

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, May 10, 2022
MINUTES

On April 29, 2022, Governor Pritzker issued the twenty-ninth 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/99250723435?pwd=MGJGZ1dyRHRORU8vell5aVBEUTQ1Zz09> or by phone at 312-626-6799 using Meeting ID: 992 5072 3435, Passcode: 541150. 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 May 10, 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 5:15 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	Ms. Gloria Cudia
Mr. John Nelson	Mr. Paul Gorski joined the meeting at 5:24 p.m.
Ms. Evelyn Molina, Student Trustee	

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

Also Present: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; 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 and Communications; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; 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, communications and/or petitions.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from April 12, 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 fiscal year 2022 and fiscal year 2023 enrollment updates. Ms. Snider stated RVC had exceeded the Summer I enrollment goal for fiscal year 2022 by 39%. For fiscal year 2023, RVC is at 89% to budget for Summer II and 54% to budget for Fall 2022. RVC is at 97% to budget for the annual enrollment. Discussion ensued.

2. Strategic Plan Quarterly Update

Ms. Heather Snider presented the Strategic Plan Quarterly Update. Ms. Snider stated that Studer Education and RVC are collaborating to refine the strategic plan Tenets I through IV and develop a scorecard to measure RVC's strategic plan success. Ms. Snider briefly discussed Tenet I through Tenet IV (Tenet I: Access; Tenet II: Exceptional Educational Opportunities; Tenet III: Exceptional Training Opportunities; Tenet IV: Diversity, Equity, and Inclusion (DEI)). Ms. Snider stated Studer Education has helped refine the strategic plan to be more concise and has condensed the repetitiveness throughout the plan. Ms. Snider explained that the scorecard is based on five-year targets with annual goals within the scorecard. Ms. Snider gave examples of the goals and how the scorecard measures results on a scale of one to five -- one being Alert and five being a Super Stretch Goal. Ms. Snider gave divisional success stories that have been achieved. Discussion ensued.

3. Diversity, Equity, and Inclusion (DEI) Digital Badge Update

Mr. Keith Barnes, vice president of equity and inclusion, presented information on the RVC DEI Badge. The foundation level badge will include hosting difficult conversations and exercising restorative practices, DEI 101, Cultural humility and cultural competence, and Intercultural Development Inventory (IDI). There are also advanced badges that are content-specific. The IDI profiles and debriefs will be launched in May 2022, and DEI digital badge will launch on July 29, 2022. Discussion ensued.

4. Dual Credit IGA-Welding Belvidere CUSD #100

Dr. Amanda Smith, vice president of liberal arts and adult education, discussed the Dual Credit IGA Welding Agreement between Belvidere CUSD #100 and RVC. Dr. Smith stated RVC's welding department collaborated with Belvidere CUSD #100 to schedule four morning sections of WLD 100 based on student interest. Two classes will be held in fall 2022 and two in spring 2023. This dual credit partnership

will provide an opportunity for high school students to begin their welding certificate at the Advanced Technology Center (ATC). Dr. Smith explained this new pathway initiative will facilitate students' transition from high school to RVC. The financial arrangement between RVC and Belvidere School District #100 requires the District to calculate the cost equivalent of tuition and fees, with the assistance of the College, for the WLD 100 course taken per student and pay the College the total cost associated with this tuition and fees calculation. The District will also provide transportation to and from the ATC. Participating students will be financially responsible for covering additional program costs, including textbooks and course supplies. Discussion ensued.

5. Dual Credit EMT Basic Provider Course Belvidere CUSD #100

Dr. Amanda Smith presented the 2022-2023 Dual Credit MOU between Belvidere CUSD #100, Mercyhealth, and RVC. Dr. Smith stated the program is designed to provide qualified Belvidere District high school students the opportunity to enroll in FRE 223; Emergency Medical Technician. This dual credit partnership will allow Belvidere School District to complete the implementation of the District's health sciences pathway. The course is supplied by the Mercyhealth Prehospital and Emergency Services Center, and RVC will register students' credit hours. Qualified instructors will teach all EMT-Basic Provider Courses from Javon Bea Hospital's Mercyhealth Prehospital Emergency Services Center during the academic year. Belvidere District #100 will submit \$600.00 per student enrolled in the program to Mercyhealth Emergency Services Center to provide the course instructors and complete the course requirements of the Illinois Department of Public Health, National Registry of EMTs, and RVC. This fee is above and beyond the \$50.00 per student enrollment fee for each dual credit course that RVC requires. Dr. Smith stated that participating students would be financially responsible for purchasing their own stethoscope for the course. Discussion ensued.

6. LTO Dual Credit MOU Belvidere CUSD #100

Dr. Amanda Smith presented the Linking Talent with Opportunity (LTO) Memorandum of Understanding (MOU) between Belvidere CUSD #100 and RVC. Dr. Smith stated the LTO initiative is designed to provide qualified high school students to enroll in dual credit classes at their high school in designated career and technical education pathways that lead to advanced standing for certificate and degree opportunities at RVC. Dr. Smith explained that the pathway initiative facilitates students' transition from secondary coursework into RVC. Belvidere CUSD #100 will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

7. LTO Dual Credit MOU Byron CUSD #226

Dr. Amanda Smith presented the LTO Dual Credit MOU with Byron CUSD #226 and RVC. Dr. Smith explained that the school district would provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

8. LTO Dual Credit MOU Hononegah CHSD #207

Dr. Amanda Smith presented the LTO Dual Credit MOU between Hononegah CHSD #207 and RVC. Dr. Smith stated that Hononegah CHSD #207 would provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

9. Dual Credit MOU South Beloit CUSD #320

Dr. Amanda Smith presented the Dual Credit MOU between South Beloit CUSD #320 and RVC. Dr. Smith stated that to provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed an MOU to utilize the districts offering dual credit for high school courses not included in the Linking Talent with Opportunity pathways initiative. These dual credit courses are taught by qualified high school instructors and are designed to allow qualified students to receive college credit while in high school. South Beloit CUSD #320 will provide at its cost a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction. Discussion ensued.

10. Highway Construction Careers Training Program (HCCTP) Intergovernmental Cooperation Agreement (IGA)

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, presented the HCCTP IGA. Dr. Hansen stated that RVC has been providing training for the HCCTP since 2009. Previously, RVC has been the grantee for HCCTP, with ICCB being the grantor. In fiscal year 2018, the Illinois Department of Transportation (IDOT) decided to execute IGAs with the community colleges individually and removed ICCB from the process. As of fiscal year 2022, HCCTP is offered at 10 community colleges in Illinois. RVC will complete its twenty-first class for the program on June 9, 2022. Since fiscal year 2019 and the new reporting arrangements, there have been 48 participants (223 overall), with 42 completing the program (88%).

Twenty-three HCCTP graduates have been placed in trade union apprenticeship programs, three individuals have continued their higher education, four have elected not to pursue careers in construction, and three moved into full-time employment related to the training received in the program. Nine graduates are still pursuing apprenticeship opportunities. Dr. Stewart explained that the program goals under the HCCTP include providing highway construction/industry trade and life-skills training to trainees who meet the criteria and providing a stipend at an hourly rate to assist with training-related expenses, including but not limited to childcare and transportation. It is anticipated that there will be 24 trainees participating in the program for this fiscal year. Under the Agreement, IDOT will compensate Rock Valley College at a not-to-exceed amount of \$336,819 to administer the HCCTP. 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. Instructional – (Vendor Training Alliances: Continuing Education)
 - 1. Condensed Curriculum Intl. Fairfield, NJ \$ 58,000.00 (1)*
- B. Health Care Insurance – (Insurance – Health Self-Insured: Preferred Provider Organization (PPO)Medical)
 - 2. Health Care Service Corporation Chicago, IL \$ 800,000.00 (2)*
- C. Contractual Services – Maintenance Service Plant Operations Equipment: Plant Maintenance)
 - 3. Schumacher Elevator Co. Denver, CO \$ 7,000.00 (3)*
- D. Gasoline, Diesel, and E85 Fuel – (Operations and Maintenance Fund – Plant Maintenance Vehicle Supplies)

4.	Smith Oil	Rockford, IL	\$	9,300.00 (4)*
E. Utilities – (Gas: Boiler House/Stenstrom Center/Aviation Center/Bell School Center/Big Thunder Boulevard Belvidere)				
5.	Nicor	Pecatonica, IL	\$	4,000.00 (5)*
F. Educational Supplies - (Books and Binding Costs: Library)				
6.	Midwest Library Services	Bridgeton, MO	\$	13,000.00 (6)*
G. Telephone Service Charges – (Telephone Service Charges: IT Telecommunications)				
7.	AT&T	Dallas, TX	\$	7,000.00 (7)*

Discussion ensued on items B, C, E, F, and G.

Purchase Report B – FY 2022 Purchases:

A. Furniture – (Office Equipment/Furniture: SC Furniture)				
1.	Krueger International (KI)	Green Bay, WI	\$	18,600.00 (1)*
	Atmosphere	Madison, WI	\$	26,728.80
B. Exercise and Fitness Equipment – (Capital Athletic Equipment: Equipment Replacement)				
2.	Midwest Commercial Fitness	Aurora, IL	\$	19,500.00 (2)*
C. Equipment – (Theatre Stage Materials: IL Arts General Operations: Maintenance Services-Other: Starlight Theatre)				
3.	Full Compass Systems	Madison, WI	\$	20,890.00 (2)*
	Sound Concepts	Rockford, IL	\$	20,920.00
	Upstaging Inc.	Sycamore, IL	\$	21,890.00
D. Refund – (Grantor Refund of Unused Grant: Illinois Cooperative Work-Study)				
4.	Illinois Board of Higher Education	Springfield, IL	\$	10,839.90 (4)*
E. Refund – (Grantor Refund of Unused Grant: Workforce Equity Initiative)				
5.	Illinois Community College Board	Springfield, IL	\$	139,035.44 (5)*
F. Contractual Services – (Other conference & Meeting Expenses: Upward Bound)				
6.	Green Light Tour and Travel (DBA GL Travel)	Granite Bay, CA	\$	61,500.00 (6)*
G. Inspection & Repairs Bengt Sjostrom Theatre Roof - (Maintenance Service Buildings: Plant Maintenance / Foundation Grants: Bengt Sjostrom Maintenance Grant)				
7.	Uni-Systems Engineering, Inc.	Minneapolis, MN	\$	19,400.00 (7)*
H. Contract Services – (Other: Contractual Services)				
8.	Miller Engineering	Rockford, IL	\$	81,400.00 (8)*
	Helm Service	Freeport, IL	\$	84,842.00
I. Budget Software – (Higher Education Emergency Relief Fund (HEERF): General Institutional Expense)				
9.	Prophix Software, Inc.	Ontario, Canada	\$	123,858.00 (9)*
J. Contractual Services – (Consultant Services – Professional/Technical: Human Resources)				

10. TBA \$ XX.XX (10)*

K. Theater Programs – (Auxiliary Enterprises Fund – Starlight, Print/Copy Commercial Services)

11. TBA \$ XX.XX (11)*

Discussion ensued on items B, C, D, E, F, G, H, I, J, and K.

2. Ratification of Board Report #7915-D; Purchase Report D – Emergency FY2022 Purchase Approved April 26, 2022

Ms. Olson presented the Ratification of Board Report #7915-D. On April 26, 2022, the Board of Trustees approved the emergency purchase to replace two 100-gallon water heaters in the Physical Education Center for \$28,314.00. RVC personnel discovered the two defective water heaters on Monday, April 25, 2022, one day before the April 26, 2022, Board of Trustees meeting, which was less than the 48 hours notice required by the Illinois Open Meetings Act. In the interest of transparency, the Board of Trustees voted to approve the expenditure but asked the Administration to add a board report to the May 24, 2022, meeting agenda so they could officially ratify the approval of the emergency expenditure. There were no questions and no discussion.

3. Cash and Investment

Ms. Olson presented the cash and investment report through April 30, 2022. Total operating cash and investments are \$64,250,129. Total capital funds are \$13,129,795. Since March 31, 2022, the change in capital funds was <\$231,201>. The change in the operating cash and investments since March 31, 2022, was \$667,118. Ms. Olson stated that the total operating cash and investments funds were 59.07% of the fiscal year 2022 operating budget. Discussion ensued.

4. Fiscal Year 2022 Third Quarter Vital Signs

Ms. Olson presented the fiscal year 2022 Third Quarter Vital Signs report. Ms. Olson stated that excluding the SURS on Behalf, total revenues are at 77.47% to budget, and Ms. Olson anticipates RVC will receive 100% of the budgeted property taxes and state funding. Ms. Olson explained why the Investment Revenue was <\$71,077>. Interest rates until recently continue to be at an all-time low for returns, and Ms. Olson stated this is due to unrealized losses. Ms. Olson noted that in a rising rate environment, we have to recognize the unrealized loss on investments under the Governmental Accounting Standards Board (GASB). In addition, the RVC payroll continues to run under budget. The spike in March 2022 in payroll by month is due to paying out the faculty overloads as required by the Collective Bargaining Agreement (CBA). Finally, Ms. Olson reported that the healthcare costs are running above budget. Discussion ensued.

5. Fiscal Year 2022 Fund Transfer Request

Mr. Rick Jenks, vice president of operations, and Ms. Olson presented the fiscal year 2022 Fund Transfer Request. Mr. Jenks stated that on Board Report #7881, dated December 21, 2021, the Board of Trustees authorized \$2,750,000 in capital investments for fiscal year 2022. As a result, the Administration requests a fund transfer to keep four areas of concern moving forward. The Administration would like to transfer \$324,000 from the Operating Fund (Funds 01 and 02) to the Operations & Maintenance Fund (Capital - Fund 03) for the first three items listed on the report: SSB Parking/Boiler House Ramp, Cold Forming Project, and Architect of Record for fiscal year 2022 projects. In addition, due to supply chain constraints, two purchases previously approved by the Board of Trustees to be paid out of the fiscal year 2022 Operating Fund are not expected to be received before June 30, 2022. These are the 2022 Ford Police Inceptor Utility Vehicle and the AMATROL Fault Pro Trainers. Therefore, administration would also like

to transfer \$77,085 from Operating Funds (Fund 01 and 02) to the Operations & Maintenance Fund (Capital - Fund 03). Discussion ensued.

Ms. Olson stated that Administration would like to recommend that the Board of Trustees approve the request to complete a total fund transfer of \$401,085 from Operating Funds (Funds 01 and 02) to the Operations & Maintenance (Capital) Fund (Fund 03).

6. Tentative Budget for Fiscal Year 2023

Ms. Olson presented the tentative budget for fiscal year 2023. Ms. Olson stated the tentative spending plan totals \$131,988,382 for all funds and \$65,643,367 for the Operating funds (Funds 01 and 02). The Operating funds budgeted revenue is \$67,149,554, increasing \$5,985,695 from the fiscal year 2022 budget. This increase is due to increased EAV, resulting in higher property tax revenue. In addition, operating revenue assumes 100% state funding and budgeting tuition and fees approximately 4% below fiscal year 2022 actual credit hours.

Operating funds budgeted expenditure for Operations is \$65,643,367, increasing \$7,363,316 from the prior year's budget. Ms. Olson stated that the fiscal year 2023 proposed budget is balanced for operations. Also included in the budget packet is summary information on property tax revenues and the documents for Illinois Community College Board (ICCB). Ms. Olson explained that the fiscal year 2023 tentative budget will be available for public inspection at the Financial Services Office in the Support Services Building on the Rock Valley College Campus at 3301 North Mulford Road, Rockford, IL, at 9:00 a.m. on May 25, 2022. A public hearing on the fiscal year 2023 budget will be held at 5:15 p.m. on the 28th of June 2022, in person in the Performing Arts Room in the Educational Resource Center on the RVC main campus or virtually via Zoom as permitted by the Open Meetings Act. The location will be finalized 48 hours before the meeting and documented on the agenda. Discussion ensued.

7. Bond Disclosure Compliance Policy – First Reading

Ms. Olson presented the new Bond Disclosure Compliance Policy. Ms. Olson explained that RVC has issued municipal bonds, and it is expected that it may need to continue to issue additional bonds in the future. It is the responsibility of the College to maintain compliance with the federal securities laws, which includes ongoing disclosure under Rule 15C2-12 of the Securities Exchange Act of 1934. RVC has complied with the disclosure requirements. Therefore, it is appropriate that the College adopt a Bond Disclosure Compliance Policy regarding disclosing any required or voluntary information to be filed with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access system. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for May 2022. There are three appointments and no departures. Discussion ensued.

2. Compensation Study

Mr. Handley stated that the College went out to bid for the Compensation Study. Three companies responded, and the bid was awarded to Carlson Dettmann at a cost of \$54,500. Mr. Handley stated that this would be an exhaustive study and will take longer than expected, approximately five months.

3. Illinois Fiber Resources Group (iFiber) MOU with Rock Valley College

Mr. Handley presented the iFiber MOU with RVC. Mr. Handley explained that iFiber's goal is to provide broadband access through a 900-mile fiber network and connect 533 community anchor institutions

in a nine-county region to offer a high-speed network transport service. iFiber ties into the state's educational network, Illinois Century Network (ICN), and interconnects with NIUNet and Northern Illinois Technology Triangle. Northern Illinois University (NIU) established an agreement with RVC to fulfill the requirements of the Broadband Technology Opportunities Program (BTOP) grant effective May 22, 2012 ("Contribution Agreement"). As the network grows and improvements are made, formalized proper documentation is necessary. This MOU documents the current ownership of the RVC sections of the iFiber network and details areas of mutual use of fiber optic ducts between iFiber and RVC. It establishes an agreement to allow iFiber to run fiber optic cable north along Mulford Road inside RVC-owned fiber optic conduit. Mr. Handley stated that the Rockford Fire Department would utilize the new fiber cable to improve the emergency radio system the fire department uses when responding to emergencies in the northeast section of Rockford. Discussion ensued.

4. RVC Events Calendar

Mr. Handley presented the RVC on-campus events calendar for May and June 2022.

5. RVC Athletics Update

Mr. Handley presented the RVC Athletics update. Mr. Handley stated that Coaches Darryl Watkins and Tyler Bredehoeft were honored on Saturday, April 30, 2022, for being awarded the ICBA Co-Coaches of the Year in Illinois. In addition, RVC Men's Basketball player Aleksa Markovic has been selected to represent RVC in the NJCAA All-Star game in Las Vegas, Nevada, on May 13-14, 2022. Mr. Handley stated that the RVC Softball team is currently 35-9 overall and #1 in the NJCAA Division III National Poll. Seven losses were to nationally recognized NJCAA DI teams and two losses were to nationally recognized NJCAA DII teams. RVC will begin post-season play on Friday, May 13, 2022, in the Region Tournament at Joliet Junior College. RVC Baseball is 18-27 on the year. Most of their losses have come to the region's top NJCAA DI and DII teams. RVC baseball will play in the Region Tournament Thursday, May 12, 2022. The site is to be determined. Mr. Handley stated that the RVC Athletics had signed 131 athletes for the 2022-2023 school year. Our coaches are continuing to finalize the roster, and this number expects to exceed 190 athletes beginning in the fall. Discussion ensued.

6. Advanced Technology Center (ATC) Update

ATC Cost Summary: Ms. Olson presented the ATC cost summary, noting that not much has changed. The construction budget was \$8,368,500. RVC is expecting to be under budget by approximately \$100,000 due to managing change orders. Approved expenses for Furniture Fixtures and Equipment are \$4,463,685.69, and will be approximately \$800,000 under budget. The College has been informed that the last pieces of equipment are on a ship arriving on the west coast and delivery is unknown at this time. Invoices are continuing to be paid, but it is anticipated that the project will come in under budget. Discussion ensued.

New Business / Unfinished Business

New Business: Dr. Spearman stated that the airplane from AAR did land and is in RVC's custody.

Unfinished Business: There was no unfinished business.

Adjourn to Closed Session

A closed session was not held.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on May 24, 2022, at 5:15 p.m. virtually via teleconference.

Next Committee of the Whole Meeting

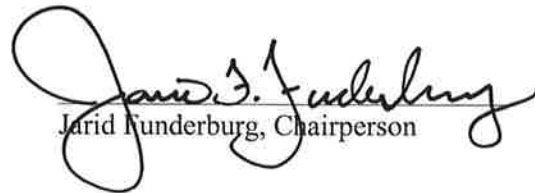
The next Committee of the Whole meeting will be held on June 14, 2022, at 5:15 p.m. virtually via teleconference or in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus, when Illinois statute permits.

Adjourn

At 7:55 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, 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