

**Rock Valley College**  
**Community College District No. 511**  
**3301 N Mulford Road, Rockford, IL 61114**  
**COMMITTEE OF THE WHOLE MEETING**  
**Educational Resource Center, Performing Arts Room, Room 0214**  
**5:15 p.m. Tuesday, December 5, 2023**

**AGENDA**

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Review of Minutes:** Committee of the Whole November 7, 2023
- F. General Presentations**
- G. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
  - 1. Enrollment Update
  - 2. Academic Calendar 2025-2026
- H. Finance Discussion: Board Liaison Trustee Trojan**
  - 1. Purchase Report (A)
  - 2. Cash and Investment Report
  - 3. Audit Services Recommendation
  - 4. Fund Transfer Request
  - 5. FY2025 Capital Project Requests
  - 6. Purchase Policy Update Board Policy 5:10.120 / First Reading
- I. Operations Discussion: Board Liaison Trustee Kennedy**
  - 1. Personnel Report
  - 2. Facilities Projects Update
  - 3. Americans With Disabilities Act (ADA) New Board Policy 2:10.120 / First Reading
  - 4. Solicitation Board Policy Update 2:10.100 / Second Reading
  - 5. Cyber and Information Security New Board Policy 2:30.060 / Second Reading
  - 6. Rock Valley College Events Calendar
- J. Other Business: Unfinished Business/New Business**
- K. 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.
- L. Reconvene Open Session**
- M. Next Decennial Committee Meeting:** 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.
- N. Next Regular Board of Trustees Meeting:** 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.
- O. Next Committee of the Whole Meeting:** 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.
- P. Next Board of Trustees Retreat:** 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.
- Q. Next Regular Board of Trustees Meeting:** 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.
- R. Adjourn**

Gloria Cardenas Cudia, 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, November 7, 2023  
MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, November 7, 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
Mr. Richard Kennedy	Ms. Kristen Simpson joined the meeting at 5:19 p.m.
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 Liberal Arts and Adult Education; 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; 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, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Joseph Perkoski, Robbins Schwartz.

**Communications and Petitions**

There were no public comments, communications, and/or petitions.

**Recognition of Visitors**

There were no visitors to be recognized.

**General Presentations**

Ms. Ellen Olson, vice president of finance, introduced Mr. Anthony Cervini and Mr. Ray Krouse from Sikich, LLP, RVC's auditor. Ms. Olson stated that she had emailed the audit report on Friday, November 3, 2023, to the Trustees and that Mr. Cervini and Mr. Krouse would give a brief synopsis of the Annual Comprehensive Financial Report (ACFR), Single Audit Report, Auditors Communications to the Board of Trustees, and RVC's Enrollment data, that is sent to the Illinois Community College Board (ICCB). Mr. Krouse discussed the Federal Single Audit Compliance and that Rock Valley College spent over \$16,000,000 in federal funds. Sikich tested 82% of those funds, totaling over \$13,000,000 in Financial Aid and the HEERF program. There was only one minor finding for \$200 with the Pell Grant. Mr. Cervini and Mr. Krouse stated that the audit was clean and unmodified opinions across the board. Discussion ensued.

Mr. Gorski wanted to know if any HEERF funds would be spent in FY2024, and Ms. Olson stated nothing after July 1, 2023.

## Review of Minutes

There were no comments on the minutes from the October 17, 2023, Board of Trustees Committee of the Whole meeting.

### Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

#### **1. Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2024 enrollment update. Ms. Snider stated that when the report was run, Fall enrollment was 103% to budget, Winterim term was 132%, and Summer II, Fall, Winterim, and Spring combined were 85% to budget. Some dates in the future will cause the enrollment numbers to fluctuate: December 13, 2023, students will be dropped from Spring for non-payment; December 16, 2023, the Fall semester ends and the Winterim semester begins; and Spring semester begins January 13, 2024. Discussion ensued.

#### **2. 2023-2024 Academic Calendar Update**

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the 2023-2024 Academic Calendar update. Dr. Smith stated that the Board of Trustees approved the 2023-2024 Academic Calendar with Board Report #7905 dated February 22, 2022. On April 25, 2023, the Board of Trustees approved Board Report #8034, allowing the College to close with no classes between December 22, 2023, and January 1, 2024. The College is seeking approval to amend the 2023-2024 Academic Calendar.

#### **3. 2024-2025 Academic Calendar Update**

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the 2024-2025 Academic Calendar update. Dr. Smith stated that the Board of Trustees approved the 2024-2025 Academic Calendar with Board Report #7998 dated December 13, 2022. On May 23, 2023, the Board of Trustees approved Board Report #8043, allowing the College to close with no classes between December 24, 2024, through January 1, 2025. Dr. Smith added that the College has received confirmation that it is not required to be closed for Election Day on November 5, 2024, so that line will be deleted on a redlined calendar to be presented for approval at the November 21 regular Board of Trustees meeting. The College is seeking approval to amend the 2024-2025 Academic Calendar.

### Finance Discussion: Board Liaison Trustee Trojan

#### **1. Purchase Reports**

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

##### ***Purchase Report A – FY2024 Amendments:***

- A. Transportation – (TRiO Grant Program – Upward Bound)
  - 1. First Student Belvidere, IL \$ 5,000.00 (1)\*
- B. Wellness Program – (Healthcare Benefits – Mental Healthcare)
  - 2. The Guardian Life Insurance New York, NY \$ 12,000.00 (2)\*
- C. Online Proctoring Software – (Other Contractual Services – Online Learning)
  - 3. Honorlock Boca Raton, FL \$ 4,592.80 (3)\*

##### ***Purchase Report B – FY2024 Purchases:***

- A. Membership Fees – (Membership and Dues – President’s Office)
  - 1. American Association of Community Colleges Washington, DC \$ 10,994.00 (1)\*
- B. Textbooks – (Instructional Supplies General – ECACE Grant)
  - 2. Barnes and Noble Rockford, IL \$ 69,539.97 (2)\*  
Not to Exceed

C. Laptops and Carts – (Instructional Equipment – Communications and Humanities)		
3.	CDW-G	Chicago, IL \$ 21,126.59 (3)*
	Entre Computer Solutions	Machesney Park, IL \$ 22,216.02
	Paragon Development Systems	Brookfield, WI \$ 24,156.00
D. Commencement Regalia – (Other Contractual Services – Graduation and Commencement)		
4.	Jostens, Inc.	Chicago, IL \$ 19,969.70 (4)*
		Not to Exceed
	Oak Hall	Salem, VA \$ 28,659.75
	Herff Jones	DeKalb, IL Declined to submit
E. Concessions – (Purchases for Resale – Starlight Theatre)		
5.	Nothing Bundt Cakes	Rockford, IL \$ 12,000.00 (5)*
		Not to Exceed

On Purchase Report A, Trustee Nelson had a question on item B, and Mr. Gorski had a question on item C. On Purchase Report B, item C, Trustees Nelson and Gorski asked if the contract could be awarded to the second-lowest bidder, Entre Computer Solutions since the quotes are relatively close and Entre is a local vendor. Trustee Trojan stated he would like to see the amounts rounded up on Purchase Reports in the future.

## 2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through October 31, 2023. Total operating cash is \$40,711,419. Total operating cash and investments are \$86,279,617. Total capital funds are \$20,962,436. Since September 30, 2023, the change in capital funds is \$1,208,893. The operating cash and investments change since September 30, 2023, is <\$1,742,140>. Ms. Olson stated that the total operating cash and investment funds were 80.38% of the Fiscal Year 2024 operating budget.

## 3. FY2024 First Quarter Vital Signs

Ms. Olson presented the first quarter vital signs. The total revenues as of September 30, 2023, was \$18,993,300 when you exclude SURS on behalf, and RVC is 35.67% to the Fiscal Year 2024 budget. As of September 30, 2023, the total operating expenses were \$9,857,563, or 19.63% of the Fiscal Year 2024 budget, excluding SURS on behalf. Ms. Olson explained that the Fiscal Year 2024 actuals for payroll are trending just above the Fiscal Year 2023 actuals because in September 2023, the payroll process was converted from manual to electronic time entry, paying in arrears and contractual increases. Ms. Olson also discussed the health care costs and that RVC's claims are running below the Fiscal Year 2024 budget. Trustee Nelson wanted to know if some of the large claims have been resolved, and Ms. Olson stated that they are ongoing claims.

Mr. Gorski said he would like a breakout of the Contractual Services for 2021 – 2024 Actuals and Budget matching the Operating Funds Expense chart. Discussion ensued.

## 4. FY2023 Financial Audit Report

Ms. Olson presented the FY2023 Financial Audit Report. Ms. Olson sent the 2023 Audit packet and video to the Board of Trustees on November 3, 2023. Ms. Olson stated that RVC is required to have an external audit performed at the end of the Fiscal Year. The College's Fiscal Year 2023 audit was performed by Sikich, LLP, and was discussed earlier in the meeting under General Presentations. The administration is recommending that the Board of Trustees accepts the Fiscal Year 2023 Financial Audit.

## 5. Summary of FY2024 Estimated Revenues by Source

Ms. Olson presented the Summary of FY2024 Estimated Revenues by Source. Ms. Olson stated that RVC is required annually to certify the upcoming year's estimated revenues by their source. Ms. Olson gave the figures from the following sources: Local – Real Estate Taxes, the State of Illinois, the Federal Government, Student Tuition and Fees, other fees, and investment income, coming to a total of \$119,509,612. Discussion ensued.

## **6. 2023 Tax Levy and Setting the Date for the Truth-in-Taxation Hearing**

Ms. Olson presented the 2023 Tax Levy and Setting the Date for the Truth-in-Taxation Hearing. Ms. Olson stated that the Board of Trustees approves the estimated taxes required for each year's upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and abated by more than five percent for the previous levy year, 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 or not less than seven days prior to the Truth-in-Taxation Hearing. Trustee Trojan asked what newspapers Ms. Olson would publish the notice, and Ms. Olson stated the Rock River Times and the Belvidere Daily Republican.

Ms. Olson stated that the RVC Administration recommends the approval of \$24,058,615 estimated taxes necessary to be raised by taxation for 2023. The \$24,058.615 represents a 6.020% increase over the 2022 tax levy. To provide public disclosure, a hearing on the proposed 2023 Tax Levy under the Truth-in-Taxation law of the State of Illinois will be held on November 21, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Discussion ensued.

## **7. Classroom Building II (CLII) Project Update**

Mr. Richard Jenks, vice president of operations, presented the Classroom Building II project update. Mr. Jenks stated that RVC commissioned the IMEG Engineering firm to assess the heating, ventilation, and air conditioning (HVAC) system in CLII. IMEG's report indicated that the building's HVAC system is nearing a failure status and needs to be replaced. On October 27, 2023, RVC sent an emergency funding request to the Capital Development Board (CDB) regarding CLII. The letter requested that the Governor's Office of Management and Budget (GOMB) review our emergency request. Dr. Spearman sent the same information to RVC's legislators and the RVC Board of Trustees, requesting their assistance securing the funding. Discussion ensued.

**Financing Capital Projects:** Ms. Olson presented the Financing Capital Projects presentation. Ms. Olson discussed the rules and regulations of the Working Cash Fund Bonds, noting that this type of bond will provide flexibility to cover capital projects. She also reviewed the possible timeline for Debt Certificates to funding bonds issued in 2024. Discussion ensued.

## **8. Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed From Proceeds of an Obligation to be issued by the District**

Ms. Olson presented the Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be issued by the District. Ms. Olson stated that RVC will construct and equip a new District facility in Downtown Rockford, IL and will issue debt obligations to pay for the capital project. The resolution's intent is in anticipation of the obligation to permit RVC to reimburse itself for a portion of the capital expenditures associated with the project. The items for reimbursement may include design costs, architecture and engineering services, demolition, and potential EPA mitigation costs. Discussion ensued.

### **Operations Discussion: Board Liaison Trustee Kennedy**

#### **1. Personnel Report**

Mr. Jenks presented the November Personnel Report. Mr. Jenks stated that there are five title changes with no Grade or Salary changes. Samantha Flygare was hired as the Program Director for Respiratory Care, and Ellen Njolstad-Oksnevad accepted the position of Director of Nursing, effective January 1, 2024. Trustee Trojan stated that the turnover seems to be slowing. Mr. Jenks and Mr. Jim Handley, vice president of Human Resources, responded yes, it is slowing. Trustee Gorski asked if there were any appointments or departures that were not included on the Personnel Report, and Mr. Handley responded no. Discussion ensued.

#### **2. 2023 Campus Safety and Security Report (Clery Act Report)**

Chief of RVC Police, Mr. Tom Yehl, presented the Clery Act Report. Chief Yehl stated that the purpose of the Campus Safety and Security Report is to provide the campus community with timely, accurate, and complete information

about crime and the safety of the campus so that they can make informed decisions to keep themselves safe. Compliance with the Clery Act allows RVC to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work-Study Programs, Federal Perkins Loans, etc. Chief Yehl stated that the crime statistics are gathered for the main and satellite campuses. Chief Yehl noted there were only three reportable Clery crimes for 2022: a burglary, a stalking case, and domestic violence. Chief Yehl stated that The Annual Clery Report is available on the RVC website. Trustee Trojan inquired if RVC received any fines, and Chief Yehl said there were no fines to RVC.

### **3. Solicitation Board Policy Update 2:10.100 / First 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 and will update the language to capture the requirements of statutes, rules, and regulations relating to solicitations and acceptance of gifts, namely, in consideration of the restrictions set forth 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.

### **4. Cyber and Information Security New Board Policy 2:30.060 / First Reading**

Mr. Jenks presented the Cyber and Information Security New 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, firewall-router-switch guidelines, etc. Discussion ensued.

### **5. Rock Valley College Events Calendar**

Mr. Jenks presented the RVC on-campus events calendar for November 2023 and highlighted several upcoming events. November 10 is the Veterans Day celebration at RVC, and November 17 is the International Showcase. This is a multi-cultural celebration with dance, music, art, history, and lifestyles of a variety of countries throughout the World and the United States.

#### **New Business/Unfinished Business**

Mr. Gorski referred back to Purchase Report B, item C. Mr. Gorski stated when Trustee Nelson requested to go with a different vendor for an IT project. The comment was made that the College had to go with the lowest responsible bidder. Mr. Gorski stated that if there was a reasonable difference in cost, RVC could go with different vendors. Mr. Gorski thanked the administration for going out to bid and doing the responsible thing. Mr. Jenks said he would check with legal, find out what RVC can and cannot do, and get their opinion. Discussion ensued.

Mr. Gorski requested that the Board members be assigned an official RVC email address to facilitate FOIA requests better and lock down information. Mr. Gorski stated that if RVC's licensing/software through Microsoft allowed it, RVC should put a litigation hold on the email addresses. Discussion ensued.

#### **Adjourn to Closed Session**

At 7:35 p.m., a motion was made by Trustee Trojan, seconded by Trustee. Gorski, 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) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 3) Litigation

has been filed, is pending or probable per Section 2 (c)(11), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

**Reconvene Open Session**

At 8:49 p.m., a motion was made by Trustee Trojan, 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 Regular Board of Trustees Meeting**

The next Regular Board of Trustees Meeting will be held on November 21, 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 Committee of the Whole Meeting**

The next Committee of the Whole Meeting will be held on December 5, 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 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**

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**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.

**Next Board of Trustees Retreat**

The next 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.

**Adjourn**

At 8:52 p.m., a motion was made by Trustee Nelson, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

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Robert Trojan, Secretary

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Gloria Cardenas Cudia, Chairperson

**FY2024 Enrollment Update**

Board of Trustees Committee of the Whole – December 5, 2023

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2023	FY2024	Change	% Change	FY2023	FY2024	Change	% Change	Budget	% to Budget
Summer II	1,936	1,858	-78	-4.03%	8,436	7,922.5	-513.5	-6.09%	9,000	88%
Fall	5,376	5,420	44	0.82%	50,730	52,609.5	1,879.5	3.70%	51,100	103%
Subtotal (Summer II + Fall)	<b>7,312</b>	<b>7,278</b>	<b>-34</b>	<b>-0.46%</b>	<b>59,166</b>	<b>60,532</b>	<b>1,366</b>	<b>2.31%</b>	<b>60,100</b>	<b>101%</b>
Winterim	408	432	24	5.88%	1,380	1,447	67	4.86%	900	161%
Spring	3,657	3,494	-163	-4.46%	37,692.5	36,996.5	-696	-1.85%	45,000	82%
Subtotal (Summer II + Fall + Winterim + Spring)	<b>11,377</b>	<b>11,204</b>	<b>-173</b>	<b>-1.52%</b>	<b>98,238.5</b>	<b>98,975.5</b>	<b>737</b>	<b>0.75%</b>	<b>106,000</b>	<b>93%</b>
Summer I	--	--	--	--	--	--	--	--	4,000	--
<b>Total</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>110,000</b>	<b>--</b>

Sources: Summer II Enrollment Ticker (Final 08/04/23); Fall, Winterim, and Spring Enrollment Tickers (11/29/23)

**Important Dates:**

- Students are dropped from Spring for non-payment on December 13, 2023.
- Fall semester ends and Winterim semester begins December 16, 2023.
- Spring semester begins January 13, 2024.



**Academic Calendar for 2025-2026**

**Background:** Rock Valley College is seeking approval for the 2025-2026 Academic Calendar. The College is submitting a full calendar beginning with Summer Session 2025 and ending with Summer Interim 2026, allowing the College a fiscal and academic year alignment.

**Recommendation:** It is recommended that the Board of Trustees approves the 2025-2026 Academic Calendar.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

# ACADEMIC CALENDAR 2025 – 2026

## **2025 SUMMER SESSION**

**EIGHT-WEEK SESSION (29 days plus 2 final exam days)**  
**FIRST FOUR-WEEK SESSION (14 days plus 1 final exam day)**  
**SECOND FOUR-WEEK SESSION (15 days plus 2 final exam days)**

June 16 (Monday) ..... Classes Begin for First 4-week and 8-week Sessions of Session II  
June 19 (Thursday) ..... No Classes/College Closed  
July 4 (Friday) ..... No Classes/College Closed  
July 10 (Thursday) ..... Final Exam Day for First 4-week classes of Session II  
July 14 (Monday) ..... Classes Begin for Second 4-week Session of Session II  
August 5 (Tuesday) ..... End of Classes  
August 6 & 7 (Wednesday, Thursday)..... Final Exams for Session II  
August 10 (Sunday)..... Grades Due By 11:59pm Sunday Night

## **2025 FALL SEMESTER**

August 16 (Saturday) ..... Weekend Classes Begin  
August 18 (Monday) ..... Weekday Classes Begin  
August 30, 31, September 1 (Saturday, Sunday, Monday) ..... No Weekend Classes/College Closed  
September 2 (Tuesday) ..... Faculty & Staff Development Day/No Classes/Offices Closed  
November 26 (Wednesday)..... Fall Recess/No Classes/College Open  
November 27, 28, 29, 30 (Thurs, Fri, Sat, Sun) ..... No Classes/College Closed  
December 5 (Friday)..... End of Weekday Classes  
December 6 (Saturday)..... End of Weekend Classes  
December 8 - 13 (Monday–Saturday)..... Final Exams for Weekday & Weekend Classes  
December 14 (Sunday) ..... Grades Due by 11:59pm Sunday Night  
December 24 – January 1 (Wednesday – Thursday) ..... No Classes/College Closed

## **2026 SPRING SEMESTER**

January 2 (Friday) ..... Offices Open  
January 9 (Friday) ..... Faculty Development Day/College Open  
January 10 (Saturday) ..... Weekend Classes Begin  
January 12 (Monday)..... Weekday Classes Begin  
January 19 (Monday)..... No Classes/College Closed  
March 8 – 15 (Sunday–Sunday)..... Spring Recess - No Weekday or Weekend Classes  
March 16 (Monday) ..... Weekday Classes Resume  
March 22 (Saturday)..... Weekend Classes Resume  
April 2 (Thursday) ..... Faculty & Staff Development Day/No Classes/Offices Closed  
April 3, 4, 5 (Friday, Saturday, Sunday) ..... No Classes/College Closed  
May 2 (Saturday) ..... End of Weekend Classes  
May 8 (Friday)..... End of Weekday Classes  
May 9 (Saturday) ..... Final Exams for Weekend Classes  
May 11 - 15 (Monday–Friday) ..... Final Exams for Weekday Classes  
May 15 (Friday) at 6pm ..... Commencement Exercises  
May 17 (Sunday)..... Grades Due By 11:59pm Sunday Night

## **2026 SUMMER INTERIM**

**FOUR-WEEK SESSION (14 days plus 1 final day)**

May 18 (Monday) ..... Classes Begin  
May 25 (Monday) ..... No Classes/College Closed  
June 11 (Thursday) ..... Final Exam Days  
June 14 (Sunday)..... Grades Due by 11:59pm Sunday Night

*Deadlines vary for courses less than 16 weeks in length. Contact Records and Registration for specific dates.*

Purchase Report-A - FY2024 Purchases

Recommendation: Board approval for items marked with an asterisk.

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

<b>Air One Equipment, Inc.</b>	<b>South Elgin, IL</b>	<b>\$39,700.00*(1)</b> <b>Not to Exceed</b>
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1. This expense is for the purchase of five (5) Mine Safety Appliance (MSA) Self Contained Breathing Apparatuses (SCBA) for the Fire Science Department. Each SCBA will include the facepiece, harness, air cylinder, and regulator. The majority of fire departments in Rock Valley College’s jurisdiction use MSA SCBAs, and our students will benefit from training with this equipment. Air One Equipment, Inc. is the sole-source authorized dealer for MSA SCBAs in our region.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)  
Exemption L: Contracts for goods or services procurable from only one source.*

FY2024 Grant Expense

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

<b>Dinges Fire Company</b>	<b>Amboy, IL</b>	<b>\$10,347.00*(2)</b> <b>Not to Exceed</b>
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2. This expense is for purchasing Lion Personal Protective Equipment (PPE) for the Fire Science Department. This PPE includes fire helmets, turnout coats, turnout pants, and fire boots. Lion PPE most closely matches the existing equipment used by the Fire Science Department and meets the National Fire Protection Association (NFPA) requirements for safety. Dinges Fire Company is the sole-source authorized dealer for Lion PPE in our region.

FY2024 Grant Expense

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)  
Exemption L: Contracts for goods or services procurable from only one source.*

**Purchase Report-A - FY2024 Purchases**

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

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

3. This expense is for purchasing the three (3) used 2016 Wabash 53’ dry van semi-trailers currently leased by the Truck Driver Training (TDT) Program. Airoldi Brothers has decided not to renew the lease of the trailers. Still, the Airoldi Brothers have maintained a positive relationship with the College by extending the lease month-to-month past its expiration date to give RVC time to find a solution for trailers for the program. Meiborg Holdings, Inc. quoted \$3,000 lower than Airoldi Brothers, but the transfer of trailers would increase instructor work hours outside their instructional hours, raising the cost of switching to Meiborg Holdings, Inc. The currently leased trailers have less wear and tear from being used for education purposes than other used trailers, which would have seen more mileage for transportation and delivery. There have been no major issues with these trailers during the term of the lease.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)  
Exemption I: Purchases of equipment previously owned by some entity other than the district itself.*

FY2024 Budgeted Expense

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

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

4. This expense is for seventeen (17) Lenovo IdeaCentre 5 Desktops for the Networking and Cybersecurity Lab in WTC 2100. \$6,000 will be covered by Perkins, and the remainder will be covered by the Computers & Information Systems (CIS) Department. The computers in the lab are specialized to run a VMware workstation for networking and cybersecurity.

\*\* This submission did not meet the specifications

FY2024 Grant and Budgeted Expense

**Purchase Report-A - FY2024 Purchases**

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

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

5. This expense is for the ethernet and fiber patch cables and cable management hardware for the Network Redesign Project. These items are necessary to ensure a clean installation and to accommodate the additional power cables. Eight (8) vendors were contacted for quotes, and only three (3) were able to meet the specifications. CDW-G provided the lowest quote and guaranteed delivery of the products.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)  
Exemption F: Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.*

FY2024 Capital Expense

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

<b>Laerdal Medical Corporation</b>	<b>Wappingers Falls, NY</b>	<b>\$63,169.05*(6)</b>
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6. This expense is for the purchase of a SimBaby Manikin for simulation training in the Nursing and Respiratory Therapy programs. Simulation manikins allow students to experience health scenarios and training before working with people. This equipment replaces a Laerdal SimBaby over ten years old and is no longer functioning. This item is sole sourced from Laerdal Medical Corporation.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)  
Exemption L: Contracts for goods or services procurable from only one source.*

FY2024 Grant Expense

**Purchase Report-A - FY2024 Purchases**

G. SMART Lab Equipment – (Instructional Computer Equipment – DERA Grant)

<b>Entre Computer Solutions</b>	<b>Machesney Park, IL</b>	<b>\$24,395.81*(7)</b>
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

7. This expense is for SMART boards and Lenovo ThinkPad laptops to improve the success rates of developmental education students by providing sufficient resources and support in the Math and Writing labs. This request is to award Bid #23-33 Equipment for SMART Lab to Entre Computer Solutions as the lowest responsible bidder. This will be funded by the Developmental Education Reform Act (DERA) Grant.

FY2024 Grant Expense

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

<b>Sikich LLP</b>	<b>Naperville, IL</b>	<b>\$105,000.00*(8)</b>
		<b>Not to Exceed</b>
Wipfli LLP	Rockford, IL	

8. This expense is for the auditor services per the Request for Proposals (RFP) #23-24 Auditor Services. These services will include the College’s Annual Comprehensive Financial Report (ACFR), Single Audit for federal funding for both financial aid and grants, and the Foundation audit. Two proposals were received, and the evaluation committee unanimously determined Sikich LLP was more aligned with the bid specifications.

FY2024 Budgeted Expense

**Purchase Report-A - FY2024 Purchases**

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

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

9. This expense is for removing and reconstructing the Power Shed located near Building E on the main campus. Per the specifications of Bid #23-25 Power Shed Reconstruction, this project is for a single prime contract that will consist of the construction of a new shed, driveway, electrical equipment in the new shed, modifications to electrical services at Building F and Building E, new and re-routed underground electrical, demolition of select trees, and demolition of the existing shed. This project is necessary because the existing shed is badly deteriorated. Three bid responses were received, and Scandroli Construction was the lowest responsible bidder. The amount requested for the award of the contract includes a ten percent contingency. The Department of Commerce and Economic Opportunity (DCEO) Grant will cover \$100,000.

FY2024 Capital and Grant Expense

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

<b>Benchmark Flooring</b>	<b>Loves Park, IL</b>	<b>\$33,440.00*(10)</b>
		<b>Not to Exceed</b>
Boss Carpet One	Dixon, IL	\$42,718.50
Tiles in Style LLC	South Holland, IL	No amount provided

10. This expense is for removing and replacing the carpet in Building E per the specifications in Bid #23-28 Building E Flooring Upgrade. Three responses were received, and Benchmark Flooring was the lowest responsible bidder. Tiles in Style LLC submitted a response but did not include the required pricing sheet in their submittal. The amount requested for the award of the contract includes a ten percent contingency.

FY2024 Capital Expense

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
November 26, 2023

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	9,548,671
PMA Operating Cash	10,585,418
Petty Cash	3,274
ISDLAF*	21,937,989
 Total Operating Cash:	 <u>42,075,353</u>
<u>Operating Investments Accounts</u>	
PMA Operating	40,136
ISDLAF*	488,478
CD's and CDARS	39,089,182
Treasuries	5,543,197
ISDLAF Term Series	750,000
FHLB Discount Notes	-
 Total Operating Investments:	 <u>45,910,992</u>
 <b>Total Operating Cash &amp; Investments:</b>	 <b><u>87,986,345</u></b>

<b>Total Operating Cash and Investments on October 31, 2023</b>	<b><u>86,279,617</u></b>
<b>Total Operating Cash and Investments on November 26, 2023</b>	<b><u>87,986,345</u></b>
<b>Total Operating Cash and Investments on November 30, 2022</b>	<b><u>79,115,154</u></b>
<b>% of Operating Budget</b>	<b>81.97%</b>
<b>Change in Operating Cash and Investments since October 31, 2023</b>	<b>1,706,728</b>

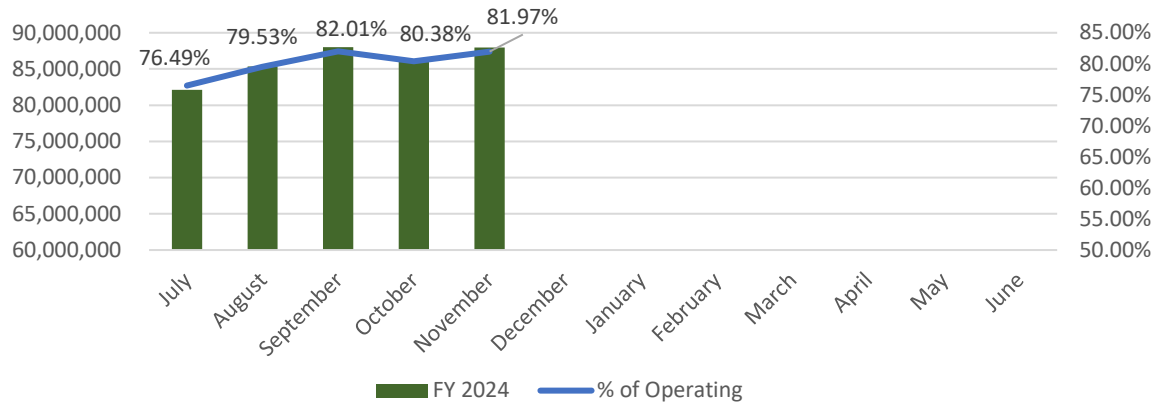
*\*Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	8,343,999
Life Safety	3,396,118
CDB Escrow	4,315,466
Building Funds	4,191,545
ATC Capital	-
 <b>Total Capital Funds:</b>	 <b><u>20,247,128</u></b>

<b>Total Capital Funds on October 31, 2023</b>	<b><u>20,962,436</u></b>
<b>Total Capital Funds on November 26, 2023</b>	<b><u>20,247,128</u></b>
<b>Change in Capital Funds since October 31, 2023</b>	<b>(715,307)</b>



### Operating Cash Balance and % Coverage of FY'24 Operating Budget



Month / Year	Cash & Investments	Capital	Total
November 2023	87,986,345	20,247,128	108,233,473
November 2022	76,181,482	18,315,921	94,497,403
October 2023	86,279,617	20,962,436	107,242,052
October 2022	79,115,154	18,105,076	97,220,230
September 2023	88,021,757	19,753,543	107,775,300
September 2022	75,483,681	19,659,183	95,142,864
August 2023	85,365,989	18,758,217	104,124,206
August 2022	72,609,823	20,355,497	92,965,321
July 2023	82,104,819	17,993,199	100,098,019
July 2022	73,227,608	19,835,297	93,062,906
June 2023	83,887,036	16,942,490	100,829,526
June 2022	72,894,073	20,046,781	92,940,854
May 2023	76,503,790	13,085,170	89,588,960
May 2022	67,022,029	14,717,680	81,739,710
April 2023	75,375,546	11,330,563	86,706,108
April 2022	64,250,129	13,129,795	77,379,925
March 2023	76,720,650	11,325,913	88,046,563
March 2022	63,583,011	13,360,996	76,944,007
February 2023	73,535,274	11,506,241	85,041,515
February 2022	67,637,051	13,516,541	81,153,592
January 2023	76,505,959	11,467,053	87,973,012
January 2022	68,827,552	13,507,358	82,334,910
December 2022	76,593,409	17,140,956	93,734,364
December 2021	69,848,911	13,496,844	83,345,754
November 2022	76,181,482	18,315,921	94,497,403
November 2021	71,696,104	23,491,608	95,187,713

**Audit Services Recommendation**

**Background:**

As part of the standard process, the College periodically bids out the contracts for professional services. The existing term for auditing services expired with the audit for Fiscal Year 2023.

The College issued a Request for Proposal (RFP) to eight firms in October and received three responses. Two provided proposals; the third appreciated being contacted but currently does not have the capacity to meet our requirements. A team of financial and purchasing staff reviewed and evaluated the responses against the pre-established criteria outlined in the RFP.

Evaluation of the written proposals focused on experience with Illinois community colleges, availability of value-added services, expertise of the team to be assigned to the College, preparation of the Annual Comprehensive Financial Report, and overall fee structure.

With many similarities between the firms' capabilities, the overall fee structure and operational expense to the College is the largest deciding factor.

	FY2024		FY2025		FY2026		FY2027		FY2027		5-Year Total		
	Sikich, LLP	Wipfli, LLP	Sikich, LLP	Wipfli, LLP	Sikich, LLP	Wipfli, LLP	Sikich, LLP	Wipfli, LLP	Sikich, LLP	Wipfli, LLP	Sikich, LLP	Wipfli, LLP	
College Audit	48,705	65,000	49,680	70,000	50,925	75,000	52,200	78,500	53,765	82,000	255,275	370,500	115,225
Single Audit*	33,125	20,000	33,790	21,500	34,635	23,000	35,500	23,500	36,565	25,000	173,615	113,000	-60,615
Total College	81,830	85,000	83,470	91,500	85,560	98,000	87,700	102,000	90,330	107,000	428,890	483,500	54,610
Foundation Audit**	12,110	21,000	12,350	22,250	12,660	24,000	12,980	26,750	13,370	27,750	63,470	121,750	58,280
Total Fees	93,940	106,000	95,820	113,750	98,220	122,000	100,680	128,750	103,700	134,750	492,360	605,250	112,890
<i>Cost of College, net of Single Audit and Foundation</i>	48,705	65,000	49,680	70,000	50,925	75,000	52,200	78,500	53,765	82,000	255,275	370,500	115,225

\*Single Audit is allocated to the grants

\*\*Foundation audit includes Form 990 and is paid by the RVC Foundation

The total fees for the College's audit are \$428,890 with Sikich and \$483,500 with Wipfli, a difference of \$54,610. The fee for the Single Audit, which audits the use of federal funding for both financial aid and grants, is charged against those funding sources. The expense to the College for the standard audit over the five-year contract is \$115,225 less with Sikich, comparing \$255,275 with Sikich versus \$370,500 with Wipfli.

**Recommendation:**

It is recommended that the Board of Trustees authorizes the administration to engage Sikich LLP as the College's audit service firm.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Fiscal Year 2024 Fund Transfer Request**

**Background:**

Board Policy 5:10.160 – Operating Fund Balance goal 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. The College’s Fiscal Year 2023 revenues exceeded expenditures by \$16,879,940, bringing the Operating Funds Balance (Funds 01 and 02) to \$38,443,503.

Below is a request to transfer funds from Operating Funds (Funds 01 and 02) for various strategic initiatives. The total request below will maintain a 44.19% balance.

Fund 19 – Other Post-Employment Benefit (OPEB) Fund	\$1,000,000
Fund 05 – Auxiliary Fund	\$2,000,000
Fund 03 – Operations and Maintenance (Capital)	
• Current Capital Needs	\$5,100,000
• Future Facilities Projects	\$4,900,000
Total Transfer from Fund 01 – Operating Fund	\$13,000,000

These transfers will allow the College to strategically plan for the future for:

- Other Post-Employment Benefits liability total funded by transfers will be \$11,500,000. The College’s liability is approximately \$9,250,000, a reduction from the prior year’s estimated liability of nearly \$25,000,000. This reduction directly resulted in the change in the discount rate used to calculate the present value, which changed from 1.92 % to 3.69% based on the tax-exempt municipal bond rate index of general obligation bonds with an average AA credit rating. The \$1,000,000 is to maintain the College’s conservative process to protect itself against potential liability.
- Supplement the Auxiliary Fund 05, which includes Athletics, Starlight Theatre, Community and Continuing Education, and Center for Learning in Retirement.
- Current capital needs
- Future facilities projects

**Recommendation:**

It is recommended that the Board of Trustees approves the College administration to allocate \$13,000,000 for the above strategic initiatives from Operating Funds.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

## FY2025 Capital Project Requests

**Background:**

Below is a list of items or projects identified 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. Transferring funds will allow for purchases of new items, continued repairs, or system upgrades.

**Fleet**

Item	Justification	Amount Request	Funding Source
A Ford Transit Connect Cargo Van replaces a 2004 Ford. (#6)	The 2004 Ford Pickup Truck was purchased in 2004 and has extensive rust around all lower panels.	\$38,000	RVC capital
A Ford Transit Connect Cargo Van replaces a 2006 Dodge Caravan. (#5)	The 2006 Dodge Caravan was purchased in 2006 and has extensive rust around all lower panels.	\$38,000	RVC capital
A Ford Transit Connect Cargo Van replaces a 2003 Chevy Van. (#4)	The 2003 Chevy Van was purchased in 2003 and has extensive rust around all lower panels.	\$38,000	RVC capital
	<b>The cost is an estimate and may differ upon final ordering due to supply/demand issues.</b>	<b>Requested \$114,000</b>	<b>Not to exceed \$125,000</b>

**Equipment**

Item	Justification	Amount Request	Funding Source
Table saw.	Replaces a 50-year-old table saw. The new industrial saw has improved technology and safety measures.	\$14,000	RVC capital
Hot water pressure washer.	Replaces a 2004 Pressure Washer that has reached its end of life and parts are no longer available.	\$11,000	RVC capital
Toro Zero Turn rear discharge to replace the T8 2004 Kubota.	This is a 20-year-old tractor at the end of its commercial life.	\$25,000	RVC capital
40 ft. scissor lift replaces two smaller lifts.	POM & Theatre lifts are over 20 years old, and we must replace parts every few months. New charges have newer technology and safety measures in place.	\$30,000	RVC capital
Brush Hog, grapple hook attachments for 2022 mini loader.	New attachments for the 2022 mini loader. Brush Hog will clean areas of brush. Grapple hook will help plant & move trees and lift debris from the creek, tree limbs, and storm cleanup.	\$18,000	RVC capital
14 ft. Arctic snow pusher.	Replaces 2008 & 2018 pushers with a sectional pusher. Plows cleaner lines on uneven lots. Fewer passes are needed to remove snow, saving fuel costs.	\$34,000	RVC capital
8 ft plow.	Used Skidsteer and John Deere replaces a 2004 plow, which was broken in half several times and has been welded. This is used on the sidewalks and walkways.	\$15,000	RVC capital

The tractor replaces the 2012 John Deere 4270. (#T26)	The tractor is used yearly and has extensive hours for commercial use. POM needs the tractor to be reliable. Trading the tractor in now will increase the trade-in value before we consistently replace parts. The tractor is currently valued at \$20-\$28K.	\$65,000 less trade in value.	RVC capital
Toro UTX (utility vehicle).	The grounds crew will use the vehicle as a small truck and pesticide sprayer, which slides in the back and is used during snow removal. This utility vehicle costs considerably less than a new 15' large sprayer, costing approximately \$100,000 - \$120,000.	\$37,000	RVC capital
Used large wheel end loader.	Large wheel loaders are used for efficient snow removal during the winter and earthmoving and tree or brush removal during the summer. A wheel loader has been rented annually for 15 years, and the prices have doubled to around \$25,000 annually. Purchasing a used wheel loader would give us a return on investment in approximately six years. Annual maintenance costs would be \$500, and new tires every 15 years would be \$20,000 - \$25,000.	\$150,000	RVC capital
Clark Fork Truck replaces the 1998 Clark Fork Truck.	The fork truck is beyond its end of life, and parts are no longer available.	\$35,000	RVC capital
	<b>The cost is an estimate and may differ upon final ordering due to supply/demand issues.</b>	<b>Requested \$434,000</b>	<b>Not to exceed \$435,000</b>

**Buildings**

Item	Justification	Amount Request	Funding Source
Student Center (SC) second-floor carpeting.	The SC carpeting on the second floor is 16 years old and has become faded and worn. A high volume of students and staff visit this area every day. (On the state deferred maintenance plan).	\$230,000	RVC capital FY2022 - \$37,500 FY2023 - \$50,000 FY2024 - \$100,000
Replacement of software and some stage and house lighting at the Bengt Sjostrom Theatre (BST).	All of the lights at the BST are now over 24 years old. This includes the production, house, stage lighting, and the hardware and software used to control them. This section will cover the replacement of stage and house lighting with new LED fixtures.	\$300,000	RVC capital FY2024 - \$400,000
Tuckpointing of rocks on buildings.	Many buildings on campus are experiencing issues with the rock façade mortar cracking and falling out. This compromises the stability of the wall.	\$40,000	RVC capital FY2023 - \$80,000
Building E remodel carpet and paint.	The carpet and paint are 20 years old. The carpet is loose and has folds, creating possible tripping points. Walls in several locations are damaged.	\$10,000	RVC capital FY2022 - \$25,000
Power shed upgrade.	Additional funding is needed due to added electrical issues discovered in this project's design phase.	\$195,000	RVC capital FY2022 - \$95,000 FY2023 - \$80,000
SC interior lighting upgrade.	The project did not include the SC during the initial interior LED lighting upgrade. The lighting inside the SC is 23 years old, and many fixtures are having issues. LED lights are more efficient and will save the college money long-term.	\$225,000	RVC capital FY2024 - \$250,000

“Mom’s Pond” and BST bridge upgrade.	Using the FY 2022 funds, RVC evaluated the BST bridge and “Mom’s Pond.” This evaluation revealed the original BST bridge does not meet the proper requirements of the governing authority. In addition, the study determined that “Mom’s Pond” was not properly designed, is unsafe, and needs to be fixed.	\$320,000	RVC capital FY2022 - \$30,000
Athletic field improvements.	The athletic fields are having issues with water drainage and irrigation. This creates difficulty for the teams to play when games are scheduled.	\$300,000	RVC capital FY2024 - \$200,000
SC air handling unit (AHU) upgrade.	The SC AHU is over 55 years old and was not replaced during the last remodel. The equipment has reached the end of its life, and we need to start setting aside money to replace the unit. Total cost is \$1.2 million.	\$200,000	RVC capital
Physical Education Center (PEC) gym floor replacement.	Replace the Mondo and wood basket floor in the PEC. The wood floor has been sanded many times over the last 14 years, and the Mondo floor has had several cuts and patchwork done.	\$300,000	RVC capital FY2023 - \$700,000
Installation of new generators.	The JCSM UPS has failed, and rather than replace the UPS, which would require replacement batteries every three years, we will replace it with a new generator.	\$90,000	RVC capital FY2024 - \$80,000
Access control and alarm upgrade.	The current access control and alarm systems are over 25 years old and are beyond end of life. Parts are difficult to locate, and the systems need upgrading.	\$1,200,000	RVC capital Total – \$2.4 million FY2022 - \$235,532 FY2023 - \$ 80,000
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>Requested \$3,410,000</b>	<b>Not to exceed \$3,490,000</b>

**Parking Lots, Roadways, Walkways, and Grounds**

Item	Justification	Amount Request	Funding Source
Parking lot upgrades and walkway improvements.	Parking lot repairs and replacement. Many lots have extensive cracking and damage. Lots will be upgraded to meet Americans with Disabilities Act (ADA) parking requirements. Many walkways have crumbled and need replacing to prevent lawsuits.	\$ 400,000	RVC capital FY2022 - \$ 150,000 FY2024 - \$1,000,000
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>Requested \$400,000</b>	<b>Not to exceed \$400,000</b>

**Other Capital Requests**

Item	Justification	Amount Request	Funding Source
Architect and engineering fees.	An architect or engineer will be needed to process all FY2023 and FY2024 capital requests.	\$350,000	RVC capital FY2023 - \$200,000 FY2024 - \$600,000
Information Technology (IT) equipment.	As part of the ongoing need to update old IT equipment, including servers, monitors, and computer equipment.	\$300,000	RVC capital
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>Requested \$650,000</b>	<b>Not to exceed \$650,000</b>

Other Funds / Protection Health and Safety (PHS)

Item	Justification	Amount Request	Funding Source
Fire alarm upgrade.	The current fire alarm system is reaching the end of its life. This is a campus-wide system. Upgrading will reduce maintenance issues and improve monitoring.	\$2,200,000	PHS funds Total cost - \$5,000,000 FY2024 - \$2,200,000 FY2025 - \$2,200,000
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>PHS Requested \$2,200,000 PHS Not to exceed: \$2,200,000</b>	
	<b>TOTAL CAPITAL REQUESTED</b>	<b>\$5,008,000</b>	
	<b>TOTAL PHS REQUESTED</b>	<b>\$2,200,000</b>	
	<b>TOTAL CAPITAL NOT TO EXCEED</b>	<b>\$5,100,000</b>	
	<b>TOTAL PHS NOT TO EXCEED</b>	<b>\$2,200,000</b>	
	<b>TOTAL REQUEST NOT TO EXCEED</b>	<b>\$7,300,000</b>	

**Recommendation:**

It is recommended that the Rock Valley College (RVC) Board of Trustees approves the use of Fund 03 capital and Protection, Health, and Safety funds on the above-described projects.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Board Policy 5:10.120 Purchasing  
First Reading**

**Background:**

The Administration presented a recommendation to the Decennial Committee to increase efficiency in the purchasing process by updating Board Policy 5:10.120 Purchasing. Currently, expenditures in excess of \$10,000 are to be approved by the Board prior to awarding such contracts. To align with the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1, the Administration recommends that expenditures in excess of \$25,000 be approved by the Board of Trustees. In addition, the policy clarifies the use of exemptions allowed by the Act.

The current \$10,000 Board Policy requirement goes back to Board Report #5519, dated January 25, 1993, which was rescinded on October 18, 1999, with Board Report #5741. However, the \$10,000 Board Policy requirement did not change in alignment with the escalation of inflation over the past 20+ years.

Increasing the requirement for the Board of Trustees approval to \$25,000 will create efficiencies in conducting purchasing transactions with vendors in a business-like and fair manner by permitting quicker turnaround times on expenditures less than \$25,000. This will assist in facilitating the implementation of smaller projects and programs that may exceed \$10,000.

All expenditures are available for review on the monthly claims report provided to the Board of Trustees.

Below is a summary of items presented on 12 Purchase Reports over 13 months from October 2022 through October 2023 by dollar amount and nature of the request.



October 2022-October 2023

<u>Dollar Amount</u>	<u>Number of Requests</u>	<u>% of Total</u>
\$10,000-\$14,999	51	39.5%
\$15,000-\$19,999	41	31.8%
\$20,000-\$25,000	37	28.7%
	<u>129</u>	

<u>Nature of Request</u>	<u>Number of Requests</u>	<u>% of Total</u>
Misc Commodities	32	24.8%
Grant Pass-thru	28	21.7%
Software/Phone/Internet/Fiber	20	15.5%
Other-Budgeted	20	15.5%
Capital	9	7.0%
Theatre Related	6	4.7%
Continuing & Community Ed	5	3.9%
Foundation	3	2.3%
POM	2	1.6%
Membership Dues	2	1.6%
Site Rental	1	0.8%
Bid-Contract	1	0.8%
	<u>129</u>	

**Recommendation:** It is recommended that the Board of Trustees approves and ratifies the updated Purchasing Board Policy 5:10.120 to align with the Illinois Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27. **Attorney Reviewed.**

\_\_\_\_\_  
Howard J. Spearman. Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachment: Board Policy 5:10.120 Purchasing

**PURCHASING**  
**First Reading**

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It is the policy of the Rock Valley College Board of Trustees to provide needed supplies, materials, equipment, and services to support the educational programs of the College through the use of sound, efficient, and effective purchasing procedures which: (1) require Board approval for the award of contracts for supplies, materials, equipment, and/or services involving an expenditure in excess of the amount currently authorized by the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1; and (2) authorize the College Administration to award contracts for expenditures less than or equal to the amount currently authorized by the Illinois Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1.

**Board Approval Amount**

The College will ensure that expenditures in excess of \$25,000 are approved by the Board of Trustees prior to awarding such purchase order(s) and/or contract(s). (110 ILCS 805/3-27.1).

**Requirement for Contract Legal Review**

The College Administration will have any purchase order or contract in excess of \$50,000 reviewed by legal counsel. All other contracts, regardless of amount, shall, by the judgment of the College's Leadership Team, be reviewed by legal counsel. For purposes of this Policy, grant-related documents will be reviewed when the College's Leadership Team determines that legal review is warranted. **(RVC Board Requirement)**.

**Responsible Bidder Compliance**

Responsible bidder for purposes of construction contracts over \$150,000.00 shall require submission of proof of compliance with the following criteria: **(RVC Board Requirement)**:

1. All applicable law prerequisites to do business in Illinois.
2. Evidence of compliance with:
  - a. Federal Employer Tax Identification Number or Social Security Number (for individuals).
  - b. Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employment provisions).
3. Certificate of insurance indicating the following coverages: general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability, and professional liability.
4. Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, submission of certified payroll records, medical and hospitalization insurance, and retirement for those trades covered in the Act.

5. Participation in apprenticeship and training programs applicable to the work being performed on the projects which are approved by and registered with the United States Department of Labor's Office of Apprenticeship and Training.

This Responsible Bidder Compliance Policy shall be reviewed annually by the Board of Trustees from the date of its enactment to evaluate the Policy's impact on Board Policy 5:10.140 (Diverse Vendor Enterprise Use).

### **Purchases Less Than or Equal to \$25,000**

Purchases less than or equal to \$25,000 will be governed by procedures set forth by the Chief Operation Officer (COO) or the COO's designee and shall be made available for public viewing.

### **Purchases Subject to Competitive Bidding**

All purchases involving expenditures in excess of \$25,000 and which are not covered by the fourteen (14) statutory bid exemptions (discussed further below) must be competitively bid. In accordance with the Illinois Public Community College Act, these bids must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening, at which the contents of the bids must be announced. Each bidder must receive at least three (3) days' notice of the time and place of such bid opening, and the bid must be advertised for at least ten (10) days. (110 ILCS 805/3-27.1).

For purposes of this Section, due advertisement includes but is not limited to, at least one public notice at least 10 days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district. (110 ILCS 805/3-27.1).

The College President shall recommend approval of all purchases of goods and services in excess of \$25,000, which shall be subject to the Board of Trustees' discretionary approval.

### **Exemptions to the Bidding Requirements**

#### **1. Purchases Not Subject to Competitive Bid**

All purchases of items that qualify for a statutory bid exemption pursuant to Section 3-27.1 of the Public Community College Act may be made by the Finance/Business Office without advertising for bids and without requiring price quotations. If, for any reason, competitive bids or price quotations are deemed advisable by the VP of Finance/CFO, or the VP of Operations/COO or his/her designee, they will be obtained, and awards will be made on the basis of conformance to specifications and the total cost of the bids/quotes. Items procured under this section will still be subject to Board review and approval if in excess of \$25,000. (110 ILCS 805/3-27.1).

#### **2. Cooperative Purchasing**

The College may participate in joint purchases by governmental units pursuant to 110 ILCS 805/3-27.2 when it is in the College's best interest to do so. Any cooperative will be

reviewed by the College's attorney to ensure compliance with all applicable statutes, rules, and regulations. (110 ILCS 805/3-27.2).

### **3. Change Orders – Competitive Bid Contracts**

The Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27.1(d)) states that change orders for competitively bid contracts made for the purchase of supplies, materials, or work involving an expenditure in the excess of \$25,000 are exempt from competitive bidding only when the change order does not cause additional expenditures in excess of 10% of the contract price, and the change order is due to unforeseen revisions which are not the fault of the contractor. The Board authorizes the College Administration to exercise change orders for construction that are less than 10% of the contract price when the change order amount has previously been approved by the Board of Trustees pursuant to the contract contingency. In order to keep projects moving and avoid delays, which can increase the costs of construction, the Administration may approve change orders that are less than 10% of the contract price without having to receive additional Board approval in accordance with procedures set forth by the COO or the COO's designee which shall be made available for public viewing. All change orders shall be made in writing, and the Board will have no duty to pay for change orders that are not approved by the Administration in writing. The Administration shall disclose all change orders to the Board at the next public Board meeting. (110 ILCS 805/3-27.1(d)).

### **4. Technology Products and Services**

The Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27.1(f)) allows for the purchase of technology and data processing related equipment, software, or services and telecommunications and interconnect equipment, software, and services without formal bids. Therefore, the Board authorizes the President or designee to utilize this provision when, in the opinion of the Administration, it is in the best interest of the College to purchase such products without formal bids. Items procured under this section will still be subject to Board review and approval if in excess of \$25,000. (110 ILCS 805/3-27.1(f)).

### **5. Emergency Expenditures**

The Purchasing Department should be contacted as soon as a department determines that an emergency purchasing situation exists. "Emergency Purchases" must follow a special procedure in order to obtain goods or services that exceed the competitive solicitation threshold but must be purchased quickly to respond to an emergency. An emergency arises when (1) the safety and welfare of any person or damage to valuable real or personal property is actual or imminent; (2) the operation or the educational program of the College is disrupted, or disruption may be imminent unless immediate action is taken; and/or (3) the failure to take prompt action may trigger delay and addition unnecessary expense to the College. Examples of an emergency purchase is repair of damages related to a natural disaster (tornado, earthquake, flood, etc.), a manmade disaster (chemical spill, active shooter, fire, etc.), or a biological emergency (communicable disease outbreak, *i.e.*, COVID-19 or other).

Approvals for emergency expenditures over \$25,000, unless otherwise exempt, must be approved by 75 percent or six (6) members of the Board of Trustees. In order to efficiently

and promptly address emergencies, for any emergency expenditure between \$25,000 and \$100,000, the President may provide the initial approval of the expenditure after receiving verbal approval from the Board Chairman, and the Board may retroactively approve the expenditure at the next Board meeting. (110 ILCS 805/3-27.1(m)).

**Changes to Shipping and/or Freight Costs**

The Administration shall not be required to obtain Board approval for expenditures for shipping, freight, and/or delivery costs or small price increases which cause the Board-approved purchase price to slightly increase so long as such additional costs comply with Section 3-27.1 of the Community College Act and this Board policy.

Reference: Board Report 5838; Board Report 7564 Implemented  
September 12, 2000

Revised: October 28, 2014; October 23, 2018, December 2, 2019, \_\_\_\_\_, 2023

**ROCK VALLEY COLLEGE  
BOARD POLICY**

**5:10:120**

**PURCHASING**

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The College will follow Section 3-27.1 of the Illinois Public Community College Act, 110 ILCS 805/3-27.1, regarding the public bidding and award of contracts for supplies, materials, equipment or work in excess of the specified dollar amount. The College will ensure that expenditures in excess of \$10,000 are approved by the Board of Trustees prior to awarding such contracts.

**Requirement for Contract Legal Review**

In addition, the College will have the following contracts reviewed by the College's attorney prior to being presented to the Board for approval:

- contracts (including construction contracts) involving an expenditure in excess of \$50,000;
- bid documents (prior to being released) for construction contracts in excess of \$50,000;
- any request for qualifications for professional services and related contracts in excess of \$50,000;
- intergovernmental agreements; and
- any other contract, which in the judgment of the College's Leadership Team, warrant legal review.
- For purposes of this policy, grant related documents will be reviewed when the College's Leadership Team determines that legal review is warranted.

**Responsible Bidder Compliance**

Responsible bidder for purposes of construction contracts over \$150,000.00 shall require submission of proof of compliance with the following criteria:

1. All applicable law prerequisite to doing business in Illinois.
2. Evidence of compliance with:
  - a. Federal Employer Tax Identification Number or Social Security Number (for individuals).
  - b. Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employment provisions).

3. Certificate of insurance indicating the following coverages: general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability, and professional liability.
4. Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, submission of certified payroll records, medical and hospitalization insurance, and retirement for those trades covered in the act.
5. Participation in apprenticeship and training programs applicable to the work being performed on the projects which are approved by and registered with the United States Department of Labor's Office of Apprenticeship and Training.

This Responsible Bidder Compliance policy shall be reviewed biennially by the Board of Trustees from the date of its enactment to evaluate the policy's impact on Board Policy 5:10.140 (Diverse Vendor Enterprise Use). **Attorney Reviewed.**

Reference: Board Report 5838; Board Report 7564  
Implemented: September 12, 2000  
Revised: October 28, 2014; October 23, 2018

**Personnel Report**

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

**A. Appointments**

Peter Held, Dean of Workforce Development, effective December 1, 2023.

- *Corrected title only – no other change to Grade, Salary, or Status*

Kenneth Pierce, Sociology Instructor, Temporary Full-Time Faculty, FAC, Lane VII, Step 4, \$37,957 for the Spring 2024 semester, effective January 12, 2024.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees





## Capital and Construction Summary

Presented to: Rock Valley College Board of Trustees Committee of the Whole  
December 5, 2023

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Rick Jenks, Vice President of Operations / Chief Operating Officer

# Completed or In Progress

- Since FY2022, the following areas have seen improvements:
- Completed
  - Ten (10) new pieces of equipment, including mowers, golf carts, treadmills, forklifts, and grounds equipment.
  - Eleven (11) vehicles, including fleet vans, plow trucks, and a squad car.
  - Six (6) technology upgrades, including software improvements, network redesign, Informer Five upgrade, Perceptive Content improvements, new computers, projectors, High Flex upgrade in the Atrium, and security improvements.
  - Five (5) construction projects, including an HVAC replacement project, SSB parking lot, and Boiler House ramp replacement project, seal coating of parking lots, road inlets, and the ATC parking lot and roof replacement.
- In progress
  - Fire pump replacement project. Spring Brook roadway evaluation is tied to the Lot 7 replacement project.

# Future Projects

- Nine (9) projects are in the design stage or have just been bid.
  - Power shed replacement, tuckpointing of masonry rocks on campus, Building E upgrades, Mass Communication upgrades, Karl J. Jacobs Center for Science and Math (JCSM) generator, Physical Education Center (PEC) gym floor, Mom's Pond and bridge repairs, outdoor sports field repairs, and second-floor Student Center (SC) carpet replacement.
- Technology Projects
  - Security alarm update and card access system update.
  - Wireless access point update.
- Fiscal Year 2025
  - Adding funding to projects due to increase in costs.
  - Parking lot and walkway improvements and security upgrades.
  - Continue to replace aging equipment and vehicles.

# QUESTIONS



**Board Policy 2:10.120 Americans With Disabilities Act (ADA)  
First Reading**

**Background:**

The Americans with Disabilities Act (ADA) is a federal civil rights law prohibiting discrimination based on disability. Rock Valley College (RVC) is covered under both Title I (Employment) and Title II (State and Local Government) of the ADA and other state and federal disability discrimination laws. The ADA covers all programs and activities conducted by the College, as well as employment at the College, and mandates that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by such entity.”

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 (FMLA) 3:30.090, and Non-Discrimination 4:10.010. These policies reflect the College’s commitment against discrimination of all kinds, as well as the College’s compliance with federal and state laws.

The College does not, however, currently have a Board Policy that specifically outlines the College’s adherence to the Americans with Disability Act (ADA).

**Recommendation:**

The administration is requesting that the Board of Trustees adopts a new Board Policy for the Americans with Disabilities Act (ADA). This policy will address RVC’s compliance with the ADA in their physical facilities, online digital presence, and employee, student, and community stakeholder needs. It will also ensure that applicable procedures are created to support the policy. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachment: Board Policy 2:10.120

**AMERICANS WITH DISABILITY ACT (ADA)**  
**First Reading**

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Reference(s): Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, Section 504 of the Rehabilitation Act of 1973; 28 Code of Federal Regulations Part 35, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities. The ADA requires that people with disabilities be provided the same opportunities as everyone else to engage in everyday activities, such as employment opportunities and participation in educational programs. Rock Valley College appreciates its commitment to all its stakeholders with disabilities and will comply with all relevant and applicable state and federal laws.

It is, therefore, the policy of Rock Valley College that discrimination on the basis of a disability is prohibited. Ensuring that all stakeholders of the college community have access to necessary facilities, information, and information technology (including websites) associated with administration and services, coursework and instruction, programs, and college-sponsored activities is critical to the College's educational mission and is among its highest priorities.

Non-discrimination includes making reasonable accommodations in accordance with applicable College procedures. Rock Valley College will endeavor, in compliance with state and federal law, to make such reasonable accommodations unless those accommodations fundamentally alter the nature of the service, program, or activity, or would place an undue burden on the College.

Rock Valley College prohibits retaliation against any individual who reports concerns regarding discrimination on the basis of disability, who cooperates with or participates in any investigation of allegations of disability discrimination, or any individual who is perceived to have engaged in any of these actions.

Rock Valley College understands that diversity, equity, and inclusion (DEI) are fundamental to achieving its mission. Therefore, Rock Valley College is committed to building and maintaining a community that reflects diversity and improves opportunities for all, including all qualified individuals with disabilities. This commitment is an expectation of our College's shared values, consistent with an intellectual community that celebrates individual differences and diversity.

Reference: Board Report #XXXX  
Implemented:

Rock Valley College will establish procedures for employees, students, facilities, and technology regarding compliance with the ADA and other applicable state and federal laws, including information on submitting requests for accommodations.

DRAFT

Reference: Board Report #XXXX  
Implemented:

**Acceptance of Contributions (f/k/a Solicitation)  
Second Reading**

**Background:**

Rock Valley College has an existing Board Policy 2:10.100, Solicitation. This policy addresses both: 1) solicitations and acceptance of gifts; and 2) political events on campus, citing the Election Code, 10 ILCS 5/9-25.1.

In its current form, the policy title and formatting fail to convey the primary purpose of the policy, which is compliance with statutes, rules, and regulations relating to appropriate solicitations and acceptance of gifts. Renaming the policy Acceptance of Contributions and revising the content are designed to separate the acceptance of gift provisions from the use of College property for political events.

The renamed and revised Acceptance of Contributions policy updates the language to capture the requirements of statutes, rules, and regulations relating to solicitations and acceptance of gifts, namely, in consideration of the restrictions set forth in the State Officials and Employee Ethics Act, 5 ILCS 430/10-10 *et seq.*

Further, the renamed and 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. As such, it is more effective to have the use of College property for political purposes addressed through the College's facilities use policy, Board Policy 2:40.010, Facilities and Grounds Rental.

**Recommendation:**

It is recommended that the Board of Trustees approves the renamed and revised Board Policy 2:10.100 Solicitation to affirm statutory compliance, remove the political events on campus language from the policy, and rename the policy as "Acceptance of Contributions." **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachments: Revised Board Policy 2:10.100 Acceptance of Contributions



**ACCEPTANCE OF CONTRIBUTIONS**  
**Second Reading**

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Rock Valley College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The College may seek external resources to meet identified needs. In addition, the Board of Trustees may accept contributions to the College to meet financial needs.

Reference: Board Report #XXXX  
Implemented: April 8, 2014  
Revised:

**SOLICITATION**

**ACCEPTANCE OF CONTRIBUTIONS**

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~~The Solicitation and Acceptance of Contributions (Gifts) and Exchange Transactions~~

Rock Valley College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The College may seek external resources to meet identified needs. In addition, the Board of Trustees may accept contributions to the College ~~and agrees to exchange transactions~~ to meet financial needs.

~~Political Events on Campus~~

~~Illinois law expressly prohibits the use of public funds to urge electors to vote for or against any candidate or proposition or be appropriated for political or campaign purposes to any candidate or political organization. *Election Code*, 10 ILCS 5/9-25.1. Candidates for public office and individuals who support or oppose propositions before the electorate must be advised by the sponsoring College groups that:~~

- ~~1. A speech or appearance on College premises does not constitute an endorsement by the College of a candidate or the advocacy by the College of a position on a public question;~~
- ~~2. No direct solicitation of funds or distribution of campaign fund raising literature is permitted on College premises; and~~
- ~~3. No campaign materials which state or imply that the College supports or opposes a candidate or a public proposition may be distributed on College premises or elsewhere.~~

**Board Policy 2:30.060**  
**Cyber and Information Security Policy**  
**Second Reading**

**Background:**

The need to have a secure network and Information Technology (IT) infrastructure is critical to the success of any organization in today's world. Rock Valley College's IT Department has, over the past few years, started to implement many improvements in its cybersecurity efforts and will continue to work to strengthen its defenses against any cybersecurity threat or attack.

The need for increased cybersecurity is not only a desire for Rock Valley College (RVC) but also a requirement of insurance companies to receive cybersecurity insurance. RVC has implemented multi-factor authentication, reduced and secured administrative access rights, and purchased software and hardware to assist in securing its network.

One area that also needs improvement is the documentation of the College's IT policies and procedures. This requirement is not only needed for insurance, but also to meet many regulatory requirements.

This 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. This includes but is not limited to the following items: account management guidelines, confidentiality statements, credit card procedures, firewall-router-switch guidelines, institutional data procedures, password procedures, resource end-of-life processes, and security awareness training.

**Recommendation:**

It is recommended that the Board of Trustees approves the creation of Board Policy 2:30.060 Cyber and Information Security Policy. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachment: Board Policy 2:30.060 Cyber and Information Security Policy

**CYBER AND INFORMATION SECURITY POLICY**  
**Second Reading**

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The Rock Valley College (RVC) Board of Trustees authorizes the Administration to develop and implement procedures to ensure the confidentiality, integrity, and availability of Rock Valley College's information assets by providing protection against malicious or criminal actions, theft, fraud, and accidental threats responding to cyber incidents and attacks.

Cyber security and information security threats take advantage of weaknesses in technology, people, and processes in order to gain unauthorized access to RVC's network or confidential, private, and/or proprietary information. They then cause harm by interrupting or impairing RVC's network, disseminating or using the information, or other cyber-related attacks.

RVC manages cyber security risk to safeguard its mission and protect the interest of the people whose personal information it holds.

Management of cyber security risk requires a concerted effort across all of RVC and cannot be considered just an aspect of Information Technology.

Reference: Board Report #XXXX  
Implemented:

# ROCK VALLEY COLLEGE 2023 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
<b>December</b>					
12/3/2023	Songs of the Season - SC Atrium, 4pm	X	X		X
12/05 - 12/06	Fall Final Frenzy Week - SC 1306, 11am	X	X		X
12/5/2023	CAB & SGA Holiday Party - SC Atrium, 11am	X	X		X
12/08 - 12/09	Ole Towne Band Fall Concert - ERC PAR, 7:30pm	X	X		X
12/9/2023	Women's Basketball Game - PEC Gym, 1pm	X	X	X	X
12/12/2023	Men's & Women's Basketball Games - PEC Gym, 5:30pm & 7:30pm	X	X	X	X
12/13/2023	Stenstrom Dedication Reception - SC Atrium, 3:30pm	X	X		X
12/13/2023	Fall Phlebotomy Pinning Ceremony - SC Atrium, 6pm	X	X		X
12/14/2023	Nursing Pinning Ceremony - SC Atrium, 11am	X	X		X
12/15/2023	Student Support Sector Summit / Alignment Rockford - SC Atrium, 9am	X	X		X
12/15/2023	WEI Completion Ceremony - PEC Gym, 11am	X	X		X
12/15/2023	SACN Commencement Ceremony - PEC Gym, 2pm	X	X		X
<b>January</b>					
1/6/2024	Rumble in the Rock - PEC Gym, 9am	X	X	X	X
1/11/2024	New Student Welcome Event - SC Atrium, 11am	X	X		X
1/12/2024	Faculty Development Day - ERC PAR, 8am	X			
01/12 - 01/13	MLK Basketball Classic - PEC Gym, 5pm & 10am	X	X	X	X
1/14/2024	RVC Youth Baseball Camp - PEC Gym, 8am	X	X	X	X
1/16/2024	Women's Basketball Game - PEC Gym, 5pm	X	X	X	X
1/17/2024	MLK Day Celebration - SC Atrium, 11am	X	X		
1/18/2024	Men's & Women's Basketball Games - PEC Gym, 5pm & 7pm	X	X	X	X
1/21/2024	RVC Youth Baseball Camp - PEC Gym, 8am	X	X	X	X
01/22 - 01/25	Spring Welcome Week - SC Atrium, 11am	X	X		X
1/25/2024	Men's & Women's Basketball Games - PEC Gym, 5pm & 7pm	X	X	X	X
1/26/2024	DEI Social Capital Event - PEC 0110, 11am	X	X		
1/28/2024	RVC Youth Baseball Camp - PEC Gym, 8am	X	X	X	X
1/31/2024	Town Hall Meeting - SC Atrium, 1:30pm	X	X		X
<b>February</b>					
2/1/2024	Men's & Women's Basketball Games - PEC Gym, 5pm & 7pm	X	X	X	X
2/4/2024	RVC Youth Baseball Camp - PEC Gym, 8am	X	X	X	X
2/6/2024	First Tuesday Lecture - SC Atrium, 12pm	X	X		X
2/6/2024	Men's & Women's Basketball Games - PEC Gym, 5pm & 7pm	X	X	X	X
2/8/2024	Men's & Women's Basketball Games - PEC Gym, 5pm & 7pm	X	X	X	X
2/9/2024	ACES Academic Competition - SC Atrium and ERC, 8am	X	X		
2/12/2024	1st Generation Speaker Series - SC Atrium, 12pm	X	X		X
2/13/2024	Valentine's Day Karaoke Party - SC Atrium, 11am	X	X		X
2/13/2024	Men's Basketball Game - PEC Gym, 7pm	X	X	X	X
2/14/2024	Wellness Wednesday - SC Atrium, 10am	X	X		X
2/19/2024	New Student Visit Day - SC Atrium, 9am	X	X		X
2/21/2024	NIU Engineering @ RVC Internship & Job Fair - WTC Lobby, 3:30pm	X	X		X
2/22/2024	WEI Skilled Trades Career Fair - SC Atrium, 2pm	X	X		X
2/23/2024	Hunger Coalition Poverty Simulation - SC Atrium, 8am	X	X		X
2/24/2024	ICTM Regional Math Contest - JCSM, ERC, SC, CLI, 8am	X	X		X
2/24/2024	Men's & Women's Basketball Games - PEC Gym, 1pm & 3pm	X	X	X	X
2/29/2024	Women's Basketball Region IV Quarter-Final Tournament - PEC Gym, TBD	X	X	X	X