

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

**LOCATION FOR THIS MEETING ONLY
ADVANCED TECHNOLOGY CENTER, ROOM 1300
1400 BIG THUNDER BLVD, BELVIDERE, IL 61008**

**Regular Meeting
5:15 p.m.
October 25, 2022**

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by Means Other Than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting 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), all in accordance with the Illinois Open Meetings Act.
- G. Reconvene Open Meeting**
- H. General Presentations**
- I. Approval of Minutes**
 - 1. September 13, 2022 Committee of the Whole meeting
 - 2. September 27, 2022 Regular Board meeting
- J. Action Items**
 - 1. Approve Claims Sheet (Check Register-September 2022) (BR 7984)
 - 2. Approve Purchase Reports
 - a. Purchase Report – FY23 Amendments (BR 7985-A)
 - b. Purchase Report – FY23 Purchases (BR 7985-B)
 - 3. Approve Personnel Report (BR 7986)
 - 4. Approve Proposed 2022 Tax Levy and Setting Date for Truth-in-Taxation Hearing (BR 7987)
 - 5. Approve Abused and Neglected Child Reporting Act Update Board Policy 2:10.030 – Second Reading (BR 7988)
 - 6. Approve Criminal Background Investigation Update Board Policy 3:20.030 – Second Reading (BR 7989)
- K. Other Business**
 - 1. New Business
 - 2. Unfinished Business

L. 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

M. Adjourn to Closed Session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting 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, all in accordance with the Illinois Open Meetings Act.

N. Reconvene Open Meeting

O. Date of Next Committee of the Whole Meeting: November 15, 2022. 5:15 p.m. The meeting will be held **in person** in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus. (NOTE: A Committee of the Whole meeting will not be held in December.)

P. Date of Next Regular Meeting: December 13, 2022. 5:15 p.m. The meeting will be held **in person** in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus. (NOTE: A Regular meeting will not be held in November.)

Q. Adjourn

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, September 13, 2022
MINUTES

On August 19, 2022, Governor Pritzker issued the thirty-second Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

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

Access to the Regular Board of Trustees meeting is provided via teleconference online: <https://rockvalleycollege-edu.zoom.us/j/94204678776?pwd=TkI0Rk5ESmNFdTh5O2FVbWMzOkc3OT09> or phone at 312-626-6799 using Meeting ID: 942 0467 8776, Passcode: 605905. 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 September 13, 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 Vice Chairperson Gloria Cudia.

Roll Call

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

Ms. Gloria Cudia	Mr. John Nelson
Ms. Crystal Soltow joined at 6:10 p.m.	Mr. Robert Trojan
Mr. Paul Gorski	Ms. Lynn Kearney
Mr. Ryan Russell, Student Trustee	

The following Trustee was absent at roll call: Mr. Jarid Funderburg

Also Present: Dr. Howard Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Keith Barnes, Vice President of Equity and Inclusion; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Interim Assistant to the President; Attorney Christopher Gorman, 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 August 9, 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. Fall Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Fiscal Year 2023 Fall Enrollment Update. Ms. Snider stated that RVC is holding at 100% to goal for fall classes. Ms. Snider said that RVC continues to check the enrollment numbers as RVC still has students registering for late starting classes and a second eight-week session that begins halfway through the semester. The first 12-week courses started on Saturday, September 10, 2022, and a second eight-week registration will begin on Saturday, October 8, 2022.

2. 14th-Day Census Enrollment Data Brief Strategic Plan Update

Ms. Snider presented the 14th-Day Census Enrollment Data Brief. Ms. Snider explained that the data in the report had been captured and submitted to the Illinois Community College Board (ICCB). The RVC fall census enrollment identifies the number of students officially enrolled in credit courses at the College at the end of registration for the fall term. Ms. Snider stated that the 14th-day census enrollment is based on an unduplicated headcount of Arts, Sciences, Career Education, Adult Education, and Vocational Skills courses in Community and Continuing Professional Education. Ms. Snider explained that the 14th-day census enrollment is to provide a “snapshot” or point-in-time view of RVC’s fall enrollment. At RVC, data to inform the report is captured on the 14th “class” day from the first day of classes, including Saturdays.

Ms. Snider stated that from Fiscal Year (FY) 2019 to FY 2023, RVC experienced a 6.13% decrease in unduplicated headcount as reported on the 14th class day, with an annual increase between FY 2022 and FY 2023 of 6.68%. Ms. Snider stated that this is the first increase of the five-year period. Ms. Snider noted that a similar pattern can be seen with credit hours and full-time equivalents (for this report, full-time equivalent (FTE) is based on 15 credit hours per term) with an overall decrease of 10.03% over the five years and a 0.98% increase from FY 2022 to FY 2023. Ms. Snider also stated that over the five years, credit hours and FTE had decreased faster than headcount, suggesting that students take fewer credit hours on average. Discussion ensued.

3. Early College Enrollment Update

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, introduced Ms. Cara Schultz, dean of early college, and presented the Early College update. Ms. Schultz explained that Early College opportunities include Dual Credit Programs (college credit programs; high school credit awarded). These dual credit programs are comprised of Dual Credit at High School, Linking Talent with Opportunity Pathways, Dual Credit at RVC, Running Start, and Senior Semester. Other Early College opportunities include Dual Enrollment at RVC (college credit program; no high school credit awarded), Transitional Math and English (college placement program; high school credit only), and Pathways Bridge Programs (summer cohort career and technical education college credit program). Ms. Schultz presented the enrollment and course completion numbers for the programs mentioned above. Trustee Trojan noted that he would like to see enrollment data for aviation, NIU engineering, healthcare,

Purchase Report B – FY 2023 Purchases:

A. Software – (Office Computer Equipment; IT Equipment; Maintenance Service Computer Equipment – IT Administration)			
1.	Alliance Technology Group	Hanover, MD	\$ 42,600.00 (1)*
B. Printing Contract – (Print/Copy Commercial Services; Continuing Education)			
2.	KK Stevens Publishing Co.	Astoria, IL	\$ 24,000.00 (2)*
	Action Printing	Fond Du Lac, WI	\$ 30,000.00
C. Supplies – (ATheater Stage Materials: Starlight)			
3.	Lowes Home Improvement	Rockford, IL	\$ 10,000.00 (3)*
			NOT TO EXCEED
D. Contract Services – (HR-Contractual Services)			
4.	Truview BSI	Hicksville, NY	\$ 20,000.00 (4)*
			NOT TO EXCEED
	Bushue	Effingham, IL	\$ 24,160.00
E. Software – (Instructional Software & Administrative Software: General Institutional Software)			
5.	To Be Determined		\$ X,XXX.XX (5)*

Discussion ensued on Purchase Report A and Purchase Report B.

2. Cash and Investment

Ms. Olson presented the Cash and Investment Report through August 31, 2022. Total operating cash and investments are \$72,609,823. Total capital funds are \$20,355,497. Since July 31, 2022, the change in capital funds was \$520,200. The change in the operating cash and investments since July 31, 2022, was <\$617,785>. Ms. Olson stated that the total operating cash and investment funds were 68.71% of the fiscal year 2023 operating budget. Discussion ensued.

3. Tax Levy Discussion

Ms. Olson presented the tax levy discussion. Ms. Olson stated that the Liability Protection Settlement Fund is the “Tort” Fund 12. This fund is established pursuant to 748 ILCS 10/9-107 and 40 ILCS 5/21/110.1 of the Illinois Compiled Statutes. The Tort Fund is used for the following items per the statutes: insurance, risk management, unemployment, worker’s compensation insurance, and claims, and cost of participation in the federal Medicare/Social Security programs. RVC discontinued the levy for the Tort in Levy Year (LY) 2018 for \$1.0 million, or a rate of .0173. Ms. Olson stated that the fund is expected to be fully depleted in FY 2025 at the current expense rate. Ms. Olson noted that the administration recommends levying the Liability Protection Fund as the College recognizes the following needs: increase and improve risk management practices and procedures; the requirement to provide safety training to all employees, and increased requirement for state safety training. Ms. Olson also reviewed the Protection Health and Safety (PHS) Fund. Ms. Olson said that under the Illinois Community College Board (ICCB) Act 110 ILCS 805/3-20.3.01, the college is allowed to levy for PHS projects, including energy conservation, accessibility, fire prevention and safety, health and safety concerns, and environmental protection. Ms. Olson stated that RVC has not levied for PHS since 2012. The rate in 2012 was .0230 but has been as high as .0649 in 2006. RVC is currently allowed to levy up to 0.05. Ms. Olson reviewed the existing PHS projects and potential future PHS projects.

The administration recommends estimating a Tort levy of \$2 million a year, or an approximate levy rate of .0299, for Levy Year 2022. This incorporates \$500,000 for new OSHA and Risk Management initiatives while covering current costs. A Protection, Health, and Safety levy for \$1.5 million a year, or an

approximate levy rate of 0.0224, for Levy Year 2022. In response to questions from trustees, Chief Operations Officer Rick Jenks provided additional details on potential PHS projects. Discussion ensued.

4. CDB Project: 810-080-019 Fund Transfer Request

Mr. Rick Jenks, vice president of operations, presented the CDB project 810-080-019 fund transfer request. Mr. Jenks stated that in October 2019, RVC created a PMA trust account to pay the State of Illinois Capital Development Board (CDB) for RVC's Educational Resource Center stairs repair deferred maintenance project. During the installation of the stairs, it was discovered that there was damage to the water drainage pipe below the stairs. The cost to repair the pipe is estimated at \$114,392.00 and exceeds the \$97,135.00 CDB has available to pay for the repair. Therefore, an additional \$17,257.00 is needed to repair the drainage pipe.

Mr. Jenks stated that the administration recommends that the Board of Trustees authorize the College's Treasurer to transfer an additional \$17,257.00 from the College's unrestricted capital account at Illinois Bank and Trust to the PMA trust account to fund the additional expense to repair the broken drainage pipe. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the personnel report for September 2022. There is a revised appointment and one departure.

2. Human Resources Annual Personnel Report

Mr. Handley presented the FY 2022 Human Resources annual report. Mr. Handley explained that the U.S. unemployment rate for July 2022 is 3.5%, down from 5.5% in July 2021, which is lower than unemployment pre-Covid. Unfortunately, RVC experienced an increase in employee turnover of 15.3%, with the FOP and PSA workgroups experiencing the most significant percentage of losses to their employee base. Mr. Handley stated that feedback from exit interviews suggests that higher wages drove RVC's employees to depart for our professional staff and police officers. To turn around the trend for FOP, the Board of Trustees approved an increase in base wages for our Officers, as well as sign-on and longevity bonuses to attract and retain law enforcement talent. The Board of Trustees also approved a compensation study to be conducted by third-party consultant Carlson Dettmann. Carlson Dettmann will focus on analyzing the salaries of the PSA/ESP/ADM groups, and their recommendations are expected in early 2023. Mr. Handley noted the ratification of a six-year collective bargaining agreement (CBA) with the Support Staff Association (SSA), the longest CBA in the history of RVC. Salary increases were front-loaded in the CBA to increase wages sooner for employees in the SSA. This agreement demonstrates the mutual collaboration between those represented by the SSA and RVC's Administration.

The Human Resources team added a Talent Acquisition Specialist in FY 2022 to help the College proactively staff for vacancies. Mr. Handley stated staffing activity has nearly doubled in FY 2022, with most placements occurring due to transfers, new hires, and promotions. Although the number of Faculty reported is down 10 year-over-year (FY 2021 to FY 2022), RVC is pleased to report that 17 new Faculty started in August 2022. RVC's Talent Acquisition Specialist is collaborating with the Marketing, and IT teams to rebrand RVC as a great place to work and will launch a talent network allowing interested applicants to stay engaged and connected with RVC throughout their candidacy. RVC has also incorporated competency-based techniques into our interviewing approach, allowing search committees to identify applicants who are the best cultural fit, all while removing biases in the selection process.

Mr. Handley wrapped up his presentation by stating that essential changes have taken place for RVC's Cabinet and senior leadership team that will better position the College as a student-ready campus. In late FY 2021, a brand-new Diversity, Equity, and Inclusion (DEI) team were formed, including the addition of

RVC's first vice president of equity and inclusion. The DEI team recently further expanded with the addition of an ADA compliance coordinator, allowing the College to coordinate the different personal needs and legal requirements for students, employees, facilities, and IT infrastructure. In FY 2022, RVC evolved our Industry Partnership and Community Engagement teams under one leader. The Operations team added RVC's first project manager to ensure that the numerous college projects continue to progress, and the Foundation added a director of development and alumni relations to care for the philanthropic opportunities of RVC. Discussion ensued.

3. New Fixed Assets Tracking and Projection Software

Mr. Rick Jenks presented the fixed assets tracking and projection software presentation. Mr. Jenks stated that RVC has over \$199 million in building assets and over \$16 million in service equipment inside those buildings. Information on these assets is spread over several different platforms or in various documentation. Most of the data is contained in paper copies and drawings. Mr. Jenks stated that there is currently no means for the College to predict or plan for capital improvement, and RVC now relies on personnel's knowledge to predict or determine when items should be replaced. There is also no way to calculate the estimated capital investments needed to maintain the college equipment and buildings at an appropriate level.

Currently, the College utilizes School Dude Software at an annual cost of \$17,752. The College uses this software to keep track of work orders for repairs around campus. The new software is Brightly, a more recent version of the older School Dude software. The annual cost will be \$28,978. Mr. Jenks stated there is also a one-time implementation cost of approximately \$9,000. A blanket purchase order is requested for \$40,000 for the first year (budgeted). After inputting assets and information into the system, the program can log repairs to items, predict end-of-life for equipment, tag items with monitoring tags to detect vibrations to signal a need to replace, and predict long-term costs. The Brightly software will allow the College to determine the annual cost to maintain the College at an appropriate and sustainable level of operations. Discussion ensued.

4. RVC College Events Calendar

Mr. Handley presented the RVC on-campus events calendar for September and October 2022. Discussion ensued.

5. Athletic Programs Update

Dr. Patrick Peyer, vice president of student affairs, presented the athletic programs update. Dr. Peyer stated that the RVC's Volleyball is 7-7 overall on the year. The volleyball team began the year as the College's first program to be nationally recognized in the NJCAA D2 national poll. However, six of their seven total losses have come at the hands of the Top 15 NJCAA D2 programs.

Dr. Peyer stated that RVC's Women's Soccer is 2-1 overall on the year and that RVC's Men's Soccer is 2-1 overall on the year.

Dr. Peyer explained that RVC's golf returned to competition for the first time since 2015 and competed in two tournaments over the weekend. On Friday, August 26th, three RVC golfers played in the Highland 36 hosted by Highland College at Park Hills West Golf Course in Freeport, IL. The tournament consisted of two 18-hole rounds in one day. Discussion ensued.

6. Abused and Neglected Child Reporting Act Update Board Policy 2:10.030 – First Reading

Mr. Handley presented the Abused and Neglected Child Reporting Act update. Mr. Handley stated that RVC has an existing Board Policy 2:10.030 for Abused and Neglected Child Reporting to comply with the Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/1 *et seq.*).

The current policy does not capture essential requirements contained in Article II of the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*), which stipulates that if a mandated reporter has

reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, that a mandated reporter must immediately report to the Department of Children and Family Services (DCFS). Furthermore, the current policy also does not specify expectations regarding attended and unattended minors on campus, regardless of whether or not the minor is officially enrolled in a program on campus. The revised policy captures the requirements of the JCA as well as expectations about unattended minors on campus.

The administration recommends approval of the revision of Board Policy 2:10.030 Abused and Neglected Child Reporting to expand the policy to include provisions outlined in the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*) and expectations related to minors on campus, and be renamed Abused and Neglected Child Reporting; Minors on Campus. Discussion ensued.

7. Criminal Background Investigation Update Board Policy 3:20.030 – First Reading

Mr. Handley presented the criminal background investigation update. Mr. Handley stated that RVC has an existing Board Policy 3:20.030 for criminal background investigations. Conducting a pre-employment background check for new hires is a crucial safeguard to protect students, employees, and the community visiting the campus. The current Board Policy indicates that the Police Department is responsible for conducting the background investigation. RVC utilizes a third-party vendor that specializes in performing the searches. These firms have the technology to conduct the searches locally, nationally, and internationally (when appropriate). At present, only one member of the Police Department engages with the criminal background check vendor. The administration of RVC wishes to transfer this responsibility to the Human Resources department. Moving the responsibility to the Human Resources department will allow for fewer handoffs of information between Human Resources and the Police Department, greater control of the applicants' private information, and quicker turn-around time for background checks to be completed.

The administration recommends approval of the revision of Board Policy 3:20.030 so that Human Resources will oversee the completion of criminal background checks. Discussion ensued.

New Business / Unfinished Business

New Business/Unfinished Business: Dr. Spearman stated there was new business that Dr. Stewart would present to the Trustees. Dr. Stewart noted that the 32-week Computer Numerical Control (CNC) program has the first of four CNC credential certificates for six out of eight students who have completed or passed the National Institute for Metalworking Skills (NIMS) CNC Mill Operations online exam and lab requirements. Dr. Stewart stated that an industry-approved, eight-week CNC curriculum was developed. Approximately seven weeks ago, Industry Partners composed an eight-week CNC Curriculum with the CNC Faculty at RVC to cover their workforce demands and needs. Discussion ensued.

There was no unfinished business.

Adjourn to Closed Session

At 7:37 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, specific individuals who serve as independent contractors in a park, recreational, or educational setting 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 a unanimous roll call vote.

Reconvene Open Session

At 8:24 p.m., a motion was made by Trustee Nelson, 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 September 27, 2022, at 5:15 p.m. in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on October 11, 2022, at 5:15 p.m. in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

Adjourn

At 8:27 p.m., a motion was made by Trustee Trojan, 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

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

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING
5:15 p.m., September 27, 2022**

MINUTES

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 in the Educational Resource Center, Room 0214, known as the Performing Arts Room (PAR), on the main campus on Tuesday, September 27, 2022. The meeting was called to order by Board Chair Jarid Funderburg at 5:15 p.m.

Roll Call

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

Mr. Jarid Funderburg	Ms. Gloria Cudia
Mr. Bob Trojan	Mr. Paul Gorski
Mr. John Nelson	Student Trustee Ryan Russell

The following trustees were absent: Ms. Lynn Kearney, Ms. Crystal Soltow.

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

Board Member Attendance by Means Other Than Physical Presence

Board Chair Funderburg asked for a motion to allow trustee attendance by means other than physical presence.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to allow Trustee Kearney and Trustee Soltow to attend tonight's meeting by means other than physical presence. Attorney Matthew Gardner confirmed the three reasons a trustee could attend a meeting by means other than physical presence: (1) personal illness or disability, (2) employment purposes or the business of the public body, or (3) family or other emergency, and that all three are in accordance with Board policy.

Although Trustee Kearney had provided a request in advance to participate in the meeting by telephone, it was not known why Trustee Soltow was absent. Attorney Gardner stated that the motion could stand as read. The motion was approved by unanimous roll call vote.

Trustee Kearney then joined the meeting via telephone.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

There were no visitors to be recognized.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Cudia, seconded by Trustee Nelson, to approve the minutes of the August 9, 2022 Committee of the Whole meeting and the August 23, 2022 Regular meeting.

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

Action Items

1. BR 7978 – Claims Sheet

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from August 1, 2022 to August 31, 2022. The total is \$3,267,629.29.

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 7978.

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

2a. BR 7979-A – Purchase Report-A – FY23 Amendments

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 7979-A, Purchase Report-A.

\$ 110,880.00	A. Helm Service, Freeport, IL
\$ 22,000.00	B. Brightly Software (Formerly Dude Solutions), Cary, NC
\$ 50,000.00	C. Department of Homeland Security, Laguna Nigel, CA

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7979-A.

Vice President Ellen Olson confirmed that no changes have been made since the September 13 Committee of the Whole meeting.

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

2b. BR 7979-B – Purchase Report-B – FY23 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 7979-B, Purchase Report-B.

\$ 42,600.00	A. Alliance Technology Group, Hanover, MD
\$ 24,000.00	B. KK Stevens Publishing Co, Astoria, IL
\$ NOT TO EXCEED \$10,000.00	C. Lowes Home Improvement, Rockford, IL
\$ NOT TO EXCEED \$20,000.00	D. Truview BSI, Hicksville, NY
\$ 135,000.00	E. Modern Campus, Camarillo, CA

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7979-B.

Vice President Ellen Olson confirmed that changes have been made to Item C., Instructional Software (website redesign project) since the September 13 Committee of the Whole meeting.

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

3. BR 7980 – Capital Development Board (CDB) Project 810-080-019, Educational Resource Center (ERC) Stairs Repair Project, Authorization to Increase Trust Account

The Board Report reads in part: It is recommended that the Board of Trustees authorizes the College's Treasurer to transfer an additional \$17,257.00 from the College's unrestricted capital account at Illinois Bank and Trust to the PMA trust account to fund the additional expense to repair the broken drainage pipe below the stairs at the Educational Resource Center.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7980.

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

4. BR 7981 – Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel actions outlined in the report.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7981.

Vice President Human Resources Jim Handley confirmed that the item under Appointments is a revision to a previous month's Personnel Report.

The motion was approved by unanimous roll call vote.

5. BR 7982 – FIRST READING: Board Policy 2:10.030 – Abused and Neglected Child Reporting; Minor on Campus

The Board Report reads in part: It is recommended that the Board of Trustees approves the revision of Board Policy 2:10.030 Abused and Neglected Child Reporting to expand the policy to include provisions outlined in the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*) and expectations related to minors on campus and be renamed Abused and Neglected Child Reporting; Minors on Campus.

Since this is a First Reading, a vote was not taken.

6. BR 7983 – FIRST READING: Board Policy 3:20.030 – Criminal Background Investigation

The Board Report reads in part: It is recommended that the Board of Trustees approves the revision of Board Policy 3:20.030 so that Human Resources will oversee the completion of criminal background checks.

Since this is a First Reading, a vote was not taken.

Other Business

1. New Business

There was no new business.

2. Unfinished Business

There was no unfinished business.

Updates / Reports

1. President's Update

President Spearman provided highlights of recent and upcoming activities including:

- An Office of the President web page is now posted on the RVC website and includes links to the Strategic Plan and Cabinet members' contact information.
- Last Friday, September 23, Cabinet spent time getting to know the SGA student leaders at their leadership retreat. Following lunch and a discussion of leadership styles, some ended the day playing volleyball in front of the Student Center.
- October is Manufacturing Month and it's filled with many activities:
 - October 5 and October 19 - HLC site visits at ATC and SCCE
 - October 13 – Manufacturing Day celebration at the ATC
 - October 25 – Regular Board of Trustees meeting to be held at the ATC
 - October xx - Airplane dedication at the Aviation Career Education Center. Date and time to be announced.

2. Leadership

- Vice President Heather Snider made several announcements: 1) No enrollment reports for now, however, Winterim registration opens October 17, and Spring registration opens October 20. RVC's 58th birthday will be celebrated October 10 from 2:00-4:00 p.m. under the tent near Starlight Theatre. Marketing also is partnering with Student Affairs to kick off Midterm Mania for students that day so all can celebrate.

- Vice President Ellen Olson noted that on Sunday, September 25 a bench was dedicated to Mr. Kanwal Prashar, a longtime RVC faculty member. The memorial bench was a gift to the RVC Foundation by the Rockford Interfaith Council.
- Vice President Keith Barnes announced that on September 15, 250 students and staff celebrated the kick-off of Hispanic Heritage Month. October is National Disability month, as well as LGBTQ+ history month. The office of Diversity, Equity and Inclusion hosted the Fall 2022 Symposium on African-American Student Success on Friday, September 30.
- Vice President Rick Jenks provided several updates:
 - Due to the heavy rain on September 11 and ongoing roof repairs by the building owner, RVC Downtown staff and classes have been temporarily relocated to the Stenstrom Center for Career Education (SCCE) until the roof repairs are completed.
 - Heavy rain also caused damage to the RVC bookstore where leaks have caused damage to the walls. Mold was found and tests were conducted to determine air quality in the bookstore and the Atrium, which use the same HVAC system. To complete the repairs, which may take several months, the bookstore may need to be moved. The College's insurance company has been contacted.
 - The College's Police Department has been holding Active Shooter and Stop the Bleed training on campus since August, with 127 staff participating.
 - After nearly two and a half years of work, the RVC Police Department has received the Gold award for standardizing policies and procedures using the industry's best practices. The Department was recently awarded the recognition from Lexipol Connect, the national organization that specializes in police policy management and development in the U.S. Next steps include additional state and national certification of the policy and procedure manual.
 - In response to a question from Trustee Nelson, Mr. Jenks noted that the long-term location of the RVC bookstore will be included in discussions of the Facilities Master Plan.
- Vice President Jim Handley briefly reviewed the Staff Professional Day held in person on September 6 and thanked Dr. Kym Blanchard and Dr. Amanda Smith for their help planning the event. Staff recognition awards were presented to Rookie of the Year Cara Vande Voorde, Leader of the Year David Schneider; and Employee of the Year Vonnie Busker.
- Vice President Amanda Smith provided an update on grant funding. RVC has been awarded \$469,542 in FY2023 for the PATH grant to address the shortage of workers in the healthcare industry as a result of the Covid-19 pandemic. RVC has also received an extension of the Workforce Equity Initiative (WEI) grant to June 30, 2023, as well as a fourth WEI grant for \$1.2 million, which will add health career pathways. Also, 34 WEI summer/fall completers have graduated. Of the 37 spring completers, 20 have found employment.
- President Spearman also thanked Brittany Freiberg for her work with the RVC Foundation. One of the Foundation's donors called him yesterday in praise of Ms. Freiberg's work and committed \$10,000 to the RVCStrong campaign's emerging students fund to assist students with disabilities, both credit and non-credit.

3. Trustee Comments

- Trustee Nelson commented that it was great to be meeting in person but added that Covid is expected to rise again.

- Trustee Cudia thanked administrators and staff who have kept Board meetings going for the last two years during Covid.
- Trustee Trojan thanked Ms. Heather Snider for the ROI enrollment data and thanked Brittany Freiberg for her quick response to his previous question on the availability of RVC scholarships to high school students.
- Trustee Funderburg commented that it's nice to see how everyone pitches in to keep spirits high and also thanked the RVC Foundation for their work with donors.
- Trustee Kearney commented that she appreciates being able to participate by phone.
- Trustee Gorski commented that he is also concerned about the rise of Covid and urged everyone to get the new booster shot. He also appreciates the staff's quick response time and willingness to share information. He added that someone he knows recently heard President Spearman speak at a public event and said, "He's got it right."

4. ICCTA Report (Illinois Community College Trustees Association)

Trustee Nelson reported that he was unable to attend the September ICCTA meeting due to illness, so there is no report.

5. Student Trustee Report

Student Trustee Ryan Russell reported on student activities, noting that the Student Government Association (SGA) is actively reaching out to the student body to fill roles in the organization. The group also held an open mic activity for students to voice their concerns. Other activities include September 26 - Manager of First Year Experience Amanda Zika held a student success workshop; October 5 - 6:00-8:00 p.m. College Night in the PEC; October 6 - 11:00 a.m.-1:00 p.m., Mental Health Check. In response to a question from Trustee Cudia, Student Trustee Russell indicated he would obtain more details regarding the mental health event.

6. RVC Foundation Liaison Report

Trustee Trojan commented that the Foundation board met September 20 and is reviewing the fundraising agreement to provide athletics scholarships and the agreement with the College. The next Alumni and Retiree Breakfast is scheduled for October 20; the annual Scholarship Donor Luncheon will be held November 4. The RVC Proud employee campaign kicks off in November. Nearly \$180,000 was awarded in the Foundation's second chance scholarships campaign.

7. Freedom of Information Act (FOIA) Report

The FOIA report was accepted as presented.

Closed Session

At 6:00 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting 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), all in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 6:41 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cudia, to adjourn the closed session and return to open session. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

Next Meeting

The next Committee of the Whole meeting will be held on Tuesday, October 11, 2022 at 5:15 p.m. The meeting will be held **in person** in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus.

The next Regular meeting will be held on Tuesday, October 25, 2022 at 5:15 p.m. The meeting will be held **in person at the Advanced Technology Center, 1400 Big Thunder Blvd., Belvidere, IL. (Note change of location for this meeting only.)**

Adjournment

At 6:43 p.m., a motion was made by Trustee Trojan, seconded by Trustee Cudia, to adjourn the meeting. The motion was approved by unanimous voice 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 September 1, 2022 to September 30, 2022

The total is \$ 1,972,643.56.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A – FY23 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Contractual Services – (Consultant Services – Professional/Technical: Operations)

OPN Architects Madison, WI

NOT TO EXCEED \$240,000.00*(1)

1. This amendment is to add the formal assessment and documentation of assets within Rock Valley College (RVC) owned properties to the Architect of Record FY23 contract. This expense will include end-of-life estimates as well as current value replacement costs. Items to be documented will consist of the following types: HVAC equipment, generators, doors, hardware, lighting, electrical, carpeting, plumbing equipment, security equipment, and other related items. Based on a price of \$0.25 per square foot and estimated square footage of 950,000, the overall cost is estimated at \$237,500.00.

Original approved amount	\$305,600.00
Increase	\$240,000.00
Total expenditure	\$545,600.00

FY23 Capital
Original Board Report BR #7938-F

Purchase Report-A – FY23 Amendments

B. Services – (Telecommunications: IT Telecommunications)

Northern Illinois University DeKalb, IL **\$1,240.00*(2)**

2. This amendment is to increase the bandwidth for the College to improve internet speeds. Students and staff have been experiencing slower internet response times due to the IT Department moving multiple enterprise modules to the Cloud this past year. Currently, the College has a three-year agreement for 500 Megabytes per second (Mbps) bandwidth at a cost of \$11,000.00 per year. The cost to increase the bandwidth up to 1,000 Mbps would cost \$14,400.00 per year on a three-year agreement. By changing to a five-year agreement at \$12,240.00 per year, the college would receive a cost savings of \$2,160.00 per year. Northern Illinois University runs the iFiber collaboration which provides the College’s network connection and bandwidth. It is recommended that we change from a three-year contract to a five-year contract to take advantage of the cost savings.

Original approved amount	\$11,000.00
Increase	\$1,240.00
Total expenditure	\$12,240.00

FY23 Budgeted Expense
Original Board Report BR #7938-F

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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Original approved amount	\$11,000.00
Increase	\$1,240.00
Total expenditure	\$12,240.00

FY23 Budgeted Expense
Original Board Report BR #7938-F

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY23 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Equipment – (Instructional Equipment: Music)

Randee’s Music Center Rockford IL \$11,210.00*(1)

1. The Liberal Arts Department has been systematically updating two (2) Yamaha Clavinova (student) digital pianos in the Rock Valley College Piano Lab every year since 2019. This year the department received additional funds not only to upgrade the two (2) digital student pianos, but also to upgrade the instructor’s digital piano. The price for the three (3) pianos is \$11,210.00. Randee’s Music Center is the Educational Regional Supplier for the Rockford area.

FY23 Budgeted Expenses

B. Contractual Services – (Other Contractual Services: Athletics)

Forest Hills Country Club Rockford IL \$10,882.00*(2)

2. This expense is for the annual Athletic Department golf outing held on July 25, 2022, to raise funds for the Rock Valley College (RVC) Athletic Booster Club. This expense covers the per golfer base price, use of the facilities, lunch, dinner, and a gratuity for the golf course workers that help the day of the event.

FY23 Budgeted Expense

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

Rockford Symphony Orchestra Rockford IL \$13,431.00*(3)

3. This expense is to pay the Rockford Symphony Orchestra its 50% portion of the ticket sales from the annual July 3, 2022, Patriotic concert held on campus. This performance is done in collaboration with Starlight Theatre every year.

FY23 Budgeted Expense

Purchase Report-B – FY23 Purchases

D. Software – (Maintenance Services Software Support: IT Administration)

Servio Consulting Frankfort IL

\$58,000.00*(4)

4. This expense is for year two of a five-year Customer Relationship Management (CRM) project for the Student Affairs Department. The application will provide a robust and scalable enterprise system starting at a student’s initial enrollment and includes marketing to prospective students, recruitment, admissions, testing, orientation, and registrations.

FY23 Budgeted Expense

E. Equipment – (Instructional Supplies General: Perkins)

Air One Equipment Inc. South Elgin IL

\$30,000.00*(5)

5. This expense is to purchase five (5) Self Contained Breathing Apparatuses (SCBA) for the Fire Science students and faculty. Most fire departments in the Rock Valley College jurisdiction use Mine Safety Appliance (MSA) SCBAs for their firefighting operations. Purchasing this specific brand of SCBA will allow students to train on the same equipment they will use in the workplace. Air One Equipment Inc. is the single-source authorized dealer of MSA Self-Contained Breathing Apparatus in the Illinois Region. This expense will be covered by the Perkins Funds.

FY23 Grant Expense

Purchase Report-B – FY23 PurchasesF. Equipment – (Instructional Supplies General: Perkins)**Dinges Fire Company Amboy IL****\$20,000.00*(6)**

6. This expense is to purchase six (6) complete sets of Firefighting Personal Protective Equipment (PPE) for the Fire Science students and faculty of the Fire Science Program. A set consists of a fire helmet, turnout coat, turnout pants, and fire boots. This specific brand of PPE meets the National Fire Protection Association (NFPA) requirement for the safety of the College's students and faculty. This equipment is also similar to the current PPE that the College owns and provides consistency with the PPE for all students. Dinges Fire Company is the authorized regional dealer of Lion Personal Protective Equipment. Lion PPE also provides discounted pricing to educational institutions. This expense will be covered by the Perkins Funds.

FY23 Grant Expense

G. Contractual Services – (Participant Travel (non-RVC): Upward Bound)**First Student Belvidere IL****\$15,540.00*(7)**

7. This expense is to provide transportation for low-income, in-district high school students from their place of residence to the college to participate in the Upward Bound Summer 2022 Program. The program provides financial literacy workshops, campus visits, and team-building activities for area high school students.

FY23 Grant Expense

Purchase Report-B – FY23 Purchases

H. Computer Equipment – (Higher Education Emergency Relief Fund Act (HEERF))

CDW Vernon Hills IL	\$352,613.00*(8)
HPI Intl Brooklyn NY	\$328,163.00
Brightcentra S San Francisco CA	\$361,528.00
Entre Computer Machesney Park IL	\$384,623.00

8. Rock Valley College initiated a Computer Lifecycle Project this past year to provide reliable technology solutions to help enhance the educational experience for students and support the demands for consistency and mobility across the campus. The first phase of this project was done under Bid #22-01 in January 2022.

Bid #22-20 for Phase II of the Rock Valley College Computer Lifecycle Replacement project was opened on October 5, 2022. The committee reviewed and confirmed all bid submittals. CDW was the lowest responsible bidder that was able to meet all requirements and specifications. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF) and Capital Funds.

(NOTE: CDW pricing is based on the Illinois Public Higher Education Cooperative (IPHEC) pricing)

FY23 Grant Expense and Capitol Expense

Purchase Report-B – FY23 Purchases

I. Computer Equipment – (Higher Education Emergency Relief Fund Act (HEERF))

AKA Computer Solutions Chicago IL	\$59,900.00*(9)
CDW Vernon Hills IL	\$60,200.00
Provar Technologies Chicago IL	\$60,950.00
Midwest Computer Products West Chicago IL	\$61,950.00
Entre Computer Machesney Park IL	\$69,999.00
TAZA Supplies South Holland IL	\$79,786.00

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Bid #22-21 for projectors was opened on October 5, 2022. The committee reviewed and confirmed all bid submittals. AKA Computer Solutions was the lowest responsible bidder and able to meet all requirements and specifications. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF) and Capital Funds.

FY23 Grant Expense and Capital Funds

Purchase Report-B – FY23 Purchases

J. Consulting Services and Equipment – (Higher Education Emergency Relief Fund Act (HEERF))

Burwood Group Chicago IL

Not to Exceed \$2,478,000.00*(10)

10. This expense is for the design, order, and implementation of a new IT network system. The Burwood Group will design a new network for the College, utilizing Hewlett-Packard (HP) switches, which will improve internal and external wireless, provide a scalable platform, eliminate failing equipment, greatly improve Rock Valley College’s security posture, and improve reliability of the network.

This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-21.1) Exceptions:

Exception A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual play an important part.

Exception F: Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.

FY23 Grant Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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Purchase Report-B – FY23 Purchases

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FY23 Budgeted Expenses

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FY23 Budgeted Expense

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Purchase Report-B – FY23 Purchases

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Servio Consulting Frankfort IL \$58,000.00*(4)

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FY23 Budgeted Expense

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FY23 Grant Expense

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FY23 Grant Expense

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Purchase Report-B – FY23 Purchases

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FY23 Grant Expense

H. Computer Equipment – (Higher Education Emergency Relief Fund Act (HEERF))

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Bid #22-20 for Phase II of the Rock Valley College Computer Lifecycle Replacement project was opened on October 5, 2022. The committee reviewed and confirmed all bid submittals. CDW was the lowest responsible bidder that was able to meet all requirements and specifications. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF) and Capital Funds.

¶
Bid #22-20 for Phase II of the Rock Valley College Computer Lifecycle Replacement project was opened on October 5, 2022. The committee is currently reviewing all the submittals. An award will be brought to the October 25, 2022, Board of Trustees meeting. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF).¶

(NOTE: CDW pricing is based on the Illinois Public Higher Education Cooperative (IPHEC) pricing)

¶
FY23 Grant Expense

FY23 Grant Expense and Capitol Expense

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Purchase Report-B – FY23 Purchases

I. Computer Equipment – (Higher Education Emergency Relief Fund Act (HEERF))

<u>AKA Computer Solutions Chicago IL</u>	<u>\$59,900.00*(9)</u>
<u>CDW Vernon Hills IL</u>	<u>\$60,200.00</u>
<u>Provar Technologies Chicago IL</u>	<u>\$60,950.00</u>
<u>Midwest Computer Products West Chicago IL</u>	<u>\$61,950.00</u>
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FY23 Grant Expense and Capital Funds

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FY23 Grant Expense

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Purchase Report-B – FY23 Purchases

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Burwood Group Chicago IL Not to Exceed \$2,478,000.00*(10)

10. This expense is for the design, order, and implementation of a new IT network system. The Burwood Group will design a new network for the College, utilizing Hewlett-Packard (HP) switches, which will improve internal and external wireless, provide a scalable platform, eliminate failing equipment, greatly improve Rock Valley College’s security posture, and improve reliability of the network.

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This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-21.1)

Exceptions:

Exception A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual play an important part.

Exception F: Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.

FY23 Grant Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Personnel Report

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

A. APPOINTMENTS

David Dosier, Sociology Instructor, Temporary Full-Time Faculty (TFT), Lane V, Step 9, \$36,840 effective January 13, 2023, for the Spring semester only.

B. DEPARTURES

None.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Levy Year 2022 Estimated Taxes Required and
 Setting Hearing Date for Truth-in-Taxation**

BACKGROUND: Each year, the Board of Trustees approves the estimated taxes required for the upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and/or abated for the previous levy year by more than 5%, a public Truth-in-Taxation Hearing is needed. Prior to the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days nor less than seven days prior to the Truth-in-Taxation Hearing.

RECOMMENDATION: It is recommended that the Board of Trustees approve the following estimates for the amount of taxes necessary to be raised by taxation for the year 2022 as follows:

Educational Purposes – Fund 01	\$16,294,608
Operations and Maintenance Purposes – Fund 02	2,833,845
Protection, Health, Life, or Safety – Fund 03	1,500,000
Financial Audit Purposes – Fund 11	64,000
Liability Protection Settlement Fund – Fund 12	0
Liability Insurance/Tort & Risk Management	1,570,000
Social Security and Medical Insurance	430,000
Total Tax Levy	\$22,692,453

This represents a 12.67% increase over the 2021 tax levy. To provide public disclosure, a hearing on the proposed 2022 Tax Levy under the Truth in Taxation law of the State of Illinois will be held on December 13, 2022, at 5:15 p.m. in the Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), on the main campus of Rock Valley College at 3301 N. Mulford Road, Rockford, Illinois. Rock Valley College will publish the Notice of said hearing as required by Statute.

Howard J. Spearman, Ph.D.
 President

Board Approval: _____
 Secretary, Board of Trustees

CERTIFICATE

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College); he further certifies that the attached Board Report "Levy Year 2022 Estimated Taxes Required Levy Year 2022 and Setting Hearing Date for Truth-in-Taxation" is a true and authentic copy of the Board Report adopted on October 25, 2022, by the Board of Trustees.

Dated this 25th day of October 2022.

Secretary, Board of Trustees
Community College District
No. 511 Winnebago, Boone,
DeKalb, McHenry, Stephenson
and Ogle Counties, Illinois
(Rock Valley College)

Subscribed and sworn to before me
This 25th day of October 2022

Notary Public

**NOTICE OF PROPOSED PROPERTY TAX
LEVY FOR ROCK VALLEY COLLEGE DISTRICT**

- I. A public hearing to approve a proposed property tax levy for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois, for 2022, will be held on December 13, 2022, at 5:15 p.m. in Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), lower level, on the main campus of Rock Valley College at 3301 North Mulford Road, Rockford, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Mrs. Ellen Olson, Rock Valley College Treasurer, Vice President, and Chief Financial Officer, 3301 North Mulford Road, Rockford, Illinois, 815-921-4402.

- II. The corporate and special purpose property taxes extended or abated for 2021 were \$18,200,687.

The proposed corporate and special purpose property taxes to be levied for 2022 are \$22,692,453.

This represents an **increase** of 24.68% from the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2021 were \$12,142,795.

The property taxes to be levied for debt service and public building commission leases for 2022 are \$11,495,033. This represents a **decrease** of 5.33% from the previous year.

- IV. The total property taxes extended or abated for 2021 were \$30,343,482.

The estimated total property taxes to be levied for 2022 are \$34,187,486. This represents an **increase** of 12.67% from the previous year.

**Abused and Neglected Child Reporting; Minors On Campus
Board Policy 2:10.030**

BACKGROUND: Rock Valley College has an existing Board Policy 2:10.030 for Abused and Neglected Child Reporting to comply with the Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/1 *et seq.*).

The current policy does not capture important requirements contained in Article II of the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*), which stipulates that if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, that a mandated reporter must immediately report to the Department of Children and Family Services (DCFS). Furthermore, the current policy also does not specify expectations regarding attended and unattended minors on campus, regardless of whether or not the minor is officially enrolled in a program on campus. The revised policy captures the requirements of the JCA as well as expectations pertaining to unattended minors on campus.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision of Board Policy 2:10.030 Abused and Neglected Child Reporting to expand the policy to include provisions outlined in the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*) and expectations related to minors on campus, and be renamed Abused and Neglected Child Reporting; Minors on Campus.
Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Revised Board Policy 2:10.030 Abused and Neglected Child Reporting; Minors on Campus

ABUSED AND NEGLECTED CHILD REPORTING; MINORS ON CAMPUS

Rock Valley College shall fully comply with the Abused and Neglected Child Reporting Act (“ANCRA”) (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 (“JCA”) (705 ILCS 405/2-1 *et seq.*).

Mandated Reporters: ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services (“DCFS”) whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

Students enrolled in an academic program leading to a position as a childcare worker, school service personnel, and/or education degree are also mandated reporters pursuant to ANCRA.

In addition to the mandated reporting requirements under ANCRA, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

Immunity for Good Faith Reports: ANCRA provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer, or other individuals who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion, and/or other sanctions.

Procedures to implement this policy will be published through the College’s Human Resources Department and made available in that office, the Student Development office, and the College’s website.

Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. Rock Valley College's practice is to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher

education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students and the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

In general, the College does not supervise minors outside of officially sanctioned programs and activities, and neither the College nor its employees, agents, or students may accept responsibility to do so on behalf of the College. It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment. The College accepts neither responsibility nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

Non-enrolled minors are not permitted in classrooms or other student work areas. Minors shall not be routinely present at an employee's workplace or accompany a student to his/her classes (e.g., office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the employee's supervisor or a faculty member on an emergency basis and for a specified period of time. If such an exception is granted, the parent or accompanying adult shall be solely responsible for the minor while the minor is present on campus.

No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the college, in campus buildings, on campus grounds, or in a vehicle.

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g., child's age, address, behavior, etc.).

[Link to Administrative Procedure for this Policy](#)

Reference: Board Report (BR) #6926, BR#7988
Implemented: August 28, 2012
Revised: April 8, 2014, October 25, 2022

**ABUSED AND NEGLECTED CHILD REPORTING:
MINORS ON CAMPUS**

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Rock Valley College shall fully comply with the Abused and Neglected Child Reporting Act ("ANCRA") (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 ("JCA") (705 ILCS 405/2-1 *et seq.*).

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Mandated Reporters: ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services ("DCFS") whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

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Students enrolled in an academic program leading to a position as a childcare worker, school service personnel and/or education degree are also mandated reporters pursuant to ANCRA.

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In addition to the mandated reporting requirements under ANCRA, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

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Immunity for Good Faith Reports: ANCRA provides immunity for anyone who makes a report in good faith.

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No Retaliation: Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

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Procedures to implement this policy will be published through the College's Human Resources Department and made available in that office and the Student Development office and on the College's website.

Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. It is the practice of Rock Valley College to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of

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higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students as well as the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

In general, the College does not supervise minors outside of officially sanctioned programs and activities and neither the College nor its employees, agents, or students may accept responsibility to do so on behalf of the College. It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment. The College accepts neither responsibility nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

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Non-enrolled minors are not permitted in classrooms or other student work areas. Minors shall not be routinely present at an employee's workplace or accompany a student to his/her classes (e.g. office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the employee's supervisor or a faculty member on an emergency basis and for a specified period of time. If such an exception is granted, the parent or accompanying adult shall be solely responsible for the minor while the minor is present on campus.

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No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the college, in campus buildings, on campus grounds or in a vehicle.

Deleted: In addition to the requirements for "mandated reporters" under ANCRA, under the requirements of the Juvenile Court Act of 1987 (JCA) (705 ILCS 405/2-3(1)(d)-(e)), which addresses the responsibilities of supervision of a minor and their welfare, the "mandated reporter" must report to the Department of Child and Family Services (DCFS). A minor is defined as any child under the age of 14 years old for purposes of this policy. ¶

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g. child's age, address, behavior, etc.).

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[Link to Administrative Procedure for this Policy](#)

Reference: Board Report (BR) #6926, BR*7988
Implemented: August 28, 2012
Revised: April 8, 2014; [October 25, 2022](#)

**Criminal Background Investigation
Board Policy 3:20.030**

BACKGROUND:

Rock Valley College has an existing Board Policy 3:20.030 for Criminal Background Investigations. Conducting a pre-employment background check for new hires is a crucial safeguard to protect students, employees, and the community visiting the campus.

The current Board Policy indicates that the Police Department is responsible for conducting the background investigation. Rock Valley College utilizes a third party vendor that specializes in performing the searches. These firms have the technology to conduct the searches locally, nationally, and internationally (when appropriate). At present, only one member of the Police Department engages with the criminal background check vendor. The administration of Rock Valley College wishes to transfer this responsibility to the Human Resources department. Moving the responsibility to the Human Resources department will allow for fewer handoffs of information between Human Resources and the Police Department, greater control of the applicants' private information, and quicker turn-around time for background checks to be completed.

RECOMMENDATION:

It is recommended that the Board of Trustees approves the revision of Board Policy 3:20.030 so that Human Resources will oversee the completion of criminal background checks. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Revised Board Policy 3:20.030 Criminal Background Investigation

CRIMINAL BACKGROUND INVESTIGATION

Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to employing any individual. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources or designee.

All criminal background investigations will be conducted by the Rock Valley College Human Resources department.

Reference: Board Report: #7989
Implemented: March 24, 2009
Revised: April 8, 2014, October 25, 2022

ROCK VALLEY COLLEGE
BOARD POLICY

3:20.030

CRIMINAL BACKGROUND INVESTIGATION
SECOND READING

Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to employing any individual. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources or designee.

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Reference: Board Report #7989

Implemented: March 24, 2009

Revised: April 8, 2014, October 25, 2022

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Student Trustee Report

Ryan Russell, Student Trustee

Board of Trustees Meeting October 25, 2022

- 1) RVC has just wrapped up Homecoming week which included lots of fun events and a dance to wrap the week up Friday October 21st. During this fun week the school also had a State School Transfer Day and a Private College and University Transfer Day, which allowed representatives from many different colleges to share information to our students looking to transfer after RVC.
- 2) Today, October 25th, in the Student Center room, Casey Hauser held a Student Success Workshop, on "How to Stay Motivated." This is a great way to keep students motivated while hitting the midpoint in the semester.
- 3) November 2, 2022, there will be a career fair at the ATC. There will be many companies there including UPS, Woodward, and Ingersoll Machine Tools. This will be an excellent opportunity for students to get out and learn more about different careers. Beyond the careers, there will also be an on-site photographer, taking professional headshots free of charge.
- 4) The Rocky Horror Show will be taking place at the Starlight Theatre on October 27th, 28th, and 29th starting at 7:30 PM each night. This is a great event to attend to get ready for Halloween!
- 5) Women's Volleyball, Men's and Women's Soccer are wrapping up their season and positioned well for the Regional tournament. Men's golf wrapped up their season and finished with improving scores and a positive mindset for spring season. Basketball season is on the way and gearing up for an exciting year.

Rock Valley College Board of Trustees
Freedom of Information Act Report
September 15, 2022 – October 15, 2022

Date Received	FOIA#	Requestor	Request	Response Date
9/15/2022	2022-04	Jeff Qualmann	Copy of internal incident report concerning 3M #SC60B sit-to-stand desk unit. Case # 22-000069	Completed 9/21/2022; approved in part
9/21/2022	2022-05	Sgt. Alexis Miller	1. List of current students with names, phone numbers, and addresses; 2. List of students who dropped out/stopped attending with names, phone numbers and addresses	Completed 9/27/2022
9/26/2022	2022-06	Ryan Evans	Data request for access to directory information. This includes all students enrolled for the Fall 2022 term at your school (Undergrad and Graduate). The information I would like includes; Name, address, Class Standing, phone number, Major, E-mail.	Completed 10/3/2022; approved in part
10/3/2022	2022-07	Elizabeth Cuccias	<p>Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting to obtain information regarding the following record:</p> <ul style="list-style-type: none"> • RFP# 22-19 • Title: Website Redesign Project • Date: 8/16/22 <p>I am requesting copies of the following information from the record detailed above:</p> <ol style="list-style-type: none"> 1. Copies of all RFP responses 2. Scoring and Evaluation Sheets 3. Final contract with pricing and any amendments (including licensing, costs, implementation services, and ongoing maintenance and support) 	Commercial request; Due. 11/1/2022