

**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, October 11, 2022
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:25 p.m. by Chairperson Jarid Funderburg. Trustee Funderburg named Ms. Lynn Kearney as Secretary Pro Tem for the October 11, 2022, Board of Trustees Committee of the Whole meeting.

Roll Call

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

Mr. Jarid Funderburg	Ms. Crystal Soltow joined at 6:39 p.m.
Mr. Paul Gorski	Mr. John Nelson
Ms. Lynn Kearney	Mr. Ryan Russell, Student Trustee

The following Trustees were absent at roll call: Mr. Robert Trojan and Ms. Gloria Cudia.

Also Present: Dr. Howard Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Mr. Rick Jenks, Vice President of Operations; 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, Interim Assistant to the President; Ms. Tracy Luethje, Administrative Assistant to the Vice President of Operations; Attorney Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by a Means Other Than Physical Presence

Trustee Funderburg made a motion, seconded by Trustee Kearney, to allow Trustee Crystal Soltow to attend the October 11, 2022, Board of Trustees Committee of the Whole meeting by means other than physical presence. The motion was approved by a unanimous roll call vote.

Communications and Petitions

Mr. Mark Smith requested to speak during the public comments regarding RVC promoting Critical Race Theory.

Recognition of Visitors

Dr. Howard Spearman stated that Mr. David Sloan would present the Digital Accessibility, Findings, and Recommendations. Ms. Lori Schneider and Ms. Margaret Kaiser Ferguson from OSF Healthcare will give the RVCare Wellness Center Update.

Review of Minutes

There were no comments on the minutes from the September 13, 2022, Board of Trustees Committee of the Whole meeting.

General Presentations

1. Digital Accessibility – Findings and Recommendations

Mr. David Sloan, UX practice manager of TPGi, presented the Digital Accessibility presentation and TPGi's findings and recommendations. Mr. Sloan provided a summary of TPGi's approach, what was discovered regarding RVC's website, and what recommendations TPGi suggests to the RVC Board of Trustees. Discussion ensued.

2. RVCare Wellness Center Update

Ms. Lori Schneider introduced Ms. Margaret Kaiser Ferguson, RVCare's new physician's assistant. Ms. Schneider discussed RVCare's historical data on office and immunization visits over the last two years. Ms. Schneider stated that this was RVCare's fifth anniversary since the clinic opened in November 2017. Ms. Schneider then discussed the year-to-date cost avoidance and suggestions for increasing the clinic's utilization. Ms. Schneider's recommendations were to reignite the monthly meetings with RVC leadership and OSF leadership and marketing, to promote Tele-Visits by incorporating patient testimonials, and to promote Ms. Kaiser Ferguson throughout the campus and department meetings. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Update. Ms. Snider explained that the PATH program is to create, support, and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees that allow them to enter and/or advance their careers in the healthcare industry. The PATH program will address the shortage of workers in the healthcare industry due to the COVID-19 pandemic. Ms. Snider discussed RVC's implementation plan, which focuses on four areas, recruitment, retention, readiness for employment, and capacity-building. Ms. Snider stated that RVC was awarded \$469,542 for FY2023, and RVC's goal is to have 256 completers. Discussion ensued.

Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow

1. Purchase Reports

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

Purchase Report A – FY 2023 Amendments:

- | | | |
|--|-------------|--------------------|
| A. Contractual Services – (Consultant Services – Professional/Technical: Operations) | | |
| 1. OPN Architects | Madison, WI | \$ 240,880.00 (1)* |
| | | Not to Exceed |
| B. Services – (Telecommunications: IT Telecommunications) | | |
| 2. Northern Illinois University | DeKalb, IL | \$ 1,240.00 (2)* |

Trustee Crystal Soltow joined the Board of Trustees Committee of the Whole meeting via telephone at 6:39 p.m.

Purchase Report B – FY 2023 Purchases:

- | | | |
|---|--------------|-------------------|
| A. Equipment – (Instructional Equipment: Music) | | |
| 1. Randee's Music Center | Rockford, IL | \$ 11,210.00 (1)* |

B. Contractual Services – (Other Contractual Services: Athletics)			
2.	Forest Hills Country Club	Rockford, IL	\$ 10,882.00 (2)*
C. Concert Revenue – (Other Contractual Services – Rockford Symphony)			
3.	Rockford Symphony Orchestra	Rockford, IL	\$ 13,431.00 (3)*
D. Software – (Maintenance Services Software Support: IT Administration)			
4.	Servio Consulting	Frankfort, IL	\$ 58,000.00 (4)*
E. Equipment – (Instructional Supplies General: Perkins)			
5.	Air One Equipment, Inc.	South Elgin, IL	\$ 30,000.00 (5)*
F. Equipment – (Instructional Supplies General: Perkins)			
6.	Dinges Fire Company	Amboy, IL	\$ 20,000.00 (6)*
G. Contractual Services – (Participant Travel (Non-RVC): Upward Bound)			
7.	First Student	Belvidere, IL	\$ 15,540.00 (7)*
H. Computer Equipment – (Higher Education Emergency Relief Fund Act (HEERF))			
8.	TBD		\$ x.xx (8)*
I. Computer Equipment – (Higher Education Emergency Relief Fund Act (HEERF))			
9.	TBD		\$ x.xx (9)*
	Discussion ensued on Purchase Report B.		

2. Cash and Investment

Ms. Olson presented the Cash and Investment Report through September 30, 2022. Total operating cash and investments are \$75,483,681. Total capital funds are \$19,659,183. Since August 31, 2022, the change in capital funds has been <\$696,314>. The change in the operating cash and investments since August 31, 2022, was \$2,873,858. Ms. Olson stated that the total operating cash and investment funds were 71.43% of the Fiscal Year 2023 operating budget. Discussion ensued.

3. First Quarter Vital Signs

Ms. Olson presented the First Quarter Vital Signs for Fiscal Year 2023. As of September 30, 2022, RVC was at 20.84% actual to budget. First-quarter operating expenses are at 13.50% of the budget. Payroll year-to-date is below budget, and healthcare costs are running slightly below budget. Discussion ensued.

4. Proposed 2022 Tax Levy and Setting the Date for the Truth-in-Taxation Hearing

Ms. Olson presented the Proposed 2022 Tax Levy and Setting a 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 for the previous levy year by more than five percent, a public Truth-in-Taxation Hearing is needed. Prior to the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days nor less than seven days prior to the Truth-in-Taxation Hearing.

Ms. Olson stated that the RVC Administration recommends the approval of \$22,692,453 estimated taxes necessary to be raised by taxation for 2022. The \$22,692,453 represents a 12.67% increase over the 2021 tax levy. To provide public disclosure, a hearing on the proposed 2022 Tax Levy under the Truth-in-Taxation law of the State of Illinois will be held on December 13, 2022, in the Educational Resource Center. Ms. Olson stated that the increased tax is for the Tort and Protection, Health, and Safety Funds. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for October 2022. There is one appointment and no departures.

2. Technology Assessment Update

Mr. Rick Jenks, vice president of operations, presented the RVC Technology Assessment Update. Mr. Jenks stated that the Burwood Group conducted a preliminary analysis of the Information Technology (IT) network. The system is 20 years old, performance is declining, and it will eventually fail. Implementation of a modernized infrastructure is needed while providing the foundation for improved IT services and performance by upgrading Hewlett Packard equipment. Bringing in the Burwood Group and upgrading the Hewlett Packard equipment will improve the internal and external wireless network, provide a scalable platform to better support long-term strategic initiatives, eliminate failing equipment, significantly improve RVC's security posture, and improve the reliability of the network. Mr. Jenks discussed the advantages of partnering with Burwood, the future design details, and the cost summary. Discussion ensued. (Note: Burwood is the sole-sourced solution. The alternative would be RFP.)

3. Abused and Neglected Child Reporting Act Update Board Policy 2:10.030 – Second Reading

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

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

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

4. Criminal Background Investigation Update Board Policy 3:20.030 – Second Reading

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

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

5. RVC College Events Calendar

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

New Business / Unfinished Business

There was no new or unfinished business.

Adjourn to Closed Session

At 7:17 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:41 p.m., a motion was made by Trustee Funderburg, seconded by Trustee Gorski, 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 October 25, 2022, at 5:15 p.m. in-person in room 1300 in the Advanced Technology Center, 1400 Big Thunder Boulevard, Belvidere, IL. The location at the Advanced Technology Center is for this meeting only.

Next Committee of the Whole Meeting

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

Adjourn

At 7:45 p.m., a motion was made by Trustee Gorski, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje



Lynn Kearney, Secretary Pro Tem



Jarid Funderburg, Chairperson