

Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114

April 26, 2022
5:15 p.m.

On April 1, 2022 Governor Pritzker issued the 28th 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 Board of Trustees meeting is provided via teleconference online via <https://rockvalleycollege.edu.zoom.us/j/95551131124?pwd=bVJobm1rQ1dUS0xVdTFpTjNLclJldz09>; by phone at +1-312-626-6799 with **Meeting ID 955 5113 1124 and Passcode 731874**. Public comments may be submitted by email prior to the Board meeting, to be read during the public comment portion of the meeting. Public comment via email should be submitted by 3:15 p.m. on Tuesday, April 26, 2022 and sent to RVC-BoardPC@rockvalleycollege.edu.

FINAL MEETING OF THE PRESENT BOARD

A. Call to Order

B. Roll Call

C. Recognition of Visitors

1. Student Trustee 2022-2023 – Ryan Russell
2. Faculty of the Year – Associate Professor John Skupien

D. Approval of Minutes

1. March 8, 2022 Committee of the Whole meeting
2. March 22, 2022 Regular Board meeting

E. Adjourn to Closed Session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees per 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.

F. Reconvene Open Meeting

G. General Presentations

H. Action Items

1. Approve Claims Sheet (BR 7914) (Check Register-March 2022)
2. Approve Purchase Report
 - a. Purchase Report-A – FY22 Addendums (BR 7915-A)
 - b. Purchase Report-B – FY22 COVID-19 Emergency Purchase (BR 7915-B)
 - c. Purchase Report-C – FY22 Purchases (BR 7915-C)
3. Approve Summer Flex Time (BR 7916)

4. Approve Personnel Report (BR 7917)
5. Approve Retirement Resolution for RVC 2021 and 2022 Retirees (BR 7918)
6. Approve Donation for Tree-Planting (BR 7919)
7. Approve Memorandum of Agreement with Illinois Fraternal Order of Police (BR 7920)
8. Approve Donation of Aircraft from AAR (BR 7921)

I. Other Business

1. New Business
 - a. Save the Date: May 12, 2022 – GED Graduation, 6:00 p.m., PEC
 - b. Save the Date: May 13, 2022 – Commencement, 2:00 p.m. and 6:00 p.m., PEC
2. Unfinished Business

J. Updates / Reports

1. President's Update
2. Leadership Team Updates
3. Trustee Comments
4. ICCTA Report
5. Student Trustee Report
6. RVC Foundation Liaison Report
7. Freedom of Information Act (FOIA) Report

K. Adjourn Final Meeting of Present Board

Jarid Funderburg, Board Chair

**Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114**

**April 26, 2022
5:15 p.m.**

REORGANIZATION MEETING

AGENDA

- A. Call to Order by Chairperson of Retiring Board**
- B. Roll Call by Secretary of the Retiring Board**
- C. Recognition of Visitors**
- D. Adoption of Policies of the Board**
- E. Certification of Audit and Board Minutes and Policies by Secretary**
- F. Adjournment of Retiring Board, sine die**
- G. Convening of new board by ranking hold-over officer from retiring Board who shall serve as temporary Chairperson**
- H. Election of Chairperson of Board**
- I. Election of Vice Chairperson**
- J. Election of Secretary**
- K. Appointment of Treasurer**
- L. Appointment of Attorney**
- M. Appointment of Bank Depository(s)**
- N. Appointment of Auditor**
- O. Appointment of Board of Trustees Representative to RVC Foundation**
- P. Appointment of Board of Trustees Representative to ICCTA**
- Q. Appointment of Representative of Finance Topics at Committee of the Whole**
- R. Appointment of Representative of Operations Topics at Committee of the Whole**
- S. Appointment of Representative of Teaching, Learning and Communications Topics at Committee of the Whole**
- T. Appointment of Representative of Board Policies Topics at Committee of the Whole**
- U. Appointment of Representative of Special Projects Topics at Committee of the Whole**
- V. Setting the Schedule of Regular Meetings for the Next Fiscal Year**
- W. Adjourn**

Jarid Funderburg, Board Chair

Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114

April 26, 2022
5:15 p.m.

FIRST MEETING OF THE NEWLY ORGANIZED BOARD
Immediately Following the Reorganization Meeting

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees per 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.
- F. Reconvene Open Meeting**
- G. Trustee Comments**
- H. New/Unfinished Business**
 - a. Save the Date: May 12, 2022 – GED Graduation, 6:00 p.m.
 - b. Save the Date: May 13, 2022 – Commencement, 2:00 p.m. and 6:00 p.m.
- I. Date of Next Committee of the Whole Meeting:** May 10, 2022, 6:30 p.m. Remote meeting to be held via teleconference or in person in the Performing Arts Room of the Educational Resource Center depending upon State regulations.
- J. Date of Next Regular Meeting:** May 24, 2022, 5:15 p.m., Remote meeting to be held via teleconference or in person in the Performing Arts Room of the Educational Resource Center depending upon State regulations.
- K. Adjourn First Meeting of Newly Organized Board**

Jarid Funderburg, Board Chair

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, March 8, 2022
MINUTES

On March 4, 2022, Governor Pritzker issued the twenty-seventh 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/94116927107?pwd=VmIzekF5cFdZalJzb004eXpZamNFdz09> or by phone at 312-626-6799 using Meeting ID: 941 1692 7107, Passcode: 116629. The meeting will include an opportunity for public comment. Any member of the public who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on March 8, 2022. 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 5:24 p.m. by Chairperson Jarid Funderburg.

Roll Call

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

Mr. Jarid Funderburg	Ms. Lynn Kearney
Mr. Robert Trojan	Mr. John Nelson joined at 5:24 p.m.
Ms. Crystal Soltow joined at 6:57 p.m.	Mr. Paul Gorski joined at 5:40 p.m.
Ms. Evelyn Molina, Student Trustee	

The following Trustee was absent at roll call: Ms. Gloria Cudia

Also Present: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; 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. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Attorney Matthew Gardner, 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 February 8, 2022, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness & communications, presented the FY 2022 enrollment update. Ms. Snider stated there hadn't been a lot of movement with the enrollment update. Rock Valley College (RVC) is at 94% of budget for the spring enrollment. RVC is at 93% of budget for the annual enrollment. Ms. Ellen Olson, vice president of finance, stated that the audit of the enrollment numbers for fiscal year 2021 had not been completed because RVC was pending certification from the Illinois Community College Board (ICCB). Ms. Olson stated that the audit was completed, RVC was found to be in compliance with the ICCB guidelines, and the enrollment numbers reported were fairly stated. Ms. Olson also noted that the audited enrollment numbers stated in the State of the College were compatible.

Trustee Kearney asked Ms. Snider when someone could enroll for the fall semester. Ms. Snider referred the question to Dr. Patrick Peyer, vice president of student affairs, who stated that priority enrollment for current students is April 4, 2022; Open registration for the fall semester is April 6, 2022, at 9:00 p.m.

2. Faculty Tenure Update

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the faculty tenure update. Dr. Smith stated that three faculty members are entering tenure effective with the 2022-2023 academic year. The three faculty entering tenure are Mr. Jeffrey Tripp, Mathematics Division; Ms. Suzanne Miller, Social Sciences Division; Ms. Kamey Doetch, Fitness, Wellness, and Sports.

Three probationary faculty members will be recommended for retention for the third year, effective with the 2022-2023 academic year. The three probationary faculty members are Ms. Jessica Higgins, Nursing; Mr. Carl Trank, Mathematics Division; Mr. Shawn Doyle, Engineering and Technology Division.

Two probationary faculty members will be recommended for retention for the second year, effective with the 2022-2023 academic year. The two probationary faculty members are Ms. Krista Hoecherl, Life Sciences; Mr. Jeff Petty, Welding. There were no questions or no comments.

3. Higher Learning Commission (HLC) Accreditation Update

Dr. Lisa Mehlig, executive director of outcomes assessment and HLC liaison, presented the Higher Learning Commission accreditation update. Dr. Mehlig stated that RVC is in the standard pathway. There is a ten-year cycle of quality assurance and institutional improvement, and RVC is currently in the stage of

preparing the assurance filing in years five to nine, which is about two to three years out from the next comprehensive evaluation. In addition, the Advanced Technology Center has been approved as an RVC location. It was noted that without accreditation students would not be eligible for financial aid, credits may not transfer to other institutions, professional licensure opportunities may be limited, and employers may not recognize credentials. Dr. Mehlig continued by explaining the HLC Assessment Academy. RVC is currently in year two of the five-year process and she supported that information by sharing the project updates for spring 2022. Discussion ensued.

4. Amazon Career Choice Partnership

Dr. Smith and Dr. Peyer presented information on the Amazon Career Choice Partnership. Dr. Smith stated that the Amazon Career Choice program is designed to upskill Amazon employees and noted that Amazon would pay 100% of tuition and fees toward an associate degree or certification for in-demand jobs for eligible employees. Dr. Peyer provided a high level overview of the eligibility requirements for the program. Full and part-time hourly Amazon employees will be eligible after 90 days of employment. Amazon employees will have 100% tuition expenses paid up to \$5,250 per year, including tuition, books, and fees. The credit courses eligible are Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), Associate in Engineering Science (AES), and industry certificates. Beginning in March 2022, RVC will begin site visits recruiting for summer and fall semesters; Marketing materials for the Rockford site will be in both English and Spanish; A landing page to link to the Career Choice Portal will be created; Amazon has committed to joining RVC Career Fairs. Discussion ensued.

Finance Discussion: Board Liaison Trustee Soltow

1. Purchase Reports

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

Purchase Report A – FY 2022 Addendums:

- | | | | |
|--|----------------------------------|----|----------------|
| A. Software – (Trust & Agency Fund – Org. Sync., Other Contractual Services) | | | |
| 1. | Anthology (Formerly Campus Labs) | \$ | 1,038.00 (1)* |
| B. Charter Bus Service – (Auxiliary Enterprise Funds) | | | |
| 2. | Windstar | \$ | 35,000.00 (2)* |
| | Carroll, IA | | |
| Discussion ensued on items A and B. | | | |

Purchase Report B – FY 2022 Purchases:

- | | | | |
|---|---|----|----------------|
| A. SURS 6% Employer Liability – (SURS Penalty Fund General Institutional) | | | |
| 1. | State Universities Retirement System (SURS) | \$ | 16,237.46 (1)* |
| B. Contractual Services – (Other Contractual Services: Human Resources) | | | |
| 2. | Development Dimensions Intl. | \$ | 26,000.00 (2)* |
| C. Consulting Services – (Instructional Services Contracts: GEER Grant) | | | |
| 3. | TPGi | \$ | 55,000.00 (3)* |
| | A360 | \$ | 51,365.00 |
| | Converge Accessibility | \$ | 81,500.00 |
| | Perkins Access | \$ | 152,250.00 |
| D. Equipment – (Instructional Supplies General: Mechatronics) | | | |
| 4. | Moss Enterprises | \$ | 35,735.00 (4)* |
| | Johnston, IA | | |

E. Vans – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)			
5.	Morrow Brothers Ford	Greenfield, IL	\$ 136,500.00 (5)*
F. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)			
6.	Scott’s RV Truck & Auto Repair	Rockford, IL	\$ 9,200.00 (6)*
	K-Kap Toppers	Rockford, IL	\$ 10,045.00
	Finley Buick GMC	Beloit, WI	\$ 10,145.00
G. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)			
7.	Miller Bradford & Risberg	Rockford, IL	\$ 91,700.00 (7)*
	Casey Equipment	Cherry Valley, IL	\$ 90,085.00
	McCann Industries	Bolingbrook, IL	\$ 92,500.00
H. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)			
8.	1 st Rental and Sales	Rockford, IL	\$ 31,922.00 (8)*
	Midway Industrial	Sugar Grove, IL	\$ 26,143.50
	Octane Forklifts	Denver, CO	\$ 32,027.00
I. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)			
9.	R.A. Adams	McHenry, IL	\$ 11,350.00 (9)*
	DeKalb County Lifts (DCL)	Kingston, IL	\$ 12,507.00
	John Deere	Rockford, IL	\$ 12,900.00
J. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)			
10.	Wolter, Inc.	Rockford, IL	\$ 39,013.00 (10)*
K. Equipment – (Capital Service Equipment: General Institutional)			
11.	Duplo USA	Santa Ana, CA	\$ 22,076.00 (11)*
L. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)			
12.	Lincoln Rent-All & Sales	Rockford, IL	\$ 21,229.00 (12)*

Discussion ensued on items A, B, C, D, G*, H, I, J, K*, L. Item G; Trustee Nelson stated he would not vote on the truck as one of the bids was his client. Item K will be removed from purchase report B, as Purchasing was able to get a single solution piece of equipment instead of multiple obsolete parts of equipment.

Purchase Report C – FY 2022 Advanced Technology Center (ATC) Addendum:

A. Office Equipment/Furniture – (Office Equipment/Furniture: ATC)			
1.	Atmosphere Commercial Interiors	Madison, WI	\$ 7,850.00 (1)*
No discussion ensued on Purchase Report C.			

2. Cash and Investment

Ms. Olson presented the cash and investment report through February 28, 2022. Total operating cash and investments are \$67,637,051. Total capital funds are \$13,516,541. The change in the operating

cash and investments since January 31, 2021, is <\$1,190,501>. Ms. Olson stated that as of January 31, 2021, the total operating cash and investments funds were at 62.19% of the FY22 operating budget. There were no questions and no discussion.

3. Bond Refunding Update

Ms. Olson presented the bond refunding update. Ms. Olson stated that RVC received the bids for the bond refunding as of Monday. The bid summary for the Series 2022A Taxable Bonds for \$24,810,000 was awarded to Robert W. Baird and Company, Inc. with an actual interest cost of 2.25%. The bid summary for the Series 2022B Bonds for \$13,285,000 was awarded to UBS Financial Services, Inc. with an actual total cost of 1.83%. Total savings is \$7,729,865.56, and RVC will be bond free in three years. Trustee Trojan congratulated Ms. Olson on a job well done. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for March 2022. There are two placeholders and two departures. Trustee Gorski asked if the departure positions were going to be replaced. Mr. Handley stated that the Associate Vice President of Early College and Technical Programs position would not be replaced. In terms of faculty, there have been discussions with Dr. Smith, and RVC will be hiring in the fall. Discussion ensued.

2. OSF / RVCare Agreement Extension

Mr. Handley presented the third addendum to the OSF Health and Wellness Agreement. Mr. Handley stated that the original Agreement was initially entered into effect on January 24, 2017, for an initial term of two years with up to three additional one-year terms. The Agreement expired on January 31, 2019, with automatic renewals for three years, thereby ending January 31, 2022. The first addendum to the original Agreement was entered into effect on October 26, 2018. The first addendum addressed the identification of the premises for the onsite clinic and for OSF's use of the premises to operate the onsite clinic. In addition, the addendum to the original Agreement addressed increased costs associated with the onsite Advanced Practice Practitioner Services and Certified Medical Assistant. The third addendum replaces the original Agreement term in section 5.1, extending the Agreement for successive one-year terms unless earlier terminated pursuant to section 5.2 of the original Agreement.

3. RVC Events Calendar

Mr. Handley presented the RVC on-campus events calendar. Discussion ensued.

4. RVC Athletics Update

Dr. Peyer presented the RVC Athletics update. Dr. Peyer reported on the RVC Men's and Women's Basketball Teams, Baseball, Softball, and Men's and Women's Bowling Teams. Dr. Peyer stated that the Men's Basketball team won the Region IV Championship and the Great Lakes District Championship. RVC Men's Basketball will compete in the 2022 NJCAA National Tournament on March 9-12, 2022, at RVC. Dr. Peyer also stated that Mr. Tyler Bredehoeft was named the Region IV Coach of the Year, and Mr. Darryl Watkins was named the Region IV and N4C Coach of the Year. Discussion ensued.

5. RVC Football Review

Dr. Peyer presented the Football Program Review. Dr. Peyer explained the current structure of NJCAA Football. Nationally, there are 54 NJCAA Football Programs out of 516 NJCAA institutions. Dr.

Peyer listed the requirements of what RVC would need to do to have an NJCAA football team. Dr. Peyer discussed facility upgrades, start-up costs, and staffing estimates. He also gave an initial investment estimate that included equipment, uniforms, additional staffing, and facility upgrades for \$3,794,000. Dr. Peyer stated that the annual estimated operating budget would be approximately \$593,885. Dr. Peyer explained a few of the other factors considered, including Title IX compliance. Adding 80-100 male athletes would necessitate the addition of female programs and athletes; participating in Division I would also add the cost of scholarships, including tuition, fees, books, and housing; tournament and Bowl participation costs, transportation, hotels, meals, etc. Discussion ensued.

11. Advanced Technology Center (ATC) Update

ATC Programs: Mr. Rick Jenks, vice president of operations, presented the Automotive and Truck Driver Training (TDT) enrollment numbers. On December 7, 2021, at the RVC Board of Trustees Committee of the Whole meeting, trustees discussed the concept of housing the TDT and Automotive programs at the new ATC. The two programs are currently housed at the Stenstrom Center for Career Education (SCCE). Also discussed was a new Electric (E)-Vehicle Program currently under development at RVC. Mr. Jenks explained that to house the E-Vehicle and Automotive Programs at the ATC, the building would require an addition, or a drastic reduction of the Automotive Program, as there is not enough square footage for both programs. Board members requested information on the enrollment numbers for each program based on zip codes and geographical location. Mr. Jenks explained that the TDT enrollment continues to grow. The TDT enrollment numbers for 2022 are: Winnebago County enrollment is 87.3%; Boone County is 9.5%; and Stephenson County is 1.6%. The Automotive enrollment numbers for 2022 are: Winnebago County is 58.2% and Boone County is 41.8%. Discussion ensued.

ATC Cost Summary: Ms. Olson presented the ATC cost summary. There were no additional change orders at this time. Ms. Olson stated that RVC would see some movement with the Furniture, Fixtures, and Equipment (FF&E) account but that the remaining budget would still be around \$800,000. Dr. Spearman added that a change order of approximately \$3,300 would be coming that Trustees need to approve. There were no questions.

ATC Wall Art and ATC Ribbon Cutting: Ms. Heather Snider discussed the wall art installed. Ms. Snider also reviewed plans for the ATC Ribbon Cutting Ceremony on March 31, 2022, at 2:00 p.m.

New Business / Unfinished Business

Mr. Jenks discussed the Architect of Record process and explained that interviews would be conducted with three candidates. In addition, trustees will be able to view videos from the finalists prior to the April 12, 2022, Board of Trustees Committee of the Whole meeting, where the Trustees will then have the opportunity to ask questions of the architects.

Adjourn to Closed Session

At 7:44 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, 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. The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 8:14 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, 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 March 22, 2022, 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 April 12, 2022, at 5:15 p.m., remotely via teleconference.

Adjourn

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

Submitted by: Tracy L. Luethje

Robert Trojan, Secretary

Jarid Funderburg, Chairperson

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

**BOARD OF TRUSTEES REGULAR MEETING
5:15 p.m., March 22, 2022**

MINUTES

On March 4, 2022, Governor Pritzker issued the 27th 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 Board of Trustees meeting is provided via teleconference online via <https://rockvalleycollege-edu.zoom.us/j/91750127961?pwd=RitDQ00zS3JmM29LbjNtYVJHNTY1QT09> or by phone at 312-626-6799 using Meeting ID 917 5012 7961; Passcode: 679363. 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 3:15 p.m. on March 22, 2022. Public comments submitted via email prior to 3:15 p.m. on March 22, 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, March 22, 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:

Mr. Jarid Funderburg	Mr. Bob Trojan
Ms. Gloria Cudia	Ms. Crystal Soltow
Ms. Lynn Kearney	Mr. Paul Gorski.
Student Trustee Evelyn Molina arrived at 5:27 p.m.	

The following trustee was absent: Mr. John Nelson.

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 Matthew Gardner, Robbins Schwartz; Attorney Christopher Gorman, Robbins Schwartz.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

Chief Academic Officer Dr. Amanda Smith introduced faculty members Kamey Doetch (Fitness, Wellness & Sports), Suzanne Miller (Social Sciences Division), and Jeffrey Tripp (Mathematics Division) who have entered upon tenure effective with the 2022-2023 academic year. Dr. Smith also provided a brief overview of the background of each faculty member and congratulated them for reaching this important milestone.

Closed Session

A closed session was not held.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve the minutes of the February 8, 2022 Committee of the Whole meeting, and the February 22, 2022 Regular meeting.

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

Action Items

1. BR 7908 – 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 February 1, 2022 to February 28, 2022. The total is \$2,364,701.37.

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve Board Report 7908. There was no discussion. The motion was approved by unanimous roll call vote.

2a. BR 7909-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 7909-A, Purchase Report-A.

\$ 1,038.00	A. Anthology (Formerly Campus Labs)
\$ 35,000.00	B. Windstar, Carroll, IA

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve Board Report 7909-A. There was no discussion. The motion was approved by unanimous roll call vote.

2b. BR 7909-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 7909-B, Purchase Report-B.

\$ 16,237.46	A.	State Universities Retirement System (SURS), Champaign, IL
\$ 26,000.00	B.	Development Dimensions Intl, Bridgeville, PA
\$ 55,000.00	C.	TPGi, Clearwater, FL
\$ 35,735.00	D.	Moss Enterprises, Johnston, IA
\$ 136,500.00	E.	Morrow Brothers Ford, Greenfield, IL
\$ 9,200.00	F.	Scott’s RV Truck & Auto Repair, Rockford, IL
\$ 91,700.00	G.	Miller Bradford & Risberg, Rockford, IL
\$ 31,922.00	H.	1 st Rental and Sales, Rockford, IL
\$ 11,350.00	I.	R.A. Adams, McHenry, IL
\$ 39,013.00	J.	Wolter Inc., Rockford, IL
\$ 21,229.00	K.	Lincoln Rent-All & Sales, Rockford, IL

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 7909-B. There was no discussion. The motion was approved by unanimous roll call vote.

2c. BR 7909-C – Purchase Report-C – FY22 ATC Addendums

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7909-C, Purchase Report-C.

\$ 7,850.00	A.	Atmosphere Commercial Interiors, Madison, WI
\$ 63,500.00	B.	Belvidere CUSD#100, Belvidere, IL

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 7909-C. There was no discussion. The motion was approved by unanimous roll call vote.

2d. BR 7909-D – Purchase Report-D – FY22 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 7909-B, Purchase Report-B.

\$ 1,717.00	A.	Stenstrom Construction, Rockford, IL
\$ 3,346.00	B.	Stenstrom Construction, Rockford, IL
\$ <15,000.00>	C.	Stenstrom Construction, Rockford, IL
\$ <643.00>	D.	Stenstrom Construction, Rockford, IL
\$ <672.00>	E.	Stenstrom Construction, Rockford, IL
\$ <1,140.00>	F.	Stenstrom Construction, Rockford, IL
\$ <12,440.00>	G.	Stenstrom Construction, Rockford, IL
\$ <645.00>	H.	Stenstrom Construction, Rockford, IL

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 7909-D. There was no discussion. The motion was approved by unanimous roll call vote.

3. BR 7910 – Third Addendum OSF Health and Wellness Agreement

The Board Report reads in part: It is recommended that the Board of Trustees approve the Third Addendum of the OSF Health and Wellness Services Agreement. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 7910. There was no discussion. The motion was approved by unanimous roll call vote.

4. BR 7911 – Authorization Not to Add Football as a National Junior College Athletic Association (NJCAA) Intercollegiate Sport

The Board Report reads in part: It is recommended by the Administration to the Board of Trustees that effective March 22, 2022, a men's football program shall not be reinstated as one of the intercollegiate sports offered at Rock Valley College.

A motion was made by Trustee Cudia, seconded by Trustee Kearney, to approve Board Report 7911.

Student Trustee Molina arrived at 5:27 p.m.

There was no discussion. The motion was approved by majority roll call vote. Trustees Cudia, Kearney, Soltow, Trojan, and Funderburg voted yes. Trustee Gorski voted no. Student Trustee Molina voted yes (advisory).

5. BR 7912 – Personnel Report

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

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve Board Report 7912. There was no discussion. The motion was approved by unanimous roll call vote.

6. BR 7913 – Closed Session Minutes Through February 2022

The Board Report reads in part: It is recommended that the Board of Trustees approve the recommendation of Attorney Joseph Perkoski (in consultation with the Board Chair) to make a review of closed meeting minutes from July 12, 2021 through February 22, 2022 and recommends the Board Trustees approve the following:

1. That the minutes of the closed session meetings of July 12, 2021 through February 22, 2022 shall be approved.
2. That the need for confidentiality still exists for the closed meeting minutes for the period of July 12, 2021 through February 22, 2022.
3. That the verbatim recordings shall be maintained pursuant to an existing litigation hold on College records.
4. That minutes identified in this document shall continue to be confidential until further action of the Board of Trustees.
5. That the Board's legal counsel shall, after consulting with the Board's Chair, have the ability to review any closed session meeting minutes that the Board previously approved to remain confidential, to respond to any Freedom of Information Act

request, litigation discovery requests, or as otherwise required by court order, and to produce any said closed session meeting minutes or parts thereof where the need for confidentiality no longer exists.

A motion was made by Trustee Cudia, seconded by Trustee Trojan, to approve Board Report 7913. There was no discussion. The motion was approved by unanimous roll call vote.

Other Business

1. New Business

Board Chair Funderburg explained that the new Statement of Economic Interests form distributed by Winnebago County asks new questions about business not affiliated with the College. He noted that the cover letter from the Winnebago County Clerk's office indicates the filer may want to consult an attorney or an accountant regarding the questions or responses, and he has asked Robbins Schwartz attorneys to provide guidance on completing the new form.

Attorney Matthew Gardner explained that the new law, which was created under the Illinois Governmental Ethics Act, has caused a lot of confusion. He reviewed the fact sheet issued by the Illinois Municipal League that defines assets to be included/not included, as well as debts included/not included. Gardner also confirmed that only the asset source needs to be identified, not the specific value over \$10,000. He added that Robbins Schwartz is waiting for the Illinois Secretary of State to provide guidance, but no news items have been issued as of this afternoon. Attorney Gardner is monitoring the issue and will advise trustees of any new information. Trustees are welcome to ask questions specific to their situation. Gardner indicated that he will also provide an update at the April Committee of the Whole meeting.

Some trustees asked questions pertaining to their individual situations, while others commented that they will wait to file the Statement of Economic Interests form closer to the May 1, 2022 deadline in hopes there will be additional guidance. Attorney Gardner confirmed that he is not aware of any case law that led to creation of the first three questions on the new form.

Trustee Trojan recommended that trustees contact their local legislators to voice their displeasure of the questions on the new form.

Board Chair Funderburg commented that he does not know how ICCTA stands in relation to the new form. He added that the key takeaway is that dollar amounts are not required and to consider waiting closer to the May 1 filing deadline to hear guidance from the Secretary of State's office.

2. Unfinished Business

There was no unfinished business.

Updates / Reports

1. **President's Update**

President Howard Spearman commented on the following:

- RVC was honored by Rockford University as a strong community partner as part of their 175-year anniversary celebration.
- The first Town Hall virtual discussion for students regarding the Strategic Plan was held February 25.
- Members of the Belvidere Rotary met at the ATC March 2. Dr. Spearman was the keynote speaker.
- Thank you to Dawn Ousley who coordinated training for six Accuride employees to complete their certificates for FANUC Cert 1-Handling Tool Operations and Programming. The course was taught by Engineering and Technology Professor Lucas Greenlee.
- The ribbon cutting event at the ATC will be held March 30 and begins at 2:00 p.m.
- Trustees are reminded to save May 12 for the GED graduation and May 13 for Commencement. Due to the large number of graduates who wish to participate, two Commencement ceremonies may need to be scheduled to accommodate all graduates.
- Dr. Spearman confirmed that CNA graduates are not part of the Commencement ceremony.

2. **Leadership**

1. Vice President Heather Snider provided an updated enrollment report, noting that the credit hour goal is 93% to budget. She also explained that Nancy McDonald, the new grant coordinator, starts March 28 and brings 28 years of experience. In addition, the \$35,000 DCEO Film Office grant received in 2020 will be implemented this summer to provide studio and production training for students. Implementation was delayed due to the COVID-19 pandemic.

In response to a question from Trustee Trojan about the need for other revenue and possible expense reductions if the College does not meet the enrollment goal, Vice President of Finance Ellen Olson explained that the College is reducing expenses through attrition, delay in new hires, and savings in budgeted travel and conference expenses that have not been used. Trustee Trojan asked Olson to continue to alert the Board of other ways to make up for the reduced revenue.

2. Vice President Ellen Olson provided a bond refunding update, noting that all of the signed documents have been sent to bond counsel Chapman Cutler for the closing on March 28. Board Chair Funderburg reminded trustees that the bond refunding saved the College approximately \$7.7 million.
3. Vice President Rick Jenks provided several updates: 1) The racking system has been installed in the ATC and is ready to go, but the remaining four CNC machines have not been delivered. 2) The ERC stair replacement project will begin April 18 after being postponed over the winter due to the Capital Development Board's delay getting electrical quotes. The project should be completed in about eight weeks. 3) Planting of 25 three-gallon potted oak trees will occur April 2 on the main campus near the Spring Brook Road exit. This is the result of a statewide initiative through the Illinois Association of Illinois Soil and Water Conservation District/Winnebago County. Planting of these trees will help replace those lost in the August 2020 tornado.

Trustee Trojan commented that he is looking forward to seeing a good representation of the media and local officials at the March 30 ATC ribbon cutting.

4. Vice President Dr. Patrick Peyer provided several updates: 1) A celebration of the student athletes participating in winter sports was held March 21 to honor their achievements. In summary, the men's basketball team took third in nationals and received several coaching and player awards; the women's basketball team attended nationals; the volleyball team was the national runner-up; and the men's and women's bowling teams each won their respective national championship. 2) The 2022 Athletic Hall of Fame class will be honored April 8 at the Prairie Street Brewhouse. This year's honorees include former coaches Misty Opat and Craig Doty, former athletes LT Davis, Vivi Marquez and Natalie Olsen. 3) Online voting is open for election of the 2022-2023 student trustee. The winner will be seated at the May regular board meeting.
5. Vice President Jim Handley invited trustees to attend the Spring Development Day to be held virtually Thursday, April 14.
6. Vice President Keith Barnes congratulated Amanda Zika, Rachel Boge and the other committee members who planned an outstanding display of information and activities in honor of Women's History Month. He also congratulated Mary Foreman who organized and hosted the Ninth Annual Sister to Sister Conference. In addition, the office of Diversity, Equity and Inclusion is hosting a spring Sense of Belonging symposium to be held May 25.

3. ICCTA Report (Illinois Community College Trustees Association)

Due to the absence of Trustee Nelson, a report was not available.

4. Trustee Comments

- Trustee Cudia noted that she will be having two surgeries in April, which are related to why she missed the Committee of the Whole meeting earlier this month.
- Trustee Trojan thanked CFO Ellen Olson for her hard work on the bond refunding, noting that it saved \$7.7 million and shortened the debt payments by six years.
- Trustee Gorski recognized the ongoing efforts of administrators, students, faculty and staff who have continued to "do what they do" throughout the COVID pandemic.
- Trustee Kearney commented that she will not be able to attend the ATC ribbon cutting as she will be having surgery the day before.
- Trustee Soltow commented that she is excited about the ATC ribbon cutting. She feels the ATC is a great asset for the College and District and is asked about it all the time. She also commented how well RVC student athletes represent the College and recounted the incident at a club volleyball game where a young referee from RVC's volleyball team took the time to show one of the players how to correctly do a serve.
- Board Chair Funderburg congratulated Athletic Director Darin Monroe for leading the excellent sports teams and outstanding athletes at RVC. He also thanked Jennifer Thompson and her team for planning the ATC ribbon cutting. He added that he appreciates the hard work of all staff.

5. Student Trustee Report

Student Trustee Evelyn Molina presented her student trustee report highlighting student activities for the Student Government Association, the Sister to Sister Leadership Conference and the upcoming SGA participation in the American Student Government Association Spring Summit held March 26-27 in Orlando, FL.

6. RVC Foundation Liaison Report

Trustee Trojan reported that the RVC Foundation board met March 15 and approved the 2023 budget. The RVC Strong Campaign has received or committed \$642,000; the Foundation is working with a major charitable trust that could bring the total close to the \$1 million goal.

7. Freedom of Information Act (FOIA) Report

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

Closed Session

A closed session was not held.

Next Meeting

The next Committee of the Whole meeting will be held remotely via teleconference on Tuesday, April 12, 2022 at 5:15 p.m.

The next Regular and Reorganization meeting will be held remotely via teleconference on Tuesday, April 26, 2022 at 5:15 p.m.

Board Chair Funderburg added that the April meetings may be held in person depending upon the outcome of Governor Pritzker's current disaster proclamation that expires April 4. Trustees will be notified if they will return to in-person meetings.

Adjournment

At 6:11 p.m., a motion was made by Trustee Gorski, seconded by Trustee Kearney, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz

Robert Trojan, Secretary

Jarid Funderburg, Chairperson

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from March 1, 2022 to March 31, 2022.

The total is \$2,933,620.84.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A – FY22 Addendums

Recommendation: Board approval for items marked with an asterisk

A. Software – (Trust & Agency Fund – Org Sync, Other Contractual Services)

Verizon Wireless St Louis MO **\$14,500.00*(1)**

1. This increase is due to the increased use of Hotspots for students and faculty needing internet access when doing remote learning. This cost is covered by Higher Education Emergency Relief Fund Act (HEERF) and Workforce Equity Incentive (WEI) Grant funds.

Original approved amount:	\$40,000.00
Increase requested:	\$14,500.00
New total expenditure:	\$54,500.00

FY22 Grant Expense
Original Board Report BR #7817 / PR #763D

B. Other Materials – (Other Materials: Big Thunder Blvd Belvidere)

Meridian Loves Park IL **\$1,500.00*(2)**

2. This expense is due to the addition of 3D lettering to the graphic display on the inside entrance wall of the Advanced Technology Center.

Original approved amount:	\$12,390.00
Increase requested:	\$1,500.00
New total expenditure:	\$13,890.00

FY22 Budgeted Expense
Original Board Report BR #7892-B

Purchase Report-A – FY22 Addendums

C. Rental – (Education Fund – Learning Opportunity Center/Transitional Opportunity & Education/Adult Education Center Office, Rental – Facilities)

Illinois Holler LLC Rockford IL

\$6,000.00*(3)

3. Illinois Holler purchased the Rockford Register Star building from GateHouse Media Holdings Illinois DBA Rockford Register Star and assumed the responsibilities for the lease agreement with the college for the property located at 99 E State St, Rockford Illinois. The college currently leases this space for the Adult Education and Media Design Programs. Illinois Holler notified the college in January that they were increasing the rent by eight percent (8%) per section 5c of the contract for the remaining five (5) months of this fiscal year and all future years. After two months of negotiation, in March the college and Illinois Holler settled on the amount of billable square footage. This new square footage amount is 14,462, an increase of 462 square feet. This new square footage amount will be utilized to calculate the rent for the remaining three (3) months of this fiscal year and all future years. Based on this information, the current blanket purchase order amount needs to increase by \$6,000 for the remainder of the fiscal year.

Original approved amount:	\$140,000.00
Increase requested:	\$6,000.00
New total expenditure:	\$146,000.00

FY22 Budgeted Expense

Original Board Report BR #7817-B

Purchase Report-A – FY22 Addendums

D. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services Software Support)

Ellucian Malvern PA

\$1,100.00*(4)

4. This increase is due to the addition of the CLEAN Address product component to the Colleague Ellucian Enterprise Resource Planning (ERP) Base agreement. This product is an integrated address verification solution that corrects and standardizes postal addresses within the Colleague Cloud System ERP. The increase is for the remaining four (4) months of Fiscal Year 2022.

Original approved amount:	\$914,000.00
Increase requested:	\$1,100.00
New total expenditure:	\$915,100.00

FY 22 Budgeted Expense
Original Board Report BR #7817-C

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY22 COVID -19 Emergency Purchase

Recommendation: Board approval for items marked with an asterisk

A. Software – (Higher Education Emergency Relief Fund (HEERF): General Institutional Expense)

Soft Docs SC LLC Columbia SC

\$21,500.00*(1)

1. As part of the Ellucian Colleague Managed Services upgrade, a solution to printing checks, purchase orders and payroll from Colleague was needed. During the course of the upgrade, several platforms were tested and after an exhaustive search, the Soft Doc platform was determined to meet the needs of the College. This is part of the IT Technology and Assessment Plan presented to the Board in May 2021. This request includes the one-time installation cost of \$9,000.00 and the first-year subscription cost of \$12,500.00. The total five (5) year agreement will be \$75,902.00, an increase of three (3) percent each new year of the agreement.

This purchase was expedited under Board Report #7746 “Resolution Authorizing President to Exercise Certain Authority during the COVID-19 Crisis.” Due to the need to conduct extensive testing and research on a product that would work, and the timeline requirements to implement the new Colleague Managed Services upgrade, the Soft Docs software implementation must begin in April. This agreement has been reviewed by Legal.

FY22 Grant Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-C – FY22 Purchases

Recommendation: Board approval for items marked with an asterisk

A. On-Line Communications – (Instructional Software & Administrative Software: General Institutional Software)

Zoom Video Communications Inc San Jose CA

\$26,000.00*(1)

1. This purchase is for a one-year renewal of the Zoom virtual meeting, webinar and room licenses for the college. These licenses are used for faculty and instructors for teaching online instruction. It also includes licenses, webinars, and rooms that are utilized by Student Services for student interaction and by other administrative departments to conduct meetings remotely. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense

B. SURS 6% Employer Liability – (SURS Penalty Fund General Institutional)

State University Retirement System (SURS) Champaign IL

\$11,350.76*(2)

2. The College has received notification from the State University Retirement System (SURS) regarding two participants' earnings exceeding six (6) percent for the previous year. Pursuant to 40 ILCS 5/15(g), if a participant's earnings for any academic year used to determine their final average earnings (FAE), also known as final rate of earnings, exceeds the amount of their earnings for the previous year by more than the percentage allowed under 40 ILCS 5/15(g), SURS is required to bill the employer for the present value of the increase of their benefits.

FY22 SURS Penalty Fund

Purchase Report-C – FY22 Purchases

C. Equipment – (Capital Service Equipment: General Institutional)

Duplo USA Corporation Santa Ana CA	\$32,474.00*(3)
Tompkins Printing Equipment Co Schiller Park IL	\$42,900.00

3. This expense is for a Duplo Slitter/Cutter/Creaser/Perforation machine to replace the current Challenge cutter in Print Services that was purchased April 1991. The Challenge cutter has exceeded its useful life and can no longer be repaired. The new Duplo machine will not only replace the Challenge cutter, but it will also allow Print Services to replace three (3) other machines that have exceeded their useful life. This machine contains software that will allow for jobs to be preset thus eliminating time spent setting up each new job. It will simplify processes and create a more efficient workflow in Print Services.

FY22 Capital Expense

D. Equipment – (Operations & Maintenance Fund – Grounds Maintenance, Other Capital Outlay)

Burriss Equipment Company Waukegan IL	\$75,158.00*(4)
--	------------------------

4. This expense is for the purchase of a Jacobsen HR 600 large area rotary mower for the Plant Operations and Maintenance Department. There was only one bid submittal for Bid #22-14 and it met all the specified criteria. Lead time is approximately sixty (60) days after receipt of the purchase order. This will replace a Jacobsen 20-year-old tractor that is no longer in working condition.

FY22 Capital Expense

E. Advertising – (Print/Copy Commercial Services: Communications)

Meridian Loves Park IL	\$42,500.00*(5)
-------------------------------	------------------------

5. This expense is for the printing and mailing of a 24-page, full color magazine to promote the Rock Valley College story. It will be mailed out to all residents in Boone County and Winnebago County (roughly 142,000 households) with additional copies to be distributed by the College as needed for marketing. There was only one bid submittal for Bid # 22-11 and it met all the specified criteria.

FY22 Budgeted Expense

Purchase Report-C – FY22 PurchasesF. Contractual Services – (Other Contractual Services: Upward Bound)**AAMPED Inc Allen TX****\$17,500.00*(6)**

6. This expense is for five (5) Financial Literacy Virtual On-Demand Workshops for the Upward Bound summer program students. These workshops cover saving, credit, investing, and entrepreneurship topics that give students not only the knowledge to be versed in personal financial literacy, but also an understanding of how to invest and handle their personal finances.

FY22 Grant Expense

G. Instructional Equipment – (Capital Instructional Equipment – Automotive)**Automotive Equipment Specialists Hanover Park IL****\$18,831.91*(7)**

7. This expense is to purchase a Hunter Road Force Elite Balancer with TDC Laser that will provide Automotive students the skills to properly balance tire/wheel assemblies during vehicle service. This is a state-of-the-art balancing machine that uses a load-roller to simulate the force of the road and can thereby ascertain the combined uniformity of a tire and wheel package. These balancers are frequently used in industry by dealerships, tire shops and independent repair facilities to diagnose vibrations that other manufacturers' balancers cannot locate. Price includes installation and on-site training by a Hunter Technical Representative. This will replace the current Hunter wheel balancer that is twenty (20) years old. Hunter products have patented technology and are considered a sole source purchase from their distributors.

FY22 Budgeted Expense

Purchase Report-C – FY22 Purchases

H. Contractual Services – (Other Contractual Services: Starlight)

Vertigo Cortland IL	\$10,900.00*(8)
ZFX Flying Effects Louisville KY	\$14,880.00
Flying by Foy Las Vegas NV	\$15,550.00

8. This purchase is to provide the special flying/rigging effects that will be used in the Starlight Theatre production of “The Little Mermaid” during the summer 2022 season.

FY22 Budgeted Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**2022 Summer Flex Days
Full-time ESP, SSA, PSA, and Administrative Staff**

BACKGROUND: Board Report #7793 was approved on March 23, 2021, by the Board of Trustees to offer five summer flex days in 2021 for full-time Educational Support Personnel (ESP), Support Staff Association (SSA), Professional Staff Association (PSA) and Administrative staff.

For 2022, it is again recommended that five (eight-hour) summer flex days be offered to the ESP, SSA, PSA, and Administrative staff to be used between May 16, 2022, and August 5, 2022.

The summer flex days must be used during the time period above, or they will be forfeited. The days must be used in eight-hour blocks and scheduled through the appropriate supervisor. If a shift is longer than the eight-hour flex day, the time can be supplemented with other paid time (vacation or personal hours) that the employee has available.

RECOMMENDATION: It is recommended that the Board of Trustees approve five (eight-hour) summer flex days for full-time ESP, SSA, PSA, and Administrative staff to be used between May 16, 2022, and August 5, 2022.

Howard J. Spearman. Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Personnel Report

Recommendation: The Board of Trustees approve the following personnel actions:

A. APPOINTMENTS

Richard Gocken, Director of Institutional Research, full-time with benefits (ADM), exempt, grade D, \$69,600 prorated for the balance of the calendar year, effective May 2, 2022.

Sarah Luebke, Director of Human Resources, full-time with benefits (ADM), exempt, grade D, \$72,000 prorated for the balance of the calendar year, effective April 28, 2022.

B. DEPARTURES

Jerry Hose II, Aviation Maintenance Technology Instructor, temporary full-time Faculty, assignment ended, effective May 13, 2022.

William Isham, Welding Technology Instructor, temporary full-time Faculty, assignment ended, effective May 13, 2022.

Fredrick James Brun, Accounting Instructor, temporary full-time Faculty, assignment ended, effective May 13, 2022.

Robert Srygler, General Biology Instructor, temporary full-time Faculty, assignment ended, effective May 13, 2022.

Adam Hayashi, Biology Instructor, temporary full-time Faculty, assignment ended, effective May 13, 2022.

Rodger Hergert, Mathematics & Sciences Professor and Academic Chair, full-time Faculty, retiring, effective May 31, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Deleted: ###

Personnel Report

Recommendation: The Board of Trustees approves the following personnel actions:

A. APPOINTMENTS

Richard Gocken, Director of Institutional Research, full-time with benefits (ADM), exempt, grade D, \$69,600 prorated for the balance of the calendar year, effective May 2, 2022.

Deleted: _____,

Deleted: _____,

Deleted: \$ _____

Deleted: _____,

Sarah Luebke, Director of Human Resources, full-time with benefits (ADM), exempt, grade D, \$72,000 prorated for the balance of the calendar year, effective April 28, 2022.

B. DEPARTURES

Formatted: Indent: Left: 0.25", No bullets or numbering

Jerry Hose II, Aviation Maintenance Technology Instructor, temporary full-time Faculty, assignment ended, effective May 13, 2022.

William Isham, Welding Technology Instructor, temporary full-time Faculty, assignment ended, effective May 13, 2022.

Fredrick James Brun, Accounting Instructor, temporary full-time Faculty, assignment ended, effective May 13, 2022.

Robert Srygler, General Biology Instructor, temporary full-time Faculty, assignment ended, effective May 13, 2022.

Adam Hayashi, Biology Instructor, temporary full-time Faculty, assignment ended, effective May 13, 2022.

Rodger Hergert, Mathematics & Sciences Professor and Academic Chair, full-time Faculty, retiring, effective May 31, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Resolution Honoring the Retirement of
Rock Valley College Employees**

WHEREAS, the following individuals have retired as employees of Rock Valley College during 2021 - 2022: Charles Konkol, Craig Garbe, Lora McClelland, Vicki Klass, Nancy Stinemyer-Dietz, Kaye Eckstaine, Dion Carr, Michael Beert, James Conley, Gordy Blaisdell, David Goodacre, Jacqueline Moss, Joab Irwin, Robbie Kaselitz, and Rodger Hergert; and

WHEREAS, Rock Valley College honors and celebrates the commitment and dedication of these employees who contributed countless hours and used their special skills and talents toward the betterment of Rock Valley College; and

WHEREAS, some proactively worked with faculty and staff to develop curriculum, others used their unique teaching style to share their knowledge and experience with countless numbers of students, others worked behind the scenes to ensure smooth day-to-day operations, and yet others used their talents to maintain and beautify the facilities and grounds of Rock Valley College; and

THEREFORE, be it now resolved that Charles, Craig, Lora, Vicki, Nancy, Kaye, Dion, Michael, James, Gordy, David, Jacqueline, Joab, Robbie, and Rodger take with them the gratitude and best wishes of all their colleagues at Rock Valley College and the Board of Trustees; and

BE IT FURTHER RESOLVED that the undersigned express their hope that their happiest years are those which lie ahead;

GIVEN under our hand and seal this 26th day of April 2022.

Jarid Funderburg, Chairperson

Attest: _____
Secretary, Board of Trustees

**Donation Report
Tree Donation**

Background: Mr. Dennis Anthony representing the Association of Illinois Soil and Water Conservation Districts/Winnebago County Soil and Water Conservation District (SWCD), Winnebago County, Illinois, has offered to donate and deliver to Rock Valley College 25 three-gallon, potted oak trees, with a total estimated value of Five Hundred and 00/100 Dollars to be planted by Illinois 4-H.

The trees were delivered and planted on April 3, 2022. The College will not incur any expense as a result of this donation.

Recommendation: It is recommended that the Board of Trustees accept and acknowledge the donation of the aforementioned trees by the Association of Illinois SWCD/Winnebago County. The value of this donation is Five Hundred and 00/100 Dollars.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Memorandum of Agreement
Illinois Fraternal Order of Police**

BACKGROUND: Rock Valley College maintains its own police department to protect and serve the community at all of its campuses. The police department is budgeted to employ nine (9) sworn officers who perform a non-leadership role for the department. These nine (9) non-leadership officers are represented by the Illinois Fraternal Order of Police labor union.

On June 26, 2020, the Rock Valley College Board of Trustees entered into a collective bargaining agreement (CBA) with the Illinois Fraternal Order of Police Labor Council (FOP) effective until June 30, 2023. Section 16.1 of the CBA addresses wages paid to newly hired officers, as well as a market adjustment to the base wages of current FOP members in Year 1 of the CBA and annual increases to be paid to current FOP members in Years 2 and 3.

Since ratification of the CBA, Rock Valley College has experienced one (1) officer retirement, and three (3) officers transferring to other agencies, resulting in four (4) officer vacancies. One (1) additional officer has communicated that he/she is in the final stages of testing with other outside police departments and cites substandard pay as the rationale for considering employment elsewhere.

Since October 2021, Rock Valley College has posted officer vacancies on its career website and advertised in a variety of media sources in an attempt to attract officer candidates. However, at this time, there are no viable candidates worthy of consideration.

A market study of local pay for police officers supports claims made by departing police officers that wages at Rock Valley College are too low.

RECOMMENDATION: It is recommended that the Board of Trustees approve the Memorandum of Agreement updating Section 16.1 of the CBA to give the Rock Valley College police department the ability to attract qualified applicants.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: April 2022 Memorandum of Agreement to 2020-2023 Collective Bargaining Agreement between Illinois Community College District #511 Rock Valley College and Illinois Fraternal Order of Police

MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT** (the "Agreement" is entered into this ____ day of April, 2022, between Rock Valley College District 511 (the "College") and the Illinois Fraternal Order of Police Labor Council (the "Union"), to memorialize their agreement regarding an amendment to current salaries.

WITNESSETH

WHEREAS, the Union is the exclusive bargaining agent of all regularly employed, full-time Police Officers employed by the College.

WHEREAS, the College and the Union have previously executed a collective bargaining agreement (the "CBA"), effective July 1, 2020, through June 30, 2023.

WHEREAS, Article XVI Section 16.1 of the CBA describes the Wages to be paid to existing and newly hired officers of the Rock Valley College Police Department.

WHEREAS, the College has been working on hiring new officers since October of 2021 and has not been able to hire new officers for open positions.

WHEREAS, in the State of Illinois, currently, it can take between eighteen (18) months and two (2) years to secure a position for a new officer in a certified State of Illinois Police Training Academy.

NOW THEREFORE, in consideration of the mutual covenants and Agreement herein, the parties agree to the following terms:

1. Current Language of Article XVI Compensation, Section 16.1 – Wages

The current language of Article XVI, Section 16.1 reads as follows:

Year 1(2020-2021): Current FOP members will receive an \$8,000 to base salary market adjustment effective July 1, 2020

Year 2 (2021-2022): \$1,000 to base salary effective July 1, 2021

Year 3 (2022-2023): \$1,000 to base salary effective July 1, 2022

The established base for new hires will be \$44,000 effective upon ratification. The base will be increased to \$44,500 effective July 1, 2021. The base will be increased to \$45,000 effective July 1, 2022.

2. Amendment to Article XVI, Section 16.1 – Wages

Article XVI, Section 16.1 shall be amended to include the following:

Effective May 1, 2022, existing FOP members as of the date of this Agreement will receive as a one-time market adjustment an increase of \$9,000 to their current base salaries.

Effective May 1, 2022, the established base salary for new hires will be increased to \$53,500.

Effective July 1, 2022, the established base salary will be increased to \$54,000 and will remain at that level for the duration of the CBA.

3. Longevity Bonus

Existing FOP members, as of the date of this Agreement, will receive a one-time longevity bonus of \$5,000 in two (2) equal disbursements. The first lump sum payment of \$2,500 will be issued on the May 15, 2022, payroll cycle. The second lump sum payment of \$2,500 will be issued on the December 15, 2022, payroll cycle. This bonus will not be added to the members' base salary amount.

4. New Hire Officer Bonus

New hire employee members will receive a one-time hiring bonus of \$4,000 in two equal disbursements. The first lump sum payment of \$2,000 will be issued in their first paycheck. The second lump sum payment of \$2,000 will be issued six (6) months later. This bonus will not be added to the employees' base salary amount.

5. Community Services Officers

Employees members who are hired as Community Services Officers (CSO's), by the Rock Valley College Police Department, but have not received training at a State of Illinois Police Training Academy (hereinafter referred to as the "Academy") will work as Community Services Officers, while they await Academy training. Employees serving as Community Services Officers will be paid a starting salary of \$44,500 effective May 1, 2022. This starting salary will increase to \$45,500 effective July 1, 2022. Upon their first day of training at the Academy, CSO's will become union members as police officers and receive a \$9,000 increase to their salaries. The parties understand and agree that Community Services Officers are civilian positions and do not have any rights or authority as a police officer. Further, a Community Services Officer is not a union position. It is a temporary position, until the individual becomes admitted into the Academy. A Community Services Officer who does not become admitted into the Academy will not remain employed with the College.

6. No Precedent and No Admission

The College and the Union agree that this Agreement is based on the current unique circumstances related to the College's challenges in the current job market in hiring and retaining police officers. This Agreement is entirely non-precedential and will not constitute an admission of fault with respect to any past compensation or with respect to any past or future grievances or charges. Further, this Agreement shall not constitute binding precedent with respect to any future bargaining positions of the parties and shall not constitute a change to the status quo of any provision in the CBA.

7. Effect of Agreement

This Agreement applies specifically to the current CBA, and does not modify, amend, or otherwise affect any other provision of the current CBA.

8. Effective Date

This Agreement is effective immediately upon execution through June 30, 2023.

9. Counterparts

This Agreement may be executed in two or more counterparts, in hard-copy or electronic format, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Union and the College have caused this Agreement to be executed by the signatures of their authorized representatives as set forth below.

**Illinois Fraternal Order of Police
Labor Council**

By: 

Date: April 21, 2022

Rock Valley College No. 511

By: _____

Date: _____

Donation Report
AAR Aircraft Donation

BACKGROUND: Through the AAR partnership for Aviation Workforce Program, Rock Valley College has the opportunity to accept a used Bombardier Inc. model CL-600-2B19 aircraft as described below, including aircraft, technical manuals, and delivery to the Rock Valley College Aviation Career Education Center (ACEC).

DESCRIPTION OF AIRCRAFT: One (1) used Bombardier model CL-600-2B19 aircraft bearing manufacturer's serial number 7400 and registration number N417SW together with two (2) General Electric model CF34-3B1 engines bearing manufacturer's serial numbers 873060 and 950021, including all appliances, parts and instruments, appurtenances, accessories, furnishings, or other equipment or property installed on, attached to or appurtenant to said aircraft and all technical manuals, documents and records in AAR's possession.

AAR will procure and deliver this aircraft for the Aviation Maintenance program at no cost to Rock Valley College.

To meet the needs of regional aerospace employers, in 2015, the College expanded its FAA certified mechanics training program from an enrollment of 80 students to a current total enrollment of approximately 200 students.

The donation from AAR of this 50-passenger commercial aircraft, in collaboration with The Workforce Connection, will greatly expand the skillset and experience for students in the Aviation Maintenance program at Rock Valley College.

RECOMMENDATION: It is recommended that the Board of Trustees accept the donation from AAR of a used Bombardier Inc. model CL-600-2B19 aircraft, including all technical manuals, documents, and records in AAR's possession.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Student Trustee Report
Evelyn Molina—Student Trustee
April 26, 2022 - Regular Board of Trustees Meeting

At the end of March, SGA took a trip to Orlando, Florida to attend a conference dedicated to helping schools improve and collaborate with other SGAs from around the country. It was an incredible experience. We went to Universal Studios and had an amazing time exploring the parks, eating great food, and bonding as a club. On the day of the conference, various workshops were held. The workshops ranged from ways to improve yourself as a leader, student, and professional, to improving our club. We decided to divide and conquer, each member attending a different workshop. My favorite workshop was definitely the round tables, where I got to meet and converse with other SGAs and their cabinets, offering advice and receiving it. We have begun taking what we learned from the conference and implementing it into our meetings. We hope to use the methods we learned to understand the needs of students. Instead of working off our thoughts and ideas, we hope to gain more input on what the students would like to see.

As a member of SGA, I could go on and on about us. But we aren't the only club getting things done on campus. Phi Theta Kappa was recently honored at an International Convention in Denver, Colorado. They won a Distinguished College Project Award and were recognized as one of the Top 100 Chapters in the world. Their college project revolved around promoting and supporting student engagement at RVC as well as their Action Project, examining how chemical pollution impacts future generations. All of their work continues to impact RVC immensely.

Continuing with student life, Club & Arbor Day was held on April 22, from 10 am to 2 pm. Clubs on campus were invited to purchase trees and bushes a few weeks back, which many of them have graciously donated. The tree planting took place from 10-12 pm, with lunch being served afterward. It was wonderful to see students unite to celebrate an amazing holiday—one that is observed all around the world!

It has been wonderful serving as the Student Trustee for the past year. So wonderful in fact, that it is hard to imagine not having to log onto my Zoom account Tuesday evenings in the months to come. RVC graduations will take place on May 13th in two ceremonies, one of which I will be attending as I graduate with an Associate of Science. Alongside the RVC graduation ceremony, RVC will be hosting a Latinx ceremony for Latinx students and their families on May 11th. I definitely plan on attending both.

I will forever cherish the lessons I learned and the people I have met throughout my time on the Board, and I wish everyone the best of luck going forward. I love Rock Valley College, and I only see great things in its future. That being said, I will still be here next month, and I will treasure every moment.

**Rock Valley College Board of Trustees
Freedom of Information Act Report
3/15/2022 – 4/15/2022**

3/21/2022	589	Ed Luberda	<p>Please email the archived Bid Tabulation (past unit prices of all bidders, names and addresses of bidders) along with the previous Award of Contract specifying who won this project whenever it was last bid upon... This is for reference only. The bid has not opened yet.</p> <p>Bid Title: Print and Mail RVC Magazine Bid due date: 3-25-22 We are asking for the past bid results, not the current bid results. Reference: Bid 22-11</p>	<p>Responded 4/4/2022</p> <p>No responsive records</p>
3/28/2022	590	Jared Rutecki	<p>Total compensation in payroll expenditures for the 2019-2020 school year for the athletic department, including salary and all additional payments. This request includes, but is not limited to, the following information:</p> <ul style="list-style-type: none"> - Last name, first name, middle name (or initial, if available) - Suffix (e.g. Jr., if available) - Title, Department - Annual Base Salary - Overtime, holiday pay, bonus compensation and any other additional payments made to employees excluding costs such as insurance, pension or benefit payments - Start date <p>Please include compensation for any and all appointed officials as well.</p>	<p>Responded 4/7/22</p> <p>Approved in full</p>
4/1/2022	591	Ryan Evans	<p>Data request for access to directory information including all students enrolled for the Fall 2021 term at your school (Undergrad and Graduate), including name, address, class standing, phone number, major, e-mail.</p>	<p>Responded 4/8/2022</p> <p>Approved in full</p>

ROCK VALLEY COLLEGE

DISTRICT #511

Board of Trustees Bylaws (attached)

The Rock Valley College Board Policy Manual was approved April 8, 2014 and is updated as needed.

The complete Board Policy Manual is available on the Rock Valley College website under the “Board” drop-down menu.

<https://www.rockvalleycollege.edu/Community/BOT/index.cfm>

Reapproved April 26, 2022

INTRODUCTION

Rock Valley College Vision and Mission Statement

Rock Valley College Core Values

ARTICLE 1: BOARD OF TRUSTEES BYLAWS

1:10.010 Board Governance

- Section 1 Purpose of the Board
- Section 2 The College Governing Board
- Section 3 Authority for Operations
- Section 4 Authority and Responsibility of Members
- Section 5 Code of Conduct
- Section 6 Code of Ethics
- Section 7 Conflicts of Interest

1:10.020 Membership of the Board

- Section 1 Number and Selection
- Section 2 Election
- Section 3 Qualifications of Members
- Section 4 Student Trustee
- Section 5 Vacancies

1:10.030 Officers

- Section 1 Number, Election, Eligibility, and Term
- Section 2 Chairperson
- Section 3 Vice Chairperson
- Section 4 Secretary
- Section 5 Treasurer
- Section 6 Removal

1:10.040 Meetings of the Board

- Section 1 Proclaiming Election Winners
- Section 2 Reorganization Meeting
- Section 3 Regular Meetings
- Section 4 Agenda for Regular Meetings
- Section 5 Special Meetings
- Section 6 Emergency Meetings

- Section 7 Adjourned Meetings
- Section 8 Waiver of Notice of Meetings
- Section 9 Closed Session and Closed Meetings
- Section 10 Recording of Closed Meetings
- Section 11 Budget Hearing
- Section 12 Special Hearings
- Section 13 Quorum and Voting
- Section 14 Open to the Public
- Section 15 Workshops/Board Retreats
- Section 16 Board Member Use of Electronic Means of Communication
- Section 17 Rules of Procedure
- Section 18 Recognition of Visitors
- Section 19 Minutes

1:10.050 Committees

- Section 1 Special Committees
- Section 2 Standing Committees

1:10.060 Contracts and Finances

- Section 1 Contracts
- Section 2 Finances
- Section 3 Checks and Depository

1:10.070 Board Policies

- Section 1 Policies of the Board
- Section 2 Intent of Policies
- Section 3 Suspension

1:10.080 Amendments and Adoption of Board Policies

1:10.090 The Board and the President

- Section 1 President
- Section 2 Acting President
- Section 3 Communication with the Board
- Section 4 Emergency Action

ARTICLE 2: OPERATIONS

2.10.000 Compliance

- 2.10.010 Internal/External Communications
- 2.10.020 Compliance with the Illinois Freedom of Information Act Request
- 2.10.030 Abused and Neglected Child Reporting Policy
- 2.10.040 Registered Sex Offenders Compliance Policy Official
- 2.10.050 College Holidays
- 2.10.060 Identity Theft Protection
- 2.10.070 Records Retention
- 2.10.080 Alcohol Served at Events
- 2.10.090 Smoking Compliance Policy
- 2.10.100 Solicitation on Campus
- 2.10.110 Information Technology Compliance

2.20.000 Safety and Security

- 2.20.010 Health and Safety Standard
- 2.20.020 Rock Valley College Police Department
- 2.20.030 Emergency Closing of Campus Plan
- 2.20.040 Emergency Response Plan Policy
- 2.20.050 Rock Valley College Campus Traffic Code
- 2.20.060 Office Doors / Windows
- 2.20.070 Weapons / Concealed Carry
- 2.20.080 Communicable Diseases
- 2.20.090 Hazardous Materials / Hazardous Communications
- 2.20.100 Campus Demonstrations
- 2.20.110 Campus Trespass Policy

2.30.000 Institutional Research, Technology and Development

- 2.30.010 Conducting Institutional Research
- 2.30.020 Acceptable use Policy for Information Technology Systems
- 2.30.030 Computer Equipment
- 2.30.040 Grants Policy
- 2.30.050 Rock Valley College Donations and Foundation

2.40.000 Auxiliary Services

- 2.40.010 Facilities and Grounds Rental
- 2.40.020 College Facility Development and Preservation

- 2.40.030 Fleet Management
- 2.40.040 Shipping and Receiving
- 2.40.050 Mail Service
- 2.40.060 Disposal of Assets

ARTICLE 3: HUMAN RESOURCES

3.10.000 General

- 3.10.010 Equal Employment Opportunity
- 3.10.020 Prohibiting Sex-Based Misconduct
- 3.10.030 Access to Personnel Files
- 3.10.040 Copyright
- 3.10.050 Employee Code of Ethics
- 3.10.060 Corporal Punishment
- 3.10.070 Violence and Disruptive Behavior
- 3.10.080 Oral English Proficiency
- 3.10.090 Personnel Reports
- 3.10.100 Whistleblower Policy
- 3.10.110 Drug and Alcohol Free Workplace
- 3.10.120 Conflict of Interest - Employees
- 3.10.160 Remote Work Policy
- 3.10.270 Service and Other Animals Policy

Employment

- 3.20.000**
- 3.20.010 Job Posting and Hiring
 - 3.20.020 Employment Classifications
 - 3.20.030 Criminal Background Investigation
 - 3.20.040 Recruiting and Relocation Expense Reimbursements
 - 3.20.050 Workers Compensation
 - 3.20.060 Tardiness and Absences
 - 3.20.070 Employee Discipline
 - 3.20.080 Problem Resolution Policy for Educational Support Personnel (ESP) and Professional Staff Association (PSA)
 - 3.20.090 Employment of Related Parties
 - 3.20.100 Physical Examinations and Fitness for Duty
 - 3.20.110 Independent Contractors
 - 3.20.120 Changes in Job Titles and Organizational Restructuring
 - 3.20.130 Separation of Employment

- 3.20.140 Attendance of Faculty Members and Administrators at Commencement Exercises
- 3.20.150 Employee Recognition

3.30.000 Benefits

- 3.30.010 Health and Life Insurance
- 3.30.020 Health Insurance Portability and Accountability Act (HIPAA)
- 3.30.030 Insurance Coverage for Full-Time Faculty Members Who Retire or Resign
- 3.30.040 Vacation
- 3.30.050 Tax-Sheltered/Deferred Compensation
- 3.30.060 Tuition Assistance
- 3.30.070 College-Sponsored Trainings Seminars and Workshops
- 3.30.080 Jury Duty / Compulsory Witness
- 3.30.090 Family and Medical Leave
- 3.30.100 Military Leave
- 3.30.110 Victims Economic Security and Safety Act (VESSA)
- 3.30.120 Special Leave of Absence for Full-time Employees
- 3.30.130 Leave for In-Service Training and Workshops
- 3.30.150 Bereavement Leave

3.40.000 Compensation

- 3.40.010 Compensation Philosophy
- 3.40.020 Salary Program
- 3.40.030 Employees Serving as Instructors Arts and Sciences / Career Education
- 3.40.040 Temporary Employees
- 3.40.050 Shift Differential
- 3.40.060 Overtime / Compensatory Time

ARTICLE 4: STUDENTS

4.10.000 General

- 4.10.010 Non-Discrimination
- 4.10.020 Prohibiting Sex-Based Misconduct
- 4.10.030 Student Admissions
- 4.10.040 Student Residency

- 4.10.050 International Students
- 4.10.060 Testing for Academic and Career Placement

- 4.10.070 Student Classification
- 4.10.080 Auditing a Course
- 4.10.090 Student Financial Aid Program
- 4.10.100 Scholarships
- 4.10.110 Military Service Personnel, Education Opportunities
- 4.10.120 Senior Citizen Tuition for Credit Classes
- 4.10.130 Student Handbook
- 4.10.140 Student Rights and Responsibilities
- 4.10.150 Student Conduct
- 4.10.160 Student Grievance Process
- 4.10.170 Acceptable Use for Information Technology Systems
– Students
- 4.10.180 Communicable Diseases, Students
- 4.10.190 Education Records
- 4.10.200 Intercollegiate Athletics
- 4.10.210 Recognized Student Clubs and Organizations Student
- 4.10.220 Publications
- 4.10.230 Student Use of Facilities
- 4.10.240 Student Use of Personal Vehicle for College-
Sanctioned Travel
- 4.10.250 Student Individual and Group Travel
- 4.10.260 Diversity, Equity, & Inclusion
- 4.10.270 Service and Other Animals Policy

4.20.000 Academic

- 4.20.010 Academic Integrity
- 4.20.020 Intellectual Property and Copyright Act Compliance
- 4.20.030 Class Attendance and Participation
- 4.20.040 Course Credit Hour Determination
- 4.20.050 Evaluation of Student Performance
- 4.20.060 Academic Honors
- 4.20.070 Standards for Academic Progress
- 4.20.080 Academic Appeals
- 4.20.080 Academic Forgiveness
- 4.20.090 Course Repetitions
- 4.20.100 Graduation Requirements
- 4.20.110 CAREER Agreement
- 4.20.120 Religious Observance

- 4.20.140 Administrative Withdrawal
- 4.20.150 Withdrawal from Class

ARTICLE 5: FINANCE

5.10.000 Finance

- 5.10.010 Financial Plan of Operation
- 5.10.020 Fiscal Year
- 5.10.030 Financial Reports
- 5.10.040 Annual Budget
- 5.10.050 Accounting
- 5.10.060 Intra-Fund Budget Transfers
- 5.10.070 Inter-fund Budget Transfers
- 5.10.080 Investment
- 5.10.090 Capital Assets and Depreciation
- 5.10.100 Insurance and Risk Management
- 5.10.110 Fund Transfer Agreement with
Rock Valley College Foundation
- 5.10.120 Purchasing
- 5.10.130 Travel Reimbursement
- 5.10.140 Diverse Vendor Enterprise Use
- 5.10.150 Bond Record Keeping
- 5.10.160 Operating Fund Balance

ROCK VALLEY COLLEGE
BOARD POLICY

ROCK VALLEY COLLEGE VISION AND MISSION STATEMENT

Vision Statement

Rock Valley College empowers the community to grow as a society of learners through well-designed educational pathways, leading to further education, rewarding careers, cultural enrichment, and economic-technological development.

Mission Statement

Rock Valley College empowers students and community through lifelong learning.

Adopted: July 28, 2015

ROCK VALLEY COLLEGE
BOARD POLICY

ROCK VALLEY COLLEGE CORE VALUES

Learner-Centered Community

Rock Valley College is dedicated to providing affordable lifelong learning opportunities that foster student success.

Mutual Respect

At all times, Rock Valley College upholds the dignity of each individual by being ethical, respectful, fair, and courteous in communications and actions.

Excellence

Rock Valley College maintains high expectations for teaching and learning and holds itself accountable for promoting continuous improvement.

Diversity

Rock Valley College promotes, celebrates, and embraces differences, including cultural and ethnic diversity and diversity of thought.

Collaboration

Rock Valley College fosters innovative, enriching partnerships within the college community and among others that serve the region.

Innovation

Rock Valley College is a forward thinking institution that explores creative approaches for the future.

Public Trust

Rock Valley College honors and upholds its commitment to the community through integrity of actions and efficient use of resources.

Adopted: July 28, 2015

ARTICLE 1: BOARD OF TRUSTEES BYLAWS

1:10.010 Board Governance

- Section 1 Purpose of the Board
- Section 2 The College Governing Board
- Section 3 Authority for Operations
- Section 4 Authority and Responsibility of Members
- Section 5 Code of Conduct
- Section 6 Code of Ethics
- Section 7 Conflicts of Interest

1:10.020 Membership of the Board

- Section 1 Number and Selection
- Section 2 Election
- Section 3 Qualifications of Members
- Section 4 Student Trustee
- Section 5 Vacancies

1:10.030 Officers

- Section 1 Number, Election, Eligibility, and Term
- Section 2 Chairperson
- Section 3 Vice Chairperson
- Section 4 Secretary
- Section 5 Treasurer
- Section 6 Removal

1:10.040 Meetings of the Board

- Section 1 Proclaiming Election Winners
- Section 2 Reorganization Meeting
- Section 3 Regular Meetings
- Section 4 Agenda for Regular Meetings
- Section 5 Special Meetings
- Section 6 Emergency Meetings
- Section 7 Adjourned Meetings
- Section 8 Waiver of Notice of Meetings
- Section 9 Closed Session and Closed Meetings
- Section 10 Recording of Closed Meetings
- Section 11 Budget Hearing
- Section 12 Special Hearings
- Section 13 Quorum and Voting

- Section 14 Open to the Public
- Section 15 Workshops/Board Retreats
- Section 16 Board Member Use of Electronic Means of Communication
- Section 17 Rules of Procedure
- Section 18 Recognition of Visitors
- Section 19 Minutes

1:10.050 Committees

- Section 1 Special Committees
- Section 2 Standing Committees

1:10.060 Contracts and Finances

- Section 1 Contracts
- Section 2 Finances
- Section 3 Checks and Depository

1:10.070 Board Policies

- Section 1 Policies of the Board
- Section 2 Intent of Policies
- Section 3 Suspension

1:10.080 Amendments and Adoption of Board Policies

1:10.090 The Board and the President

- Section 1 President
- Section 2 Acting President
- Section 3 Communication with the Board
- Section 4 Emergency Action

BOARD GOVERNANCE

Section 1. Purpose of the Board

The purpose of the Board of Trustees is to represent the public in determining what programs and services the College will offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

Fundamental to the success of the College is the commitment of each Trustee to carry out his¹/her responsibilities as an elected official charged with providing District residents a quality, fully accredited, comprehensive community college.

Section 2. The College Governing Board

The Board of Trustees of Community College District No. 511 has the legal authority and responsibility to govern the College in accordance with the *Illinois Public Community College Act*, 110 ILCS 805/1. The Board will appoint a President to organize and manage the institution within Board policy.

The Board of Trustees will encourage the President to seek the input of employees and the community in the development and updating of the College's Strategic Long Range Plan. Such Plan will be approved annually by the Board of Trustees.

Section 3. Authority for Operations

The Board of Trustees derives its authority to govern from Sections 3-31 through 3-43 of the *Illinois Public Community College Act*, 110 ILCS 805/3-31 to 3-43. The Board will exercise all powers set forth in Sections 3-31 through 3-43 and all additional powers not inconsistent with the *Illinois Public Community College Act*.

Section 4. Board Duties and Responsibilities

The job of the Board of Trustees is to govern, not manage, the College.

¹ The use of the masculine pronoun in this document is for convenience and ease of use only; the masculine pronoun includes the feminine pronoun as well.

A. Duties of the Board:

As the governing body of Community College District No. 511, the Board of Trustees is responsible for the development and adoption of Board policies and for making decisions related thereto. The Board's authority in this area is final, subject to applicable statutory and regulatory limitations. The President is responsible for developing appropriate administrative procedures to effectuate Board policies.

The Board will seek input from members of the College community in the development of said policies.

Additionally, the Board of Trustees will:

1. Hire and work with the President, who will be the chief administrative officer of the College and the executive officer in dealing with the Board. Annually establish goals and evaluate the President's performance.
2. Ensure efficient and effective development, operation and maintenance of the College.
3. Execute all duties and powers authorized by the *Illinois Public Community College Act*, 110 ILCS 805/1 et seq.
4. Direct the President to formulate and revise policies as necessary for Board consideration. The President will seek employee input as necessary and appropriate.
5. Annually review the financial performance of the College and cause an audit to be made.
6. Annually adopt the Financial Plan of the College.
7. Ensure the quality of education provided by the College.
8. Annually adopt a comprehensive Strategic Long Range Plan.
9. Annually review from the President a report on the Outcomes of the College.
10. Review matters recommended by the President and cause appropriate action to be taken.
11. Appoint legal counsel as needed.

B. Responsibilities of the Board:

1. Operate in all ways mindful of its civic Trusteeship obligation to the citizens of its College district.
2. Be the sole governing body of the College. In carrying out its governing responsibility, the Board, as a whole, will keep adequately informed about educational and other relevant issues, actively gathering and retaining necessary information to enhance the decision-making process.
3. Focus on intended long term outcomes.
4. Use the expertise of individual members to enhance the ability of the Board as a body.
5. Ensure the continuity of its governance capability through retraining, redevelopment, and the orientation of new members.
6. Make decisions, to the extent possible, on a consensus basis.

Section 5. Authority and Responsibility of Members

Trustees have authority when acting as a part of the Board of Trustees in a legal session or proceeding of the Board. No individual member of the Board of Trustees has the power to speak or act in the name of the Board unless authorized to do so by the Board of Trustees. Trustees will maintain confidentiality of privileged and confidential information including all information discussed in closed session meetings and other communications, such as attorney-client privilege communications. Trustees will strive to demonstrate personal integrity and ethical behavior in word and action.

Section 6. Code of Ethics

The Board of Trustees will conduct themselves in accordance with the State Officials and *Employees Ethics Act* (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees.

A. Prohibited Political Activities:

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of Rock Valley College in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Code of Ethics.
5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

B. Gift Ban:

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or Policy. No prohibited source shall intentionally offer or make a gift that violates this Section.

Exceptions. Section 1:10.010(B) is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Election Code, or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

C. Definitions:

For purposes of this Code of Ethics, the following terms shall be given these definitions:

1. "Board" means the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle and Stephenson Counties, Illinois.

1:10.010

2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the *Election Code*, 10 ILCS 5/1-3.
4. "Collective bargaining" has the same meaning as that term is defined in Section 3 of the *Illinois Public Labor Relations Act*, 5 ILCS 315/3.
5. "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.
6. "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
7. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the *Election Code* 10 ILCS 5/9-1.4.
8. "Employee" means a person employed by Rock Valley College, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

9. "Employer" means Community College District 511.
10. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
11. "Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.
12. "Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his or her official capacity. The term "officer" includes all members of the Board of Trustees.
13. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
14. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the *Election Code*, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
15. "Prohibited political activity" means:
 - (a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - (b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - (c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution

1:10.010

- (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (f) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (j) Preparing or reviewing responses to candidate questionnaires.
- (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (l) Campaigning for any elective office or for or against any referendum question.
- (m) Managing or working on a campaign for elective office or for or against any referendum question.
- (n) Serving as a delegate, alternate, or proxy to a political party convention.

- (o) Participating in any recount or challenge to the outcome of any election.

16. "Prohibited source" means any person or entity who:

- (a) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (b) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- (c) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (d) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

D. Construction:

This Ordinance shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 et. seq.). This Ordinance is intended to impose the same but not greater restrictions than the Act.

E. Penalties:

1. A person who intentionally violates any provision of Section 6(a) of this Code of Ethics may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
2. A person who intentionally violates any provision of Section 6(b) of this Code of Ethics is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

Any person who intentionally makes a false report alleging a violation of any provision of this Code of Ethics to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

3. A violation of Section 6(a) of this Code of Ethics shall be prosecuted as a criminal offense by an attorney for Rock Valley College by filing in the circuit court any information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Section 6(b) of this Policy may be prosecuted as a quasi-criminal offense by an attorney for Rock Valley College, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.
4. In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section 6, Code of Ethics, is subject to discipline or discharge.

Section 7. Conflicts of Interest

All Trustees shall conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

A conflict of interest arises whenever the Trustee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial or political benefits to the employee or a member of a Trustee's immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the Trustee or immediate family member. Personal political benefits include, but are not limited to, contributions, donations, direct financial payments, loans, gifts, or in-kind donations to political campaigns or political action committees that support the Trustee.

Trustees shall voluntarily disclose any real or potential conflict of interest, and/or shall abstain from voting on any conflict of interest. Each Trustee will observe and adhere to the College's Code of Ethics Policy. No later than July 1st of each year, each Trustee shall provide a copy of the Statement of Economic Interest that is required to be filed annually with Winnebago County pursuant to the Illinois Governmental Ethics Act (5 ILCS 420/4A-102) to the College's Department of Human Resources.

1:10.010

Violation of this policy or failure to disclose or properly identify a conflict of interest may subject the Trustee to the penalties set forth in the Public Officer Prohibited Activities Act (50 ILCS 105/0.01, et seq.), the State Officials and Employees Ethics Act (5 ILCS 430/1-1, et seq.), and/or a public censure by the Board of Trustees. Such public censure shall be made in a Board resolution which shall state the nature of the violation.

Reference: AR 307, Board Report #7573, #7620
Adopted: July 23, 2013
Revised: December 11, 2018, June 25, 2019

MEMBERSHIP OF THE BOARD

Section 1. Number and Selection

The Board of Trustees is comprised of seven (7) qualified voting members elected at-large by the District electorate and one (1) non-voting member elected by the student body in accordance with Section 3-7 of the *Illinois Public Community College Act*, 110 ILCS 805/3-7, the *Illinois Election Code* 10 ILCS 5/1-1 et seq., and other applicable statutes.

Section 2. Election

Board Trustee elections are conducted biannually in accordance with Sections 3-7 through 3-7.13 (as amended) of the *Illinois Public Community College Act*. Voting Trustees are elected for staggered terms of six (6) years.

Section 3. Qualifications of Members

Each voting Trustee shall, on the date of their election, be citizens of the United States, 18 years of age or older, residents of Illinois and District 511 for at least one year immediately preceding the election.

Section 4. Student Trustee

The Board of Trustees will have one (1) non-voting member who is a student enrolled in the College as provided by Section 3-7.24 of the *Illinois Public Community College Act*, 110 ILCS 805/3-7.24.

The student Trustee will be elected by the student body to a one-year term beginning on the date of the next regular meeting after the organizational meeting. The student assumes all the rights and responsibilities of a district-elected Board member with the exception of non-voting status. The student Trustee has the right to make and second motions, to attend all sessions of the Board, receive all materials district-elected Board members do, and has an advisory vote.

Section 5. Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (f) of the *Illinois Public Community College Act*, 110 ILCS 805/3-7 (f). A vacancy arising because of resignation shall be deemed to have occurred whenever written notice of the resignation is received by the Board Secretary or when notice is given in a Board meeting. All Trustees shall be involved in the selection process for filling any vacancy.

The vacancy shall be filled by the remaining Board members in the following manner:

- The person appointed to fill the vacancy must be 18 years of age and a resident of Community College District 511 for at least one year;
- The person appointed shall serve until a successor is elected and certified in accordance with the Election Code;
- If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election;
- If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is elected and certified; and
- The Board must appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the chair of the Illinois Community College Board shall fill that vacancy and the person shall serve until a successor is elected and certified.

Adopted: July 23, 2013

OFFICERS

Section 1. Number, Election, Eligibility, and Term.

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer and any assistant to the above officers deemed necessary by the Board. The officers shall be elected or appointed by the Board of Trustees at the Reorganization Meeting. Vacancies in said offices may be filled at any meeting of the Board. The term of all officers shall be one (1) year or until their successors are elected, unless, by Board action, the term is extended to two years, in accordance with the statute.

Section 2. Chairperson

The Chairperson ("Chair") shall preside at all Board meetings and, whenever possible, represent the Board of Trustees at all official College or community functions.

The role of the Chair is, primarily, to uphold the integrity of the Board's process and, secondarily, to represent the Board to outside parties.

The Chair of the Board of Trustees will:

- A. Preside at all Board meetings in an efficient and effective manner, using Robert's Rules of Order, and shall set the tone for each meeting through positive leadership;
- B. Ensure that other Board members are informed of current and pending Board issues and processes;
- C. Make all Board standing committee appointments with the advice and consent of the Board;
- D. Attempt to arrive at a consensus by the members on Board decisions;
- E. Appoint and dissolve special ad hoc committees;
- F. Call special meetings, as required;
- G. Direct the preparation of the meeting agenda;

- H. Serve as an ex-officio member of all Board committees;
- I. Represent the interests of the Board on a day-to-day basis;
- J. Perform such other duties as prescribed by Board policy, law or by Board action; and
- K. Act or designate another person to act, as spokesperson for the Board in communication to the public. The Chair or designated spokesperson will notify all individual Trustees as promptly as possible of his/her actions as the Board's representative.

Section 3. Vice Chairperson

In the absence of the Chairperson, or in the event of his inability or refusal to act, the Vice Chairperson shall perform the duties of and shall have the same powers of the said Chairperson. The Vice-Chairperson shall serve until the duly elected Chairperson assumes or resumes his or her duties.

The Vice Chairperson shall perform such other duties as may be assigned to him by the Chairperson and the Board of Trustees.

Section 4. Secretary

The Board of Trustees shall elect a Secretary to serve at the discretion of the Board. The Secretary shall certify a true copy of each official Board policy and the Board minutes.

The Secretary shall certify at the Reorganization Meeting of the Board, and on request at any other time, that a complete and accurate set of all Board minutes and policies are kept in compliance with State Statutes. The Secretary (or his/her designee) shall be the keeper of all books, records, and the Seal of the Board of Trustees and shall perform all duties assigned to him or her by the Chairperson and the Board of Trustees which includes attendance at all Board and committee meetings. If the Secretary is absent from a meeting, the Board of Trustees shall appoint a Board member as Secretary Pro Tempore.

1:10.030

Board minutes so certified shall be prepared by the Recording Secretary who shall be selected by the President and who shall be required to attend the meetings of the Board. Minutes shall be kept in an official record book specifically for that purpose and shall be kept on file in the Administration Center of the main campus as the official record of Board activity and shall be open to public inspection.

The duties of the Secretary of the Board shall be as follows:

- A. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board.
- B. Promptly furnish, or cause to be furnished, a copy of the minutes of each regular or special meeting of the Board to all members of the Board and to the President of the College.
- C. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings.
- D. Keep, or cause to be kept, a record in a separate book of the names of all members of the Board, the dates of their election, their length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board.
- E. Keep, or cause to be kept, a current and complete record and text of the Policies of the Board and publish the same from time to time as directed by the Board.
- F. Furnish to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Policies of the Board, a complete, accurate, and official copy of the text thereof.

Section 5. Treasurer

A Treasurer shall be appointed by the Board as provided by the *Illinois Community College Act*, 110 ILCS 805/3-18. Before duties begin, the Treasurer shall execute a bond in the manner and form provided for in the *Illinois Community College Act*, 110 ILCS 805/3-19. It shall be the duty of the Treasurer to:

- A. Perform all duties which the State of Illinois requires of the Treasurer.

- B. Keep an accurate record of all functions and transactions appropriate for the office.
- C. Furnish the Board with such reports as may be required.
- D. Invest funds in accordance with prescribed policy.

Section 6. Removal

Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board whenever, in its judgment, the best interests of the College would be served thereby, but such removal shall be without prejudice to other rights and duties of the office or agent.

MEETINGS OF THE BOARD

Section 1. Proclaiming Election Winners

At the first meeting following the election of Board Members held on the date required under the Consolidated Election Laws of the State of Illinois and not later than twenty-one (21) days thereafter, the Board shall meet for the purpose of proclaiming the winners of the election.

Section 2. Reorganization Meeting

The Reorganization Meeting shall be held annually. The reorganization in election years shall be held on or before the twenty-eighth (28th) day after the election. At all Organizational Meetings, the Chairperson of the Board, or, in his or her absence, the President of the Community College or the acting Chief Executive Officer of the College, shall convene the new Board, and conduct the election for Chairperson, Vice Chairperson, and Secretary. The reorganization meetings for non-election years shall be held at the regular meeting of the Board for the month of April.

The order of business shall be:

- A. Call to Order by Chairperson of Retiring Board;
- B. Roll Call by Secretary;
- C. Certification of Audit and Board Minutes and Policies by Secretary;
- D. Adjournment of Retiring Board, sine die;
- E. Convening of new Board by ranking hold-over officer from retiring Board who shall serve as temporary Chairperson;
- F. Seating of new members (Election Year);
- G. Election of Chairperson of Board;
- H. Election of Vice Chairperson;
- I. Election of Secretary;

- J. Appointment of Treasurer;
- K. Appointment of Attorney;
- L. Adoption of Policies of the Board;
- M. Appointment of Bank Depository(s);
- N. Appointment of Auditor(s);
- O. Appointment of Representatives to Standing Committees;
- P. Setting the Schedule of Regular Meetings for the Next Calendar Year.

Section 3. Regular Meetings

Regular business meetings of the Board shall be held on the fourth Tuesday of every month and shall be open to the public. Additional strategic meetings may be held as needed and shall be open to the public.

A schedule of the regular meetings shall be posted at the beginning of each calendar year and shall state the regular dates, times and places of such meetings. An agenda for each regular meeting shall be posted at the entrance of the principal administration office, on the College's website and at the location where the actual meeting is to be held on the Friday prior to each regular meeting. The agenda shall remain posted on the College's website until the regular meeting is concluded. The place of said meeting shall be the regular meeting place of the Board or any properly designated place within Community College District 511.

The Board will provide notice of its regular meetings to any news media that has filed an annual request for such notice.

Section 4. Agenda for Regular Meetings

The order of business set forth on the agenda may vary, as needed from meeting to meeting, but shall generally contain one or more of the following items of regular business and/or matters relevant to the exercise of the powers of duties of the Board of Trustees. In the event there is a public hearing, the public hearing will be held after the Study Session and generally before the General Session. The agenda for Regular Meetings shall be as follows:

- I. Study Session
 - A. Call to Order
 - B. Roll Call
- II. General Session
 - A. Minutes
 - B. Recognition of Registered Visitors
 - C. Presentations
 - D. Board Committee Reports
 - E. Reports
 - 1. Vital Signs
 - 2. President
 - 3. Attorney
 - 4. ICCTA
 - 5. Student Trustee
 - 6. Other
 - H. New Business
 - I. Unfinished Business
 - J. Trustee Comments
 - K. President's Comments
 - L. Closed Session
 - M. Adjourn

The agenda shall set forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting.

Section 5. Special Meetings

A Special Meeting of the Board may be called by the Chairperson or by any three (3) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least forty-eight hours before such meeting. The notice will include the agenda for the special meeting. The Board will provide notice of its special meetings to any news media that has filed an annual request for such notice.

Section 6. Emergency Meetings

Notice of an Emergency Meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.

Section 7. Adjourned Meetings

A Regular Meeting may be adjourned to a future date as the Board may determine.

Section 8. Waiver of Notice of Meetings

Notice of any meeting may be waived by a Board member. The attendance of a Board member at any meeting shall constitute a waiver of such notice for that meeting, except when the member attends the meeting for the express purpose of objecting to the transaction of any Board business because the meeting is not lawfully called or convened.

Section 9. Closed Sessions and Closed Meetings

Closed Sessions and Closed Meetings may be held in accordance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 et seq., as amended, modified or construed, and pursuant to adopted College policies.

At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by the *Illinois Open Meetings Act*. The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.

A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided that each meeting in such series involves the same particular matters and is scheduled to be held within three months of the vote.

The following subjects may be discussed in closed sessions:

1. Collective bargaining matters;
2. Information regarding the appointment, employment, compensation, discipline, performance, or dismissal of an employee including testimony on a complaint lodged against an employee;
3. Appointment of a member to fill a vacancy on the Board;
4. Acquisition, purchase or lease of real property, including meetings held for the purpose of discussing whether a particular parcel should be acquired;
5. The setting of a price for sale or lease of property owned;
6. The sale or purchase of securities, investments, or investment contract;
7. Campus security measures to respond to actual danger to the safety of employees, student, staff or public property;
8. Student disciplinary cases;
9. Litigation, when an action against, affecting or on behalf of the Board of Trustees has been filed and is pending before a court or other administrative tribunal, or when the Board of Trustees finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting;
10. The establishment of reserves or settlement of claims as provided in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the Board of Trustees or any intergovernmental risk management association or self insurance pool of which the Board of Trustees is a member; and

11. The discussion of minutes of meetings lawfully closed under the *Illinois Open Meetings Act*, whether for purpose of approval by the Board of the minutes or semi-annual review of the minutes.

Section 10. Recording of Closed Meetings

A verbatim record shall be kept of all meetings of the Board of Trustees or any subsidiary "public body" (as defined by the *Illinois Open Meetings Act*, 5 ILCS 120 et seq. of the College which are closed to the public. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed meetings in the manner required by the *Illinois Open Meetings Act*. Minutes of closed meetings shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed meeting. The Secretary of the Board, or his/her designee, shall maintain the verbatim recordings and minutes of all closed meetings of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the confidentiality of such verbatim recordings and minutes. The verbatim record of closed meetings shall not be open for public inspection or subject to discovery, except as provided by law.

Section 11. Budget Hearing

A public hearing on the budget will be held each year prior to its adoption. Notice of the hearing will be published in the local newspapers in accordance with Section 103-20.1 of the *Illinois Public Community College Act* as amended, modified or construed.

Section 12. Special Hearings

Special hearings will be set by official Board action, and the date and place for the hearings will be published in the local newspapers.

Section 13. Quorum and Voting

A majority of the voting members of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of said Board. If less than a majority of the duly qualified and acting voting Board members are present at said meeting, a majority of the members present may adjourn the meeting without further notice.

Unless otherwise provided herein and/or in the *Illinois Public Community College Act*, a majority of the votes of the members voting on a measure shall determine the outcome thereof, provided there is a quorum present. Voting ordinarily will be by voice except in matters requiring the expenditure of funds or the execution of contracts, when a roll call vote of the members shall be required. A roll call vote may also be used when requested by any member of the Board of Trustees.

For committee meetings, a majority of voting members of the committee shall constitute a quorum. If less than a majority of the duly qualified and acting committee members is present at the meeting, the Board Chair may act as an ex officio Board member to create a quorum at the committee meeting.

Section 14. Open to the Public

All meetings and hearings of the Board will be open to the public, except Closed Sessions and Closed Meetings as indicated in Section 9 above.

Section 15. Workshops/Board Retreats

The Board shall attend in-depth workshops or retreats organized for the purpose of assisting Board members to gain greater understanding of the College and issues affecting higher education. Workshops and/or retreats may be scheduled as deemed necessary or advisable. The news media will be given notice of the time and place of such meetings. Notice shall be posted at the entrance of the principal administration office and, when practicable, at the location where the actual meeting is to be held, not less than forty-eight (48) hours prior to the time of the meeting.

Section 16. Board Member Use of Electronic Means of Communication

Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Board members in their capacity as Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Board members, in their capacity as Board members, shall be limited to:

- A. Disseminating information; and
- B. Messages or communications not involving deliberation, debate or decision-making among three or more Board members

Examples of permissible electronic communication are:

- A. Agenda item suggestions;
- B. Reminders regarding meeting times, date, and places;
- C. The dissemination of Board meeting agenda or public record Information concerning agenda items;

- D. Responses to questions posed by the community, administrators or College staff; and
- E. Questions or requests for information directed to administrators or College staff.

Board Member Attendance by a Means Other Than Physical Presence:

- A. If a quorum of Board members is physically present at a Board meeting, a majority of the Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; or (iii) a family or other emergency. "Other means" is by video or audio conference.
- B. If a Board member wishes to attend a meeting by other means, the Board member must notify the Board Secretary of the College before the meeting unless advance notice is impractical.

Section 17. Rules of Procedure

In matters of procedure not governed by these Policies of the Board, or modified by the Board, Robert's Rules of Order, as revised, shall govern.

Board meetings shall be conducted according to current Robert's Rules of Parliamentary Procedure, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily will be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any member of the Board. Whenever a committee makes a report to the Board and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

Section 18. Recognition of Registered Visitors

Visitors wishing to be heard at a Board meeting may be afforded time, subject to reasonable constraints, to comment or to ask questions of the Board and shall comply with the following guidelines:

- A. Individuals or groups who desire to speak to the Board shall submit a request on a designated card and turn in to the designated staff up to 10 minutes prior to the scheduled beginning of the meeting.

1:10.040

- B. Any request to speak to the Board shall include the name of individual(s), the organization represented (if any), the topic to be addressed, and whether they will speak for or against the issue.
- C. The public comment section of the agenda will be limited to a thirty (30) minute maximum, to be extended if necessary at the discretion of the Chairperson.
- D. Presentations by any one individual shall be limited to three (3) minutes.
- E. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation will be limited to three (3) minutes. The Chairperson shall have the option of halting presentations which repeat points already presented, or to limit the number of speakers addressing the same perspective (for or against) on a topic.
- F. The Board, at its option, may not comment on presentation to the Board.
- G. Informal opportunities to address the Board may be granted at the Chairperson's discretion.
- H. Ten copies of any document or other medium to be submitted to the Board are to be supplied for distribution to the President's Office at least three (3) days before a Board meeting.
- I. Visitor presentations and discussions related thereto may be closed or taken under advisement as the Board deems appropriate.
- J. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

Section 19. Minutes

A record of all transactions of the Board will be set forth in the minute book of the Board, and all minute books will be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the College District. The approved minutes of all open sessions will be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions will be kept in the same manner, but will remain closed until such time the items or topics of discussion are judged to be open under the requirements of the *Illinois Open Meetings Act*. All minutes will record the name of the person making a motion, the name of the person seconding the motion, and the vote. A member may request that the reason for his vote be

1:10.040

recorded in the minutes, such request to be made at the time of voting.

All closed session minutes shall be recorded verbatim (audio or video), according to the amendments to Section 2.06 (a-f) of the *Illinois Open Meetings Act*.

Adopted: July 23, 2013

Revised: June 24, 2014

COMMITTEES

Section 1. Special Committees

Special Committees may be created by the Chairperson of the Board or by Board action. The President of the College, with the approval of the Chairperson of the Board, may call meetings of the Board Committees and may (shall) attend all committee meetings, except when his or her employment or salary is under consideration. A Special Committee shall report recommendations to the Board for appropriate action and shall be dissolved when its report is complete and accepted by the Board.

Section 2. Committee of the Whole

The Board shall maintain a Committee of the Whole consisting of every Trustee. The Committee of the Whole will generally meet monthly to discuss College business in preparation for the Regular Board Meeting. Items discussed at the Committee of the Whole shall be according to the agenda for that specific meeting. The Committee of the Whole will not be used for the taking of Board actions.

Section 3. Standing Committees

The Board may appoint Standing Committees to provide the Trustees with additional oversight or heightened levels of awareness of key College matters. Standing Committees are comprised of Board members appointed by the Chair with the advice of the Board. College administrators may also be assigned to a Standing Committee as deemed appropriate by the Board of Trustees.

Standing Committees will not interfere with the wholeness of the Board's duties and responsibilities, nor with delegation from the Board to the President nor with President's authority.

References: Board Report 4377-1 through 4377-9 February 20, 1989
Board Report 3257 September 22, 1980
Attorney Resolution 307 July 23, 2013; Board Report 7430
Adopted: June 27, 2017

CONTRACTS AND FINANCES

Section 1. Contracts

The Board of Trustees may authorize any officer or officers, agent or agents, by Resolution, to enter into any contract and execute and deliver any instrument on behalf of this Board. The President is expressly authorized to execute any contracts and grant documents approved by the Board.

Section 2. Finances

No funds shall be borrowed without specific authorization by Resolution of the Board for contracting any indebtedness.

Section 3. Checks and Depository

All checks, drafts, or orders for payment of wages, salaries, and/or other bills issued by this college district shall be signed by the properly designated officers in accordance with the Resolution filed with the depository. The depository of the funds of the Board of Trustees shall be designated by Resolution at the Reorganization Meeting.

BOARD POLICIES

Section 1. Policies of the Board

The exercise of Board powers concerning the Board structure and direction regarding the internal operating organization of the College may be classified as Policies of the Board.

“Policy” shall hereinafter be defined as a basic assumption or principle established by the Board of Trustees as a guideline for discretionary action by the administration, faculty, and staff in conducting the affairs of the College to achieve the stated goals or objectives.

The policies adopted by the Board of Trustees have been written to be consistent with the provision of law, but do not encompass all laws relating to the District’s activities. All members of the academic community shall be expected to know and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.

The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policy of the Illinois Community College Board, local, state, and federal statutes and to the United States Constitution.

Section 2. Intent of the Policies

Rules and procedures in support of the Policies of the Board are established by the administration, faculty, and staff members with the approval of the President in order to apply Board Policy to specific situations. Such rules and procedures shall be reduced to writing and shall subsequently be made a part of the College catalog, manuals and/or such handbooks as may be appropriate.

Section 3. Suspension

Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of the entire Board of Trustees, which vote will be taken by roll call and will be entered in the minutes of the meeting.

Reference: Board Report 6607 May 26, 2009
Adopted: July 23, 2013

AMENDMENTS AND ADOPTION OF BOARD POLICIES

The Policies of the Board may be amended by a majority vote of the entire Board at any meeting provided that Board members receive official notice of the proposed amendment at the Regular Board meeting prior to the meeting at which said amendment is adopted. Amendment to a policy will be made by the repeal of an existing policy and/or the enactment of a new or additional policy. Vote on the change will be taken by roll call and entered in the minutes of the meeting.

These Policies of the Board may be amended, altered, or repealed and new rules adopted at any meeting of the Board of Trustees by a unanimous vote of all voting Board members.

THE BOARD AND THE PRESIDENT

Section 1. President

The President of the College shall be the chief administrative officer of the internal operating organization of the College and shall be appointed by the Board. In addition, to the extent allowed by the *Illinois Public Community College Act*, the President may represent Rock Valley College on official and ceremonial occasions.

The Board of Trustees expects:

- A. The President, or his designee, to attend and inform and advise, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired or when the Board is in Executive Session.
- B. The President, or his designee, to attend all committee meetings of the Board and act as the resource person to the several committees of the Board, unless expressly asked to leave to enable the committee to go into executive session.
- C. The President to be responsible for the overall operation of the College by initiating, guiding, and directing activities which are necessary to fulfill the mission of the College and any such other expectations that the Board of Trustees may establish.

Section 2. Acting President

The President shall be authorized to designate a member of the College staff as Acting President during temporary disability or absence from the College. In the case of lengthy continued disability or absence of the President, in case of vacancy of the presidency, or under other special circumstances, the Board shall name an Acting President and shall negotiate a commensurate salary for said responsibility.

Section 3. Communication with the Board

The President shall serve as the primary channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization, except that nothing herein is intended to limit the ability of the Board of Trustees to communicate with Administrators assigned to Board committees or other special projects.

1:10.090

Mail received by the College which is generally addresses to the "Board of Trustees" shall be opened by the President's Office and addressed with the Board accordingly. Mail addressed to individual Trustees received by the College shall not be opened and shall be forwarded to the Trustee as soon as practicable.

The email addresses of Trustees shall be made available to the public. Such other contact information of a Trustee which is authorized for release by a Trustee shall also be made available.

Section 4. Emergency Action

In the event of emergency situations not covered by specific policies, the College President shall have the authority to take any necessary or appropriate action as he or she deems to be required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.

Adopted: July 23, 2013

Rock Valley College

3301 N. Mulford Road, Rockford, IL 61114-5699 | Toll-free (800) 973-7821 | RockValleyCollege.edu

MEMO TO: Rock Valley College Board of Trustees
FROM: Howard J. Spearman, Ph.D., President
SUBJECT: Appointment of College Treasurer
DATE: April 26, 2022

It is recommended that Ellen K. Olson, Vice President of Finance / Chief Financial Officer, be appointed College Treasurer.



Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Rock Valley College

3301 N. Mulford Road, Rockford, IL 61114-5699 | Toll-free (800) 973-7821 | RockValleyCollege.edu

MEMO TO: Rock Valley College Board of Trustees
FROM: Howard J. Spearman, Ph.D., President
SUBJECT: Appointment of College Attorney
DATE: April 26, 2022

It is recommended that Mr. Joseph J. Perkoski of Robbins Schwartz be appointed as the College attorney.



Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Rock Valley College

3301 N. Mulford Road, Rockford, IL 61114 5699 | Toll-free (800) 973-7821 | RockValleyCollege.edu

MEMO TO: Rock Valley College Board of Trustees
FROM: Ellen Olson, Vice President / Chief Financial Officer
SUBJECT: Primary Bank Depository
DATE: April 26, 2022

Illinois Bank & Trust is primary bank depository for Rock Valley College with the following list of accounts:

Illinois Bank & Trust

1. General Deposit Account
2. Accounts Payable Student Refund Account
3. Payroll Account
4. Brewster Loan Fund Account
5. Flex Account
6. Insured Cash Sweep

We recommend that Illinois Bank & Trust be appointed as the College's primary bank depository.



Ellen Olson, Vice President / Chief Financial Officer

Board Approval:


Secretary for the Board of Trustees

MEMO TO: Rock Valley College Board of Trustees
FROM: Ellen Olson, Vice President / Chief Financial Officer
SUBJECT: Certified Public Accounting Firm for Fiscal Year 2022 Audit
DATE: April 26, 2022

The Certified Public Accounting Firm that performed the audits for fiscal year 2021 was:

Sikich, LLP

The College is very pleased with the work of Sikich, LLP and would like to recommend that Sikich, LLP be re-appointed as the College's auditing firm. This would be the firm's second year of a three-year extension which expires for the fiscal year 2023 audit.



Ellen Olson, Vice President / Chief Financial Officer

Board Approval:

Secretary for the Board of Trustees

**Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Road
Rockford, IL 61114**

**Board of Trustees Committee of the Whole and Regular Meeting Schedule
May 2022 – June 2023**

Committee of the Whole meetings are normally held the second Tuesday of each month at 5:15 p.m. in the Performing Arts Room (PAR) located in the Educational Resource Center on the main campus at 3301 N. Mulford Road, Rockford, IL, or virtually via remote teleconference due to COVID-19 when Illinois statute permits. Meetings are open to the public.

Regular Board of Trustees meetings are normally held the fourth Tuesday of each month at 5:15 p.m. in the Performing Arts Room located in the Educational Resource Center on the main campus at 3301 N. Mulford Road, Rockford, IL, or virtually via remote teleconference due to COVID-19 when Illinois statute permits. Meetings are open to the public.

<u>Committee of the Whole Meetings</u>	<u>Regular Board Meetings</u>
May 10, 2022	May 24, 2022
June 14, 2022	June 28, 2022
July 12, 2022	July 26, 2022
August 9, 2022	August 23, 2022
September 13, 2022	September 27, 2022
October 11, 2022	October 25, 2022
November 15, 2022 * (Changed due to holiday)	November 2022 NO Regular Board Meeting
December 2022 NO Committee of the Whole	December 13, 2022 * (Changed due to holiday)
January 10, 2023	January 24, 2023
February 14, 2023	February 28, 2023
March 14, 2023	March 28, 2023
April 11, 2023	April 25, 2023
May 9, 2023	May 23, 2023
June 13, 2023	June 27, 2023

Other strategic meetings, retreats and Board Committee meetings will be scheduled as necessary.

Board Approval: _____
Secretary, Board of Trustees

Date: April 26, 2022