

**Illinois Community College District No. 511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114**

BOARD OF TRUSTEES REGULAR MEETING

January 25, 2022

5:15 p.m.

MINUTES

On January 7, 2022, Governor Pritzker issued the 25th Gubernatorial Disaster Proclamation for all counties in the State of 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. Pursuant to 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 Special Board of Trustees meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/96274517712?pwd=YkFibU9pMndBSnhzN0RiKzVEWnJudz09> or by phone at 312-626-6799 using Meeting ID 962 7451 7712; Passcode: 589844. The meeting will include an opportunity for public comment. Members of the public who would like to make a public comment may submit their public comment to RVC-BoardPC@rockvalleycollege.edu by 3:00 p.m. on January 25, 2022. Public comments submitted via email prior to 3:00 p.m. on January 25, 2022 will be announced during the public comment portion of the meeting.

Call to Order

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened remotely via teleconference on Tuesday, January 25, 2022. Board Chair Funderburg called the meeting to order at 5:15 p.m.

Roll Call

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

Mr. Jarid Funderburg

Mr. John Nelson

Mr. Bob Trojan

Ms. Gloria Cudia

Ms. Lynn Kearney

Mr. Paul Gorski arrived at 5:24 p.m.

Student Trustee Evelyn Molina arrived at 6:08 p.m.

The following member of the Board of Trustees was absent: Ms. Crystal Soltow

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz; Assistant to the President; Ms. Kris Fuchs; Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

President Howard Spearman introduced Dr. Janet Pilcher and Dr. Julie Kunselman who will be presenting the quarterly update from Huron Studer Education. He also introduced Ms. Tammie Beckwith Schallmo from PMA Securities who will be presenting an update on bond refunding.

General Presentations

1. Studer Education Update

Dr. Janet Pilcher, managing director, and Dr. Julie Kunselman, coach, director of research, of Huron/Studer Education presented the quarterly update.

Dr. Pilcher reviewed the nine principles for organizational excellence that Studer Education follows and the context of how they achieve them. She also reviewed the College's accomplishments to date, noting that they have had great one-on-one interviews with the executive leadership team and six of eight board members. Dr. Pilcher and Dr. Kunselman will be on campus next week to conduct the second session. Next steps include: 1) Define key metrics aligned to RVC strategic priorities; 2) Facilitate discussion of lead metrics and deploy and advance a 90-day strategy implementation and review/adjustment cycle to execute on priorities; and 3) Engage leadership team in the first Leadership Development Institute.

Dr. Pilcher also reviewed the organizational leadership assessment, including participation rates, team highlights and themes discussed at the rollout session with leaders. These themes are: 1) High commitment to sense of mission, purpose, and drive to help RVC and the community succeed; 2) The way we work has changed; 3) Leaders feel confident in their teams, but not necessarily confident in how we work together to impact the institution; 4) Trust.

Questions and discussion followed.

2. Bond Refunding Update

Ms. Tammie Beckwith Schallmo, senior vice president, managing director of PMA Securities, LLC, presented an update on bond refunding. Ms. Schallmo reviewed the current debt structure, projected tax rate for existing bonds, existing principal, and refunding opportunities for the Series 2015C and 2015D bonds. Due to inflation pressures and the potential for rising interest rates, Ms. Schallmo recommended the College proceed with Restructuring Scenario #2 in the next couple of months, as this will flatten out the debt service payments and shorten the final maturity on the existing bonds by six years, thereby projecting a savings of approximately \$7,695,073. If trustees agree to move ahead, Ms. Schallmo would like to close before March 31, 2022.

Trustees Trojan, Funderburg and Gorski commented that they support moving forward with Scenario #2. In response to a question from Trustee Nelson, Ms. Schallmo explained that although Scenario #1 appeared to be the better choice in August 2021 when she first presented bond refunding to the Board, due to rising interest rates, the College would not be able to achieve Scenario #1. Ms.

Schallmo reminded trustees that the savings may be less than shown in the Scenario examples, but there will still be a sizable savings.

Approval of Minutes

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve the minutes of the December 7, 2021 Special meeting, the December 7, 2021 Committee of the Whole meeting, and the December 21, 2021 Regular meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 7891 – Claims Sheet

The Board Report reads in part: It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from December 1, 2021 to December 31, 2021. The total is \$2,732,603.69.

A motion was made by Trustee Trojan, seconded by Trustee Kearney, to approve Board Report 7891.

There was no discussion. The motion was approved by majority roll call vote. Trustees Cudia, Gorski, Kearney, Trojan and Funderburg voted yes. Trustee Nelson voted no.

2a. BR 7892-A – Purchase Report-A – FY22 Addendums

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7892-A, Purchase Report-A.

\$ 50,000.00	A. Helm Services, Freeport, IL
\$ 3,100.00	B. Northern Illinois University, DeKalb, IL
\$ 102,000.00	C. Servio Consulting, Frankfort, IL
\$ 12,500.00	D. Carahsoft, Reston, VA
\$ 10,000.00	E. LingK, Danville, CA
\$ 7,500.00	F. Formstack, Fishers, IN

A motion was made by Trustee Cudia, seconded by Trustee Kearney, to approve Board Report 7892-A.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the January 11 Committee of the Whole meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

At 6:08 p.m., Student Trustee Molina joined the meeting

2b. BR 7892-B – Purchase Report B – FY22 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7892-B, Purchase Report-B.

\$ 14,006.00	A. Oak Hall, Salem, VA
\$ 18,515.00	B. Cornerstone OnDemand Inc., Palatine, IL
\$ 18,000.00	C. Media Arts Institute, Huntsville, AL
\$ 10,833.00	D. American Association of Community Colleges, Washington, D.C.
\$ 49,600.00	E. Hyland, Olathe, KS
\$ 12,390.00	F. Meridian, Loves Park, IL
\$ 11,039.00	G. Meridian, Loves Park, IL
\$ 456,975.00	H. CDW, Vernon Hills, IL
\$ 80,340.00	I. Kent USA, Tustin, CA

A motion was made by Trustee Cudia, seconded by Trustee Kearney, to approve Board Report 7892-B.

Chief Financial Officer Ellen Olson confirmed changes to Item H. Computers, and Item I. Equipment, that have been made since the January 11 Committee of the Whole meeting.

In response to a question from Trustee Gorski if the College was looking for a one-stop shop rather than break out the purchases to multiple vendors, which might have had a better response, Ms. Olson responded that she believes the intent was a one-stop shop.

The motion was approved by unanimous roll call vote.

2c. BR 7892-C – Purchase Report-C – FY22 Advanced Technology Center (ATC) Change Orders

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7892-C.

\$ 1,562.00	A. Stenstrom Construction, Rockford, IL
\$ 1,334.00	B. Stenstrom Construction, Rockford, IL

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 7892-C.

Chief Financial Officer Ellen Olson explained that no changes have been made since the January 11 Committee of the Whole meeting.

There was no further discussion. The motion was approved by unanimous roll call vote.

2.c. BR 7893 – Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approve the personnel actions as outlined on Board Report 7893.

A motion was made by Trustee Kearney, seconded by Student Trustee Molina, to approve Board Report 7893.

Vice President of Human Resources Jim Handley confirmed that changes have been made to the report since the January 11 Committee of the Whole meeting and the distribution of the January 25 board meeting packet. Changes in the revised Personnel Report are the confirmed appointments of Joseph Agbeko as dean of adult and developmental education, and Cornell Bondurant as dean of non-credit programs. Both positions were still in the interview and hiring process which caused the confirmation delay.

The motion was approved by unanimous roll call vote.

3. BR 7894 – Rock Valley College Foundation Funding Request

The Board Report reads in part: It is recommended that the Board of Trustees approve the request for funding in an annual amount of \$150,000 for a portion of the operational needs of the Rock Valley College Foundation as a partner of Rock Valley College.

A motion was made by Trustee Trojan, seconded by Trustee Kearney, to approve Board Report 7894.

During discussion, Trustee Trojan commented that based on Ms. Brittany Freiberg's analysis, sent to trustees by President Spearman, this additional funding is desperately needed, and he will vote yes. Trustee Nelson commented that he wanted accountability from the Foundation and hopes to see good results. Trustee Gorski commented that he, too, will vote yes, but anything given can also be taken away.

The motion was approved by majority roll call vote. Trustees Cudia, Gorski, Kearney, Nelson, and Trojan voted yes. Board Chair Funderburg abstained. Student Trustee Molina voted yes (advisory).

4. BR 7895 – Subaward Agreement Modification between Goodwill Industries of Northern Illinois and Rock Valley College for One-Stop, Adult, and Dislocated Worker Services

The Board Report reads in part: It is recommended that the Board of Trustees approve the Subaward Agreement Modification Between Goodwill Industries of Northern Illinois and Rock Valley College for One-Stop, Adult, and Dislocated Worker Services.

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve Board Report 7895.

No changes have been made since the January 11 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

5. BR 7896 – Participation in the General Services Administration (GSA) Federal Surplus Personal Property Donation Program

The Board Report reads in part: It is recommended that the Board of Trustees authorize Rock Valley College to submit the application and participate in the General Services Administration Federal Surplus Personal Property Donation Program, effective upon signature by both parties.

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve Board Report 7896.

No changes have been made since the January 11 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

6. BR 7897 – Official College Holidays, Board Policy 2:10.050

The Board Report reads in part: It is recommended 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 Rock Valley College 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.

A motion was made by Trustee Nelson, seconded by Trustee Cudia, to approve Board Report 7897.

There was no discussion. The motion was approved by unanimous roll call vote.

7. BR 7898 – Bereavement Leave, Board Policy 3:30.150

The Board Report reads in part: It is recommended that the Board of Trustees approve the update to the existing Board Policy 3:30.150 to rename the policy from Child Bereavement Leave to Bereavement Leave; expand time off to also 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 include up to three days of paid time off to plan for and grieve the loss of their immediate family member. The revised board policy would allow for up to an additional seven days (maximum of ten days off to be in accordance with the Child Bereavement Leave Act), plus any other provisions required by the Act. **Attorney Reviewed.**

A motion was made by Trustee Cudia, seconded by Student Trustee Molina, to approve Board Report 7898.

In response to a question from Trustee Nelson, Vice President of Human Resources Jim Handley indicated that he was in favor of this change to the board policy

The motion was approved by unanimous roll call vote.

8. BR 7899 – Operations Calendar for FY2022-FY2024

The Board Report reads in part: It is recommended that the Board of Trustees approve the Operations Calendar for FY2022-FY2024.

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 7899.

There was no discussion. The motion was approved by unanimous roll call vote.

9. BR 7900 – Revised Academic Calendar for 2022-2023

The Board Report reads in part: It is recommended that the Board of Trustees approve the revised 2022-2023 Academic Calendar.

A motion was made by Trustee Nelson, seconded by Trustee Cudia, to approve Board Report 7900.

There was no discussion. The motion was approved by unanimous roll call vote.

10. BR 7901 – Refunding Bond Issue: Authorization to Proceed, Series 2022A and 2022B Bonds

The Board Report reads in part: It is recommended that the Board of Trustees authorize PMA Securities, LLC to proceed with the process to refund the College's outstanding Series 2015C (Tax-Exempt) and 2015D Bonds (Taxable) in 2022 with estimated closure by March 31, 2022.

A motion was made by Trustee Trojan, seconded by Trustee Cudia, to approve Board Report 7901.

There was no discussion. The motion was approved by unanimous roll call vote.

Other Business

1. New Business

There was no new business.

2. Unfinished Business

There was no unfinished business.

Updates / Reports

1. President's Update

President Howard Spearman commented on the following:

- Two virtual Town Hall webinars for employees will be held later this week. The State of the College video and Executive Summary, as well as the Strategic Plan draft will be reviewed, and participants will have an opportunity to ask questions and provide input.
- He thanked the leadership team for their due diligence in preparing for the Board retreat last Saturday. Special thanks to Heather Snider and Ellen Olsen for their leadership in facilitating key conversations and addressing Board questions.

- He also thanked the Board for their participation in the Diversity, Equity and Inclusion training co-facilitated by VP of Equity and Inclusion Keith Barnes and Jim Reed, executive director of ICCTA. Mr. Reed appreciated trustees' participation in the conversation and is looking forward to meeting them later this year as part of ICCTA's self-evaluation process.
- Two former trustees passed away recently. John T. Wolf, better known as Jack Wolf, passed away January 6, 2022, at the age of 87. Jack was one of the first trustees of RVC, elected April 19, 1968, and served until April 1977. He was presented a Rock Valley College Lifetime Achievement Award in November 2020 for his many years of service to the College. Shirley Holzwarth passed away December 23, 2021, at the age of 94. She served on the Board of Trustees from April 1976 to April 1979. Although she served only one term, her legacy and imprint on campus are ongoing, as her granddaughter is our very own Vice President of Institutional Effectiveness and Communications, Heather Snider.

2. Leadership Team Updates

- Jim Handley commented that the recent employee culture focus group meeting with employees had more than 100 participants. The group reviewed the survey results, then broke into groups for further discussion. Another group meeting will be held February 14.
- Heather Snider reported that she joined Gina Caronna and Cara Schulz to present an update on the Linking Talent with Opportunity grant to the Community Foundation of Northern Illinois (CFNIL) board. She is pleased to report that the College has exceeded the deliverables of that grant. In addition, the compiled questions and answers, and requested reports from the Board retreat will be sent to trustees by the end of the week.
- Dr. Patrick Peyer explained that as a result of a major effort by the Student Services team, the number of RVC students not complying with the state's vaccine/testing mandate has been reduced from 1,400 down to 51.
- Keith Barnes participated in Student Life leadership training on how to engage in difficult conversations in a civil manner and how socialization shapes our beliefs. Activities are being planned to celebrate Black History month in February.
- Dr. Amanda Smith provided a brief update of the Faculty Development Day held January 7. It was a very productive event with 118 participants. In addition, two faculty are completing a partial reassignment for this semester to help with developmental education reform.
- Rick Jenks provided an update on the ATC, noting that three CNC mills and one lathe were delivered earlier today bringing the total to six mills and six lathes. Power and air will be connected tomorrow. Mr. Jenks confirmed that the equipment in the Woodward Technology Center will continue to be used by TechWorks and credit classes and will not be moved to the ATC.

3. ICCTA Report (Illinois Community College Trustees Association)

Trustee Nelson reported that ICCTA did not have any meetings in January. He is looking forward to the February 7 meeting and will report back.

4. **Trustee Comments**

- Trustee Trojan made several comments on the Board retreat held last Saturday: He was glad it was shorter than planned and receiving the videos ahead of time was very effective so that trustees could submit questions. All of his questions were answered.
- Trustee Cudia added that she feels the same way and the hard work by everyone shows.
- Trustee Nelson commented that he is on a mission to restore football and is looking for a detailed analysis of how the College can do that. He also wants to shorten meetings and suggested holding them from 7:00 a.m.–9:00 a.m. like some other government bodies. He also appreciates that the retreat didn't last as long as initially indicated.
- Trustee Kearney commented that she appreciates the work put into the presentations, found them very informative and liked the exchange of information.
- Board Chair Funderburg commented that he appreciates the retreat planning, the information provided, and receiving the videos in advance with time to submit questions. He also thanked Dr. Spearman for inviting Jim Reed, executive director of ICCTA, and for the DEI presentation by Mr. Reed and Vice President Keith Barnes. He feels that RVC is moving in the right direction. He also added his condolences to Heather Snider in the death of her grandmother, former trustee Shirley Holzwarth.

5. **Student Trustee Report**

Student Trustee Evelyn Molina presented her student trustee report highlighting the Student Government Association and Welcome Week activities held January 18-21.

6. **RVC Foundation Liaison Report**

Trustee Trojan reported that the RVC Foundation board did not meet in January.

7. **Freedom of Information Act (FOIA) Report**

The Freedom of Information Act (FOIA) report was accepted as presented.

Closed Session

At 6:49 p.m., Trustee Trojan made a motion, seconded by Trustee Kearney, to adjourn to closed session to discuss the following: 1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees 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); and/or 3) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 7:14 p.m., Trustee Funderburg made a motion, seconded by Trustee Kearney, to adjourn the closed session and return to open session. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

Next Meeting

The next Committee of the Whole meeting will be held remotely via teleconference on Tuesday, February 8, 2022 at 5:15 p.m.

The next Regular meeting will be held remotely via teleconference on Tuesday, February 22, 2022 at 5:15 p.m.

Adjournment

At 7:16 p.m., a motion was made by Trustee Kearney, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz


Robert Trojan, Secretary


Jarid Funderburg, Chairperson