other members of the immediate household in addition to a child, and to include up to three days of paid time off to plan for and grieve the loss of their immediate family member. No discussion ensued.

**5. Update to Board Policy 3:30.090 Family and Medical Leave / Expanded FMLA (Second Reading)**

Mr. Handley presented the second reading for Board Policy 3:30.090; Family and Medical Leave. On August 10, 2021, Governor Pritzker approved House Bill 0012, which amended various Acts relating to educational institutions in Illinois. House Bill 0012 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 is recommending that the Board of Trustees approve the revision of Board Policy 3:30.090 so that RVC complies with House Bill 0012. No discussion ensued.

**6. Update to Board Policy 3:30.110 Victims' Economic Security and Safety Act (VESSA) (Second Reading)**

Mr. Handley presented the update to Board Policy 3:30.110, Victims' Economic Security and Safety Act. On August 20, 2021, Governor Pritzker approved House Bill 3582, which amends VESSA. House Bill 3582 provides that victims and family members of victims of other crimes of violence are subject to the Act's provisions 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 is recommending that the Board of Trustees approve the revision of Board Policy 3:30.110 so that RVC complies with House Bill 3582. No discussion ensued.

## **7. College Closure – December 28, 29, 30, 2021**

Mr. Handley presented the RVC campus closure for December 28, 29, and 30, 2021. Board Policy 2:10.050, Official College Holidays, provides that RVC will celebrate Christmas Day and New Year's Eve Day each year as a paid holiday for employees. In 2021, Christmas Day is observed on Monday, December 27, 2021 (due to the actual holiday falling on a weekend) and New Year's Eve Day falls on Friday, December 31, 2021. Therefore, the campus will be open on Tuesday, December 28; Wednesday, December 29; and Thursday, December 30, 2021. Per Board Policy 2:10.050, the Board reserves the right to designate additional days to close the college. The Administration is recommending that the Board of Trustees close the college on Tuesday, December 28; Wednesday, December 29; and Thursday, December 30, 2021, and designate those days as additional paid days off for employees scheduled to work. Employees governed by collective bargaining agreements will be paid in accordance with their respective bargaining agreements, treating compensation for those days as a campus closure day.

## **8. Association of Community College Trustees (ACCT) and American Association of Community Colleges (AACC) Memberships**

**ACCT:** Mr. Handley presented information on membership in the ACCT and AACC. ACCT is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. Located in Washington, D.C., ACCT is a prominent voice of community college trustees to the presidential administration, U.S. Congress, the Department of Education and Labor, and more. ACCT membership provides resource information to trustees and additional resources on governance, trustee education, advocacy, and student success. RVC was a member of ACCT until 2016, when the State of Illinois did not pass a budget. As a result, the College was forced to reduce expenses by suspending payments for all college memberships. ACCT's dues typically run from July 1 to June 30; however, as a result of our inquiry, ACCT has offered to prorate the College's dues for the period from January 1, 2022, to June 30, 2022. Should trustees wish to rejoin the ACCT, the prorated dues for six months would be \$2,355.

**AACC:** The AACC is the primary advocacy organization for the nation's community colleges, representing nearly 1,200 associate-degree granting institutions enrolling more than 12 million students, almost half of all U.S. undergraduates. The national association also provides community colleges with access to professional development for college presidents, best practices from around the country, and grant funding opportunities through the National Science Foundation and other federal agencies. RVC was a member of AACC until 2016 when the State of Illinois did not pass a budget, and the College was forced to reduce expenses by suspending payments for all college memberships. Each year since then, AACC has solicited RVC to reinstate its membership. The AACC membership is on a calendar year basis. AACC's dues are based on a three-year enrollment average and have been \$10,833 a year for each of the past three years. Due to declining enrollment over the past few years, RVC has contacted the AACC membership department to see if there will be any reduction in dues for the calendar year 2022. Although Administration has not received a confirmation of the 2022 membership dues, it recommends that the College rejoin AACC but wait until January 2022 to complete the membership process. Trustee Gorski suggested breaking out each organization and requesting the memberships and costs separately.

## **9. Buckbee Update**

Mr. Rick Jenks, vice president of operations, updated the Trustees on the RVC Buckbee location. Mr. Jenks stated that the trustees approved an Intergovernmental Agreement (IGA) with Winnebago County last month to move the Cold Forming Program to the Criminal Justice Center. The County is presenting the IGA to the sub-committee on December 9, 2021. There are no problems anticipated and it is expected

that the IGA will be signed on December 21, 2021. RVC is working to remove the items from the Buckbee location and has hired movers to transport the equipment on December 22, 2021. In January 2022, RVC will be working on the electrical and HVAC. Mr. Jenks stated that he is also working on a training agreement and WEI Grant funding. There were no questions from the trustees.

#### **10. RVC Events Calendar**

Mr. Handley presented the RVC events calendar. No discussion ensued.

#### **11. RVC Athletics Update**

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

#### **12. Advanced Technology Center (ATC) Update**

**Advanced Technology Center Sponsorship Program Extension:** Dr. Peyer presented the ATC Sponsorship Program Extension. Dr. Peyer stated that in December 2020, the Board of Trustees approved \$1,500,000 to fund the ATC Sponsorship Program for fiscal year 2022. As a result, the College expects to award approximately \$400,000 in sponsorships through June 30, 2022. To qualify for the free tuition, students will need to have been residents of RVC's service area as of July 1, 2021. Free tuition will be limited to \$10,000 per student during fiscal year 2023 and by course and program enrollment capacity, estimated at 150 students. Course program or institutional fees, textbooks, and related instructional materials are not included in the free tuition initiative. The Administration is recommending that the Board of Trustees extend the ATC Sponsorship Program through fiscal year 2023 and approve using the remaining \$1,100,000 to fund the Advanced Technology Center Sponsorship Program. Trustees were in support of extending the Advanced Technology Center Sponsorship Program.

**ATC Cost Summary:** Ms. Olson presented the ATC cost summary. Ms. Olson stated that RVC was processing invoices for payment and expected more to come in for processing since the machines are now starting to be delivered. Ms. Olson said that the unallocated funds have not been used.

#### **Other Business / New Business**

There was no new or unfinished business.

#### **Adjourn to Closed Session**

A closed session was not held.

#### **Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees meeting will be held on December 21, 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 January 11, 2022, at 5:15 p.m., remotely via teleconference.

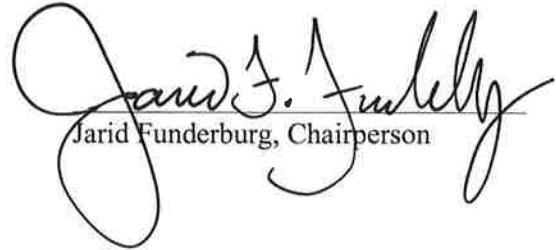


**Adjourn**

At 8:17 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy Luethje

  
Robert Trojan, Secretary

  
Jarid Funderburg, Chairperson