

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, December 5, 2023
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, December 5, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Gloria Cardenas Cudia.

Roll Call

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

Ms. Gloria Cardenas Cudia	Mr. John Nelson joined the meeting at 6:24 p.m.
Mr. Richard Kennedy	Ms. Kristen Simpson
Mr. Robert Trojan	Mr. Juan Nogueta, RVC Student Trustee
Mr. Paul Gorski	

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

Also present: Dr. Howard J. Spearman, President; Dr. Amanda Smith, Vice President of Academic Affairs; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Equity and Inclusion; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Matthew Gardner, Robbins Schwartz.

Communications and Petitions

Chairperson Cardenas Cudia introduced Mr. John Messley from Zion Lutheran Church, who thanked the Board of Trustees for passing the Downtown Campus.

Chairperson Cardenas Cudia introduced Ms. Ann Rundall from Eliminate Racism 815. Ms. Rundall turned in signed petitions in support of the Downtown Campus. Ms. Rundall stated that she has lived on the west side of Rockford for over 40 years and has watched as the needs of many of Rockford's most vulnerable children have gone unmet. Ms. Rundall believes the campus will provide students with multiple pathways from which to choose.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the November 7, 2023, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

Enrollment Update

Dr. Patrick Peyer, vice president of student affairs, presented the FY2024 enrollment update. Dr. Peyer explained that when the report was run, RVC was at 93% to budget for Summer II, Fall, Winterim, and Spring terms. As of this morning, RVC is at 95% to goal.

Trustee Trojan inquired if the Summer II and Fall enrollment are 59,166 credit hours and Winterim and Spring enrollment are 39,072. Why is there such a big difference in credit hours? Dr. Peyer stated that the spring semester typically has a small enrollment. Trustee Trojan suggested that at a future Committee of the Whole meeting, include a discussion of measures RVC could take to increase the Spring Enrollment.

2. Academic Calendar 2025-2026

Dr. Amanda Smith, vice president of academic affairs, presented the 2025-2026 Academic Calendar. Dr. Smith stated that the administration seeks approval for the 2025-2026 Academic Calendar. The College is submitting a full calendar beginning with Summer Session 2025 through Summer Interim 2026. This will allow the College to align its fiscal and academic year.

Finance Discussion: Board Liaison Trustee Trojan

1. Purchase Report

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

Purchase Report A – FY2024 Purchases:

A. Fire Science Instructional Equipment – (Instructional Supplies General – Perkins Grant)

1.	Air One Equipment, Inc.	South Elgin, IL	\$ 39,700.00 (1)*
			Not to Exceed

B. Fire Science Instructional Equipment – (Instructional Supplies General – Perkins Grant)

2.	Dinges Fire Company	Amboy, IL	\$ 10,347.00 (2)*
			Not to Exceed

C. Trailers – (Capital Instructional Equipment – Truck Driver Training)

3.	Airoldi Brothers	Rockford, IL	\$ 48,000.00 (3)*
	Meiborg Holdings, Inc.	Rockford, IL	\$ 45,000.00
	Jim Hawk Truck Trailers, Inc.	Davenport, IA	\$ 49,500.00

D. Computers – (Instructional Computer Equipment – Computers and Information Systems)

4.	Amazon, Inc.	Seattle, WA	\$ 14,959.83 (4)*
	CDW-G	Chicago, IL	\$ 16,150.00**
	Entre Computer Solutions	Machesney Park, IL	\$ 22,054.85

**This submission did not meet the specifications.

E. Cables – (Other Capital Outlay – General Institution)

5.	CDW-G	Chicago, IL	\$ 28,863.67 (5)*
	Howard Technology Solutions	Ellisville, MS	\$ 31,707.00
	Burwood Group, Inc.	Oak Brook, IL	\$ 34,687.55

F. Simulation Manikin – (Capital Instructional Equipment – PATH Grant)

6.	Laerdal Medical Corporation	Wappingers Falls, NY	\$ 63,169.05 (6)*
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G. SMART Lab Equipment – (Instructional Computer Equipment – DERA Grant)

7.	Entre Computer Solutions	Machesney Park, IL	\$ 24,395.81 (7)*
	Hyper Tech USA, Inc.	Tempe, AZ	\$ 25,158.40
	One Screen Solutions	San Diego, CA	\$ 25,506.61
	Virtucom	Peachtree Corners, GA	\$ 26,388.00
	B&H Photo	New York, NY	\$ 26,467.02
	Technology International, Inc.	Lake Mary, FL	\$ 32,765.00

H. Auditor Services – (Audit Services – Financial Services)

8.	Sikich LLP	Naperville, IL	\$105,000.00 (8)* Not to Exceed
	Wipfli LLP	Rockford, IL	

I. Power Shed Reconstruction – (Other Capital Outlay – Power Shed)

9.	Scandroli Construction	Rockford, IL	\$467,190.00 (9)* Not to Exceed
	Larson & Larson Builders, Inc.	Loves Park, IL	\$507,428.00
	Gehrke Construction, Inc.	DeKalb, IL	\$623,550.00

J. Building E Flooring Upgrade – (Site Improvements – Current Capital Need)

10.	Benchmark Flooring	Loves Park, IL	\$ 33,440.00 (10)* Not to Exceed
	Boss Carpet One	Dixon, IL	\$ 42,718.50
	Tiles in Style, LLC	South Holland, IL	No Amount Provided

In response to a question from Trustee Trojan on item I, Mr. Rick Jenks, vice president of operations, stated that the power shed reconstruction was not in the FMP as it was a smaller project and had been in the works before the FMP discussions.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through November 26, 2023. Total operating cash is \$42,075,353. Total operating cash and investments are \$87,986,345. Total capital funds are \$20,247,128. Since October 31, 2023, the change in capital funds is <\$715,307>. The operating cash and investments change since October 31, 2023, is \$1,706,728. Ms. Olson stated that the total operating cash and investment funds were 81.97% of the Fiscal Year 2024 operating budget.

Trustee Trojan wanted to know if the RVC's Certificate of Deposits (CD) and Certificate of Deposit Account Registry Service (CDAR) received at least 5% interest. Ms. Olson stated that due to rates dropping because the Federal Government decided not to raise the rates, the CDs and CDARs are coming in at a high 4%.

3. Audit Services Recommendation

Ms. Olson explained that the College periodically bids out the contracts for professional services, and the existing term for the auditing services expired with the audit for FY2023. The College issued a Request for Proposal (RFP) to eight firms in October and received three responses; two provided proposals, Sikich LLP and Wipfli LLP. The third vendor could not meet RVC's requirements. Evaluation of the written proposals focused on experience with Illinois community colleges, value-added services, the expertise of the team to be assigned to RVC, preparation of the Annual Comprehensive Financial Report, and overall fee structure. Ms. Olson stated that with many similarities between the firms' capabilities, the overall fee structure and operational expense to RVC were the largest deciding factors.

Considering all the factors, the administration recommends that the College engage Sikich LLP as RVC's audit services firm. Discussion ensued.

4. FY2024 Fund Transfer Request

Ms. Olson explained that Board Policy 5:10.160 states the goal of the Operating Fund Balance is to establish and maintain an operating fund (education fund and operations and maintenance fund) balance of 35% to 50% of the following year's budgeted expenses. RVC's FY2023 revenues exceeded expenditures by \$16,879,940, bringing the Operating Funds Balance to \$38,443,503. Ms. Olson stated that the administration would like to transfer \$13,000,000 from Operating Funds 01 and 02 for various strategic initiatives. Transferring the \$13,000,000 to the various strategic requests will maintain a 44.19% balance. Discussion ensued.

5. FY2025 Capital Project Requests

Mr. Rick Jenks, vice president of operations, presented the FY2025 Capital Project Requests. Mr. Jenks submitted a list of items or projects as capital or other expense needs. Funding for these items will be from money transferred from the operations fund to the capital fund or other funding sources listed. The total capital requested is \$5,008,000, and the total Protection Health and Safety (PHS) funds requested is \$2,200,000. Mr. Jenks stated that the total request for funds for the capital projects request will not exceed \$7,300,000. Discussion ensued. Chairperson Cardenas Cudia gave accolades to Mr. Jenks for looking to the future and planning the future maintenance of the College's assets. Discussion ensued.

6. Board Policy 5:10.120 Purchasing / First Reading

Ms. Olson stated that the current \$10,000 Board Policy requirement goes back to Board Report #5519, dated January 1993, which was rescinded on October 18, 1999, with Board Report #5741. The \$10,000 Board Policy requirements did not change in alignment with the escalation of inflation over the past 20+ years. Ms. Olson explained that a recommendation was made at the October 24, 2023, Decennial Committee to increase the requirements for the Board of Trustees approval from \$10,000 for expenditures to \$25,000. Ms. Olson said this would create efficiencies in conducting purchasing transactions with vendors, allow for a quicker turnaround time on expenditures less than \$25,000, and also facilitate the implementation of smaller projects and programs that may exceed \$10,000. Ms. Olson stated all expenditures are available for review on the monthly claims report provided at the Regular Board of Trustees meeting. Ms. Olson presented a summary of the purchase reports over 13 months by dollar amount and nature of the request.

Trustee Trojan requested a listing of items once a month to see what was being spent, and Mr. Gorski said he would even like a quarterly report. Ms. Olson asked if an Excel report with the vendor's name and amount would be acceptable, and the Trustees agreed that it would be fine.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Jenks presented the December 2023 Personnel Report. Mr. Jenks stated that there is one appointment and one correction to a title. Mr. Kenneth Pierce accepted the Sociology Instructor position effective January 12, 2024, and Mr. Peter Held's title was corrected to Dean of Workforce Development, effective December 1, 2023. Discussion ensued regarding Trustee Gorski's request for a more detailed Personnel Report. Dr. Spearman indicated that a quantitative report could be prepared and presented to trustees on a quarterly basis.

2. Facilities Projects Update

Mr. Jenks presented the Capital and Construction Summary. Mr. Jenks explained that since FY2022, ten new pieces of equipment, including mowers, golf carts, treadmills, forklifts, and ground equipment, were added. RVC added eleven vehicles, including fleet vans, plow trucks, and a squad car. There have been six technology upgrades and five construction projects, including an HVAC replacement project, the Support Services Building (SSB) parking lot, Boiler House ramp replacement, seal coating of parking lots, road inlets, and the ATC parking lot and roof replacement. Mr. Jenks listed the projects in process and what was coming up in FY2025. Discussion ensued.

3. Americans With Disabilities Act (ADA) New Board Policy 2:10.120 / First Reading

The Americans with Disabilities Act is a federal civil rights law prohibiting discrimination based on disability. RVC currently has various policies that reference individuals with disabilities, namely Meetings of the Board (1:10.040), Equal Employment Opportunity (3:10.010), Service Animals (3:10.270) (4:10.270), Family Medical Leave Act (3:30.090), and Non-Discrimination (4:10.010). Mr. Jenks explained that the policies reflect the College's commitment against discrimination of all kinds, as well as the College's compliance with federal and state laws. Mr. Jenks stated that the College does not have a Board Policy that specifically outlines the College's adherence to the ADA. The administration is requesting that the Board of Trustees adopts a new ADA Board Policy. The policy will address RVC's compliance with the ADA in its physical facilities, online digital presence, and employee, student, and community stakeholder needs. Mr. Jenks said the policy will also ensure that applicable procedures are created to support the policy. Discussion ensued.

Trustee Nelson joined the Board of Trustees Committee of the Whole meeting at 6:24 p.m.

4. Acceptance of Contributions (f/k/a Solicitation) Board Policy Update 2:10.100 / Second Reading

Mr. Jenks presented the Solicitation Board Policy update. Mr. Jenks stated that RVC has an existing Board Policy 2:10.100, Solicitation. This policy addresses solicitations and acceptance of gifts and political events on campus, citing the Election Code, 10 ILCS 5/9-25.1. The policy will be renamed Acceptance of Contributions. It will update the language to capture the requirements of statutes, rules, and regulations relating to solicitations and acceptance of gifts, considering the restrictions outlined in the State Officials and Employee Ethics Act. Mr. Jenks explained that the revised Acceptance of Contributions policy removes mention of limitations on using College property for political purposes. Such limitations must be clearly articulated as they are subject to higher levels of scrutiny relative to constitutional issues concerning equal access and speech. The political events on campus language will be addressed through the College's facilities use policy, Board Policy 2:40.010, Facilities and Grounds Rental. Discussion ensued.

5. Cyber and Information Security New Board Policy 2:30.060 / Second Reading

Mr. Jenks presented the new Cyber and Information Security Board Policy. Mr. Jenks stated that the need for a secure network and information technology (IT) infrastructure is critical to the success of any organization in today's world. Over the past few years, RVC's IT Department has started to implement many improvements in its cybersecurity efforts and will continue to strengthen its defenses against any cybersecurity threat or attack. Mr. Jenks stated that the Cyber and Information Security Board Policy will allow the administration to create procedures that will help document the equipment, software, and steps the IT department uses to secure the IT network. Some examples Mr. Jenks mentioned were account management guidelines, confidentiality statements, credit card procedures, and firewall-router-switch guidelines.

6. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for December 2023 and highlighted several upcoming events. Mr. Jenks mentioned the Fall Phlebotomy Pinning Ceremony, the Nursing Pinning Ceremony, the DEI Completion Ceremony, and the St. Anthony College of Nursing Commencement. Discussion ensued.

New Business/Unfinished Business

New Business: Trustee Nelson is interested in having a session at an RVC Board Retreat on Board Governance Policies. Trustee Nelson explained that when he was at the Association of Community College Trustees (ACCT) Leadership Congress held in Las Vegas, he attended a session hosted by a community college in Wisconsin. Trustee Nelson stated that the community college explained how they changed their Board Governance Policy and how it has worked for their college and feels it would be suitable for RVC.

Unfinished Business: Dr. Spearman asked for the availability of the Trustees for the ACCT Complimentary Board Retreat on April 27, 2024. Dr. Spearman stated that some Trustees have responded, but Dr. Spearman is asking for 100% participation. Mr. Gorski noted that he was unable to make that meeting.

Dr. Spearman said that he wanted to discuss Trustees having RVC email addresses. Dr. Spearman stated that if any trustee would like an RVC email to notify Ms. Kerwitz, so Trustees could learn how to use/manage their RVC email. Discussion ensued.

Adjourn to Closed Session

At 6:40 p.m., a motion was made by Trustee Trojan, seconded by Trustee Simpson, 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) 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 7:21 p.m., a motion was made by Trustee Gorski, seconded by Trustee Nelson, 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 Decennial Committee Meeting

The next Decennial Committee Meeting will be held on December 19, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on December 19, 2023, at 5:30 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) 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 January 9, 2024, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Board of Trustees Retreat

The Board of Trustees Retreat will be held on January 20, 2024, at 8:30 a.m.; The retreat will be held in Room 1308 in the Woodward Technology Center (WTC) on the main campus. The location changed for this meeting only.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on January 23, 2024, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Adjourn

At 7:25 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje


Robert Trojan, Secretary


Gloria Cardenas Cudia, Chairperson