

**Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
Regular Meeting
5:15 p.m.
December 13, 2022**

On November 10, 2022, Governor Pritzker issued the thirty-sixth Gubernatorial Disaster Proclamation for all counties in the State of Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent or feasible based on the Disaster Proclamation. Pursuant to Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e) (4), this meeting will be held without the physical presence of a quorum at the meeting location.

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

Access to the Regular Board of Trustees meeting is provided via teleconference online via <https://rockvalleycollege-edu.zoom.us/j/93574659638?pwd=VTdxamowRmhOdWJlYTlsS0hUUUtDOT09> or by phone at 312-626-6799 using Meeting ID 935 7465 9638; Passcode: 469682. The meeting will include an opportunity for public comment. Members of the public who would like to make a public comment may submit their public comment to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on December 13, 2022. Public comments will be announced during the public comment portion of the meeting.

AGENDA

- A. Call to Order
- B. Roll Call
- C. Communications and Petitions (Public Comment)
- D. Recognition of Visitors
- E. Recess to Truth-in-Taxation Hearing

TRUTH-IN-TAXATION HEARING

- 1. Open Hearing
- 2. Presentation by Vice President of Finance/Chief Financial Officer – Ms. Ellen Olson
- 3. Receive Oral Testimony from the Public, if any
- 4. Close Hearing

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- F. Reconvene Open Meeting
 - G. General Presentations
 - H. Approval of Minutes
 - 1. October 11, 2022 Committee of the Whole meeting
 - 2. October 25, 2022 Regular meeting

I. Action Items

1. Approve Claims Sheet (Check Register-October 2022) (BR 7990)
2. Approve Claims Sheet (Check Register-November 2022) (BR 7991)
3. Approve Purchase Report
 - a. Purchase Report-A – FY2023 Amendments (BR 7992-A)
 - b. Purchase Report-B – FY2023 Purchases (BR 7992-B)
4. Approve FY2022 Comprehensive Financial Audit Report (BR 7993)
5. Approve Summary of FY2023 Estimated Revenues by Source (BR 7994)
6. Approve 2022 Tax Levy and Certify Compliance (BR 7995)
7. Approve College Closure December 27, 28, and 29, 2022 (BR 7996)
8. Approve Personnel Report (BR 7997)
9. Approve 2024-2025 Academic Calendar (BR 7998)
10. Approve Revised RVC Foundation Memorandum of Understanding (BR 7999)
11. Approve RVC Foundation Fundraising Agreement-Athletics (BR 8000)
12. Approve Update to Board Policy 3:10.030 – Access to Personnel Files (BR 8001)
13. Approve Update to Board Policy 3:30.150 – Bereavement (BR 8002)
14. First Reading: Repeal Board Policy 4:10.180 Communicable Disease, Students (BR 8003)
15. Approve Closed Session Minutes (BR 8004)

J. Other Business

1. New Business
2. Unfinished Business

K. Updates / Reports

1. President's Update
2. Leadership Team Updates
3. ICCTA Report
4. Trustee Comments
5. Student Trustee Report
6. RVC Foundation Liaison Report
7. Freedom of Information Act (FOIA) Report

- L. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act.

M. Reconvene Open Session

- N. Date of Next Committee of the Whole Meeting:** January 10, 2023, 5:15 p.m. Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

- O. Date of Next Regular Meeting:** January 24, 2023, 5:15 p.m. Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

- P. Date of Board of Trustees Retreat:** January 28, 2023, 8:30 a.m. Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

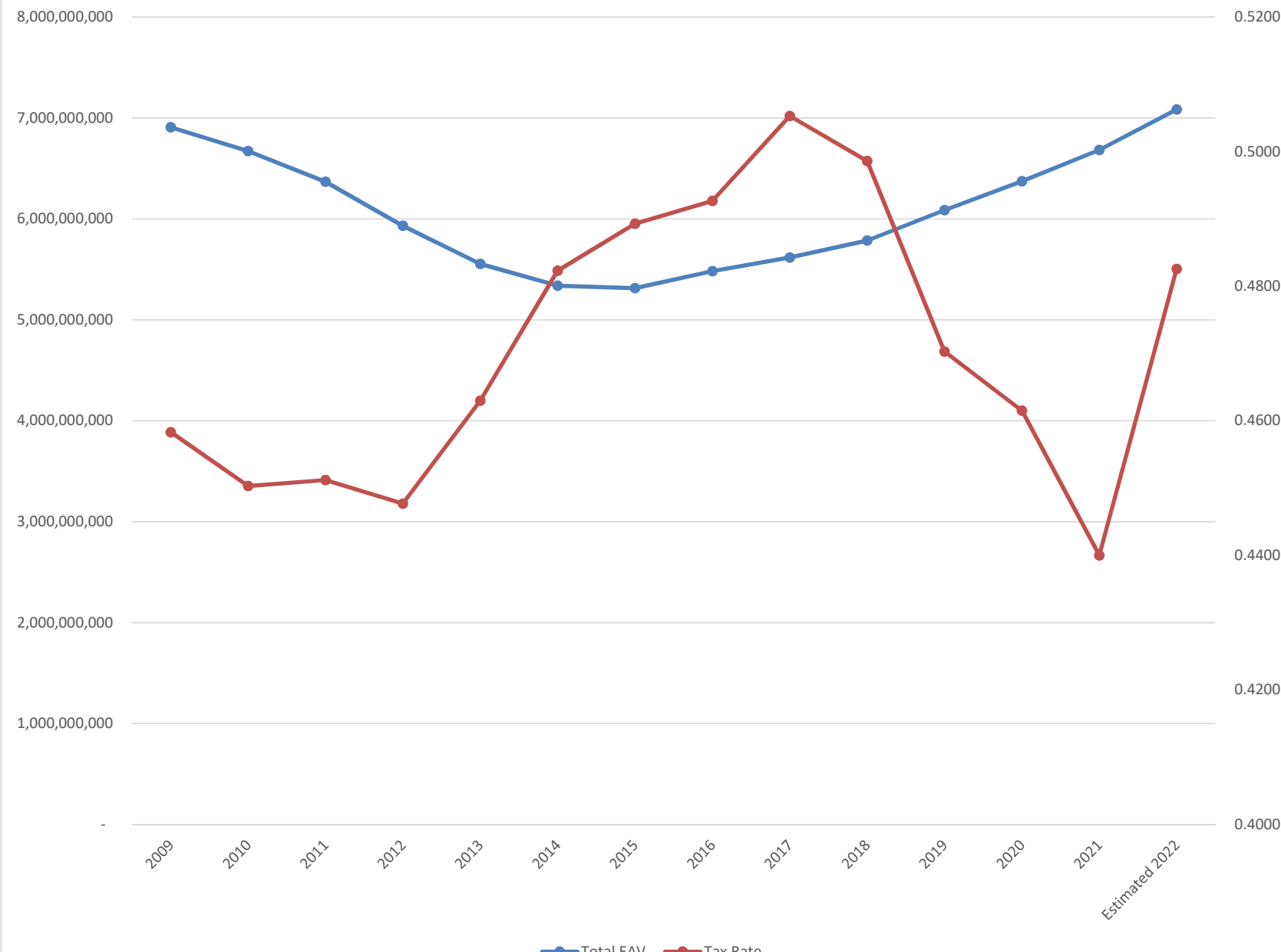
Q. Adjourn

Jarid Funderburg, Board Chair

Fund	Fund Description	Levy Year 2021		Levy Year 2022	
		Rate	Extension 2021	Maximizes Fund 01 & 02 rate & Levy Tort	
				6.00% Estimated Increase	
	2020 EAV Actual	6,373,157,081			
	2021 EAV Actual	6,683,596,509			
	2022 EAV Estimate			7,084,612,300	
01	Educational Current maximum \$.23	0.2300	15,391,174	0.2300	16,294,608
02	Operations & Maintenance Current maximum \$.04	0.0400	2,676,726	0.0400	2,833,845
12	Tort: Insurance & Tort/Risk Management	-	-	0.0222	1,570,000
	Social Security	-	-	0.0061	430,000
11	Financial Audit	0.0007	50,000	0.0009	64,000
03	Protection, Health & Safety	-	-	0.0212	1,500,000
	Revenue Recapture	0.0012	82,787		
	Total Property Tax Extension	<u>0.2720</u>	<u>18,200,687</u>	<u>0.3203</u>	<u>22,692,453</u>
04	Bond & Interest				
	2015C Bonds	0.0091	605,370	0.0020	141,950
	2015D Bonds	0.0166	1,108,500	-	-
	2015E Refinancing	0.0698	4,662,375	0.0380	2,694,825
	2017C Bonds	0.0863	5,766,550	0.0308	2,183,228
	2022A Bonds			0.0914	6,473,900
	2022B Bonds			0.0000	1,130
	Total Debt Service Extension	<u>0.1817</u>	<u>12,142,795</u>	<u>0.1623</u>	<u>11,495,033</u>
	COMBINED EXTENSION	<u>0.4537</u>	<u>30,343,482</u>	<u>0.4826</u>	<u>34,187,486</u>

\$ Increase over Levy Year 2021 3,844,004
 % Increase over Levy Year 2021 12.67%
 Rate Increase / (decrease) over Levy Year 2021 0.0289

Equalized Assessed Valuation (EAV) and Tax Rate



**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

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

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING
5:15 p.m., October 25, 2022**

MINUTES

Call to Order

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened in room 1300 of the Advanced Technology Center, 1400 Big Thunder Blvd, Belvidere, IL, on Tuesday, October 25, 2022. The meeting was called to order by Board Chair Jarid Funderburg at 5:15 p.m.

Roll Call

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

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

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

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

Board Member Attendance by Means Other Than Physical Presence

Board Chair Funderburg announced that no trustees have asked to attend the meeting by means other than physical presence.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

There were no visitors to be recognized.

Adjourn to Closed Session

Board Chair Funderburg announced that a closed session would be held at the end of the meeting.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Cudia, seconded by Trustee Trojan, to approve the minutes of the September 13, 2022 Committee of the Whole meeting and the September 27, 2022 Regular meeting.

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

Action Items

1. BR 7984 – Claims Sheet

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from September 1, 2022 to September 30, 2022. The total is \$1,972,643.56.

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 7984.

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

2a. BR 7985-A – Purchase Report-A – FY23 Amendments

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 7985-A, Purchase Report-A.

\$	Not To Exceed 240,000.00	A.	OPN Architects, Madison, WI
\$	1,240.00	B.	Northern Illinois University, DeKalb, IL

A motion was made by Trustee Gorski, seconded by Trustee Funderburg, to approve Board Report 7985-A.

Vice President Ellen Olson clarified Item B, Services, that Northern Illinois University (NIU) runs the iFiber collaboration that provides the College's network connection and bandwidth.

Trustee Gorski commented that at the October Committee of the Whole meeting, he indicated that he might have an objection, but he has since confirmed with RVC staff that the relationship with NIU is good. Thus, he has no objection to the purchase.

The motion was approved by unanimous roll call vote.

2b. BR 7985-B – Purchase Report-B – FY23 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 7985-B, Purchase Report-B.

\$	11,210.00	A.	Randee’s Music Center, Rockford, IL
\$	10,882.00	B.	Forest Hills Country Club, Rockford, IL
\$	13,431.00	C.	Rockford Symphony Orchestra, Rockford, IL
\$	58,000.00	D.	Servio Consulting, Frankfort, IL
\$	30,000.00	E.	Air One Equipment, Inc. South Elgin, IL
\$	20,000.00	F.	Dinges Fire Company, Amboy, IL
\$	15,540.00	G.	First Student, Belvidere, IL
\$	352,613.00	H.	CDW, Vernon Hills, IL
\$	59,900.00	I.	AKA Computer Solutions, Chicago, IL
\$	Not to Exceed 2,478,000.00	J.	Burwood group, Chicago, IL

A motion was made by Trustee Cudia, seconded by Trustee Trojan, to approve Board Report 7985-B.

Vice President Ellen Olson explained the changes made to Item H, Computer Equipment; Item I, Computer Equipment; and Item J, Consulting Services and Equipment, since the October 11 Committee of the Whole meeting.

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

3. BR 7986 – Personnel Report

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

A motion was made by Trustee Cudia, seconded by Trustee Funderburg, to approve Board Report 7986.

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

4. BR 7987 – Levy Year 2022 Estimated Taxes Required and Setting Hearing Date for Truth-in-Taxation Hearing

The Board Report reads in part: It is recommended that the Board of Trustees approves the following estimates for the amount of taxes necessary to be raised by taxation for the year 2022 as follows:

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

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

A motion was made by Trustee Cudia, seconded by Trustee Gorski, to approve Board Report 7987.

Trustee Trojan commented that the tax rates for Educational, and Operations and Maintenance are the same as last year; Debt Service has decreased; Protection, Health and Safety has increased due to lack of funding in prior years; and the overall tax rate is below 2017.

The motion was approved by unanimous roll call vote.

BR 7988 – Board Policy 2:10.030 – Abused and Neglected Child Reporting; Minor on Campus - SECOND READING

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

A motion was made by Trustee Gorski, seconded by Trustee Funderburg, to approve Board Report 7988.

Attorney Gardner confirmed that because this is a second reading, a vote should be taken. The motion was approved by unanimous roll call vote.

5. BR 7989 – Board Policy 3:20.030 – Criminal Background Investigation - SECOND READING

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

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 7989.

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

Other Business

1. New Business

There was no new business.

2. Unfinished Business

There was no unfinished business.

Updates / Reports

1. President's Update

President Spearman thanked the Board of Trustees for honoring Manufacturing Month by meeting at the Advanced Technology Center in the Bob and Norma Trojan room. He also thanked Trustee Trojan for serving the community as an RVC trustee and for donating scholarship dollars to aid students pursuing careers in manufacturing and healthcare. Dr. Spearman also provided highlights of recent activities:

- RVC celebrated its 58th birthday with an employee appreciation event held October 10. Staff and students played games under the Starlight tent and enjoyed cider and donuts from Edward's Apple Orchard West.
- The annual Minority Male Leadership Conference was held at the Stenstrom Center for Career Education with 169 high school males representing eight different high schools.
- The dedication of the CRJ200 jet airplane held October 18 was a great success with good media coverage. He thanked legislators Maurice West, Dave Vella and Steve Stadelman for identifying the grant funds, The Workforce Connection and AAR for partnering to write the grant, and AAR and SkyWest Airlines for getting the plane to Rockford. As a result of this collaboration, the College is looking for a future partnership with SkyWest.
- During the plane dedication, Dr. Spearman met the family of George Church, who passed away in March. Due to his passion for aviation, his family created the George Church Memorial Aviation Scholarship with the intent of establishing an endowment. Dr. Spearman thanked Brittany Freiberg of the RVC Foundation for her collaboration with the George Church family.
- Dr. Spearman also thanked the planning committees of these events, especially Jennifer Thompson, Dean Vicki Brust and AVM Faculty Todd Morgan for their work behind the scenes.
- Dr. Spearman also reminded trustees of the joint ICCTA/ACCT Board Governance Training to be held November 30 to December 2, and the Board retreat scheduled for Saturday, January 21, 2023. Trustees should contact Ann Kerwitz regarding availability.

2. Leadership

- Vice President Rick Jenks announced that Starlight Theatre was nominated for 25 awards in nine categories and has won five Lou Awards for excellence in theatre. These awards celebrate community and college theatre in the north and northwest suburbs of Chicago. One of the winners was Christopher D. Brady, director of "The Little Mermaid."
- Vice President Ellen Olson announced that the RVC Foundation has nominated the Goellner Family Foundation for a National Philanthropy Day award, and eight family members will attend the ceremony to be held November 15. Two generations of the family are RVC alumni. In addition, attendees of the Alumni and Retiree Breakfast held October 20 previewed the video featuring RVC employees who explain why they contribute to the RVC Foundation. RVC trivia was part of the fun, and Olson asked trustees if they knew the original RVC colors. The answer is maroon and gold.
- Vice President Dr. Amanda Smith announced that the First Tuesday lectures have resumed and are presented at lunch time in person and via zoom. The October lecture was presented by Dr. Tabinda Azam, RVC professor of Life Sciences. The November lecture "Does the Bible say Gay?" will be presented by Associate Professor of Philosophy Brian Wagner.

- Vice President Dr. Patrick Peyer announced that enrollment for Winterim is 88% to goal and the Spring semester is 51% to goal which brings the total to 76% for FY2023. Enrollment in the Summer I session in 2023 will be included in the final total. Dr. Peyer also announced that RVC student-athletes are slated to participate in several regional tournaments and that the local chapter of Phi Theta Kappa recently hosted a regional conference with 20 schools attending.
- Vice President Dr. Hansen Stewart provided several updates: 1) Seventy-five percent of the students enrolled in the 32-week CNC program have completed NIMS accreditations and will be presented certificates on October 27. The next class will begin November 7. 2) Manufacturing Day was held October 13 with 196 students participating in the event. Students visited locations of various manufacturing plants in the area and, according to surveys, they especially liked touring the ATC and the business expo held onsite. 3) Attendees at the November 3 ATC Lunch and Learn will be among the first to see the new video featuring ATC students and faculty. In response to a suggestion from Trustee Trojan, Dr. Stewart confirmed that the video will be used for RVC's recruiting. 4) In response to a question from Trustee Funderburg regarding enrollment in the next CNC 32-week CNC class, Dr. Stewart indicated he would get that information.

3. Trustee Comments

- Trustee Gorski asked about recent campus activities related to DEI. Vice President Barnes explained that a traveling exhibit designed to promote the inclusion of people with disabilities was held in the Atrium October 24-26, and a workshop on the Impact of Ableism was held October 25. Trustee Gorski also confirmed that he is not available November 3, 2022 or January 21, 2023.
- Trustee Cudia commented that she spoke with students at the airplane dedication and found them to be very excited and positive about their educational training.
- Trustee Trojan commented that it would be nice to hold the Board meeting at the ATC every other month, but especially in October to recognize Manufacturing Month.
- Board Chair Funderburg commented that he was happy to have this meeting at the ATC in Belvidere and reminded everyone that Belvidere was one of the locations considered in 1964 for placement of RVC's main campus.

4. ICCTA Report (Illinois Community College Trustees Association)

A report regarding the Illinois Community College Trustees Association was not available.

5. Student Trustee Report

Student Trustee Ryan Russell reported on student activities, noting that Homecoming Week activities were held last week, culminating in a dance Friday night. Other activities include: October 25 – Student Success Workshop on “How to Stay Motivated,” led by Manager of New Student Enrollment Casey Hauser; November 2 – ATC Career Fair; and October 27, 28 and 29 – “The Rocky Horror Show” will be presented at Starlight Theatre.

6. RVC Foundation Liaison Report

Trustee Trojan commented that the Foundation has awarded a record-breaking \$450,000 in scholarships to 252 recipients, and he finds it rewarding to read the recipients' stories. The recent Alumni and Retiree Breakfast was another success and had 60 attendees. Trustees are all invited to

attend the Foundation's Annual Donor and Recipient Luncheon to be held November 4. He added that the RVC Proud video is impressive and shows why employees help fund scholarships.

7. Freedom of Information Act (FOIA) Report

The FOIA report was accepted as presented.

Closed Session

At 5:59 p.m., a motion was made by Trustee Trojan, seconded by Trustee Funderburg, to adjourn to closed session to discuss the purchase or lease of real property for the use of the public body per Section 2 (c) (5), in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 6:19 p.m., a motion was made by Trustee Trojan, seconded by Trustee Funderburg, to adjourn the closed session and return to open session. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

Next Meeting

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

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

Adjournment

At 6:21 p.m., a motion was made by Trustee Gorski, seconded by Trustee Cudia, to adjourn the meeting. The motion was approved by unanimous voice vote.

Submitted by Ann Kerwitz.

Robert Trojan, Secretary

Jarid Funderburg, Chairperson

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from October 1, 2022 to October 31, 2022.

The total is \$1,489,896.31.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from November 1, 2022 to November 30, 2022.

The total is \$1,596,287.10.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A – FY2023 Amendments

Recommendation: Board approval for items marked with an asterisk

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

OEM Architects Belvidere, IL

NOT TO EXCEED \$144,375.00*(1)

1. This amendment is for OEM Architects, the College’s architect of record, to design, bid, provide construction oversight and close out the documentation for repurposing two currently unoccupied spaces in the Advanced Technology Center (ATC). These spaces will house two new Caterpillar heavy equipment simulators and one additional truck-driver training simulator. Heavy equipment operators are in high demand in Illinois and have a high living wage for persons who want to enter the field.

This additional construction will be added to the current construction project for the ATC roof, HVAC and parking lot, that is already in the design stage. Bid #20-22 for the roof replacement of the ATC was opened on October 18, 2022, but due to low bidder submittals and excessive costs, it was determined to be a “No Bid” and, after review, will be combined with the other ATC projects that were in the planning stages.

Original approved amount	\$ 66,000.00
Increase	\$ 78,375.00
Total expenditure	\$144,375.00

FY2023 Capital Expense
Original Board Report BR #7967-C

Purchase Report-A – FY2023 Amendments

B. Supplies – (Maintenance Services Plant Operations)

City of Rockford Rockford IL

NOT TO EXCEED \$35,000.00*(2)

2. This amendment is to increase the blanket purchase order for road salt. Rock Valley College (RVC) receives its road salt from the City of Rockford at the State of Illinois state bid contract price. RVC and the City of Rockford were notified that the state contracted price was adjusted by \$35 a ton for the FY2023 winter season. In addition, there is a strong indication that this will be a more severe winter this year. This price increase is to adjust for the increase in the State Bid contract price.

Original approved amount	\$27,000.00
Increase	\$ 8,000.00
Total expenditure	\$35,000.00

This purchase is exempt from Bid under the Illinois State Statute(110 ILCS 805/3-21.1) Exception K: Contracts for goods or services procured from another governmental agency.

FY2023 Budgeted Expense
Original Board Report BR #7938-F

C. Contractual Services – (Other Contractual Services: Finance)

Sikich LLC Naperville, IL

NOT TO EXCEED \$102,650.00*(3)

2. This amendment is to increase the blanket purchase order for Sikich LLC auditing services. The request for the increase is primarily due to timing. A final invoice for the audit work done in FY2022 was not received until late September after FY2022 was closed and now must be paid in FY2023.

Original approved amount	\$ 87,650.00
Increase	\$ 15,000.00
Total expenditure	\$102,650.00

FY2023 Budgeted Expense
Original Board Report BR #7938-F

Purchase Report-A – FY2023 Amendments

D. Contractual Services – (Maintenance Services: Plant Operations and Maintenance: Boiler House)

Johnson Control Fire Protection Palatine IL NOT TO EXCEED \$44,000.00*(4)

4. This amendment for the fire alarm testing and repairs is due to the supply chain cost increase of parts on an aging system and a contractual increase due to the increased number of fire alarm devices that need to be inspected.

Original approved amount	\$37,000.00
Increase	\$ 7,000.00
Total expenditure	\$44,000.00

*This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-21.1)
Exception E: Contracts for the maintenance or servicing of, or provision of repair parts for, equipment made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.*

FY2023 Budgeted Expense
Original Board Report BR #7938-F

E. Supplies – (Other Capital Outlay: LED Upgrades)

Steiner Electric Loves Park IL \$11,000.00*(5)

5. This amendment is due to the supply chain cost increase of parts needing to be replaced for the exterior LED lighting upgrade project. The amount required was unknown until all the light fixtures needing to be retrofitted were inspected.

Original approved amount	\$20,000.00
Increase	\$11,000.00
Total expenditure	\$31,000.00

Miscellaneous small commodity purchases / individual purchases under \$25,000.00 do not need to be bid pursuant to ILCS 805/33-21.1

FY2023 Capital Expense
Original Board Report BR #7938-F

Purchase Report-A – FY2023 Amendments

F. Supplies – (Other Capital Outlay: LED Upgrades)

Lift Works Rockford IL

\$9,000.00*(6)

6. This amendment is due to the manufacturer’s delay in parts needed to complete the exterior LED lighting upgrade project. This caused an increase in fees and pickup/drop-off costs for the rented lifts required for the project.

Original approved amount	\$20,000.00
Increase	\$ 9,000.00
Total expenditure	\$29,000.00

FY2023 Capital Expense
Original Board Report BR #7938-F

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY2023 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Equipment – (Human Resources: Software)

Frontline Education Malvern PA

\$30,357.00*(1)

1. Frontline Central is an employee lifecycle management and form workflow automation system that enables institutions to securely and efficiently manage employee information online and streamline time-consuming manual processes, all from one platform. This will allow Rock Valley College (RVC) to focus more time on managing people and less time on administrative tasks. The system will save time, improve efficiency with customized workflows and automated reminders, and offer real-time status tracking. This software will allow for the digital filing of the entire employee onboarding process and personnel file. Frontline is an existing software already utilized by the College. RVC has chosen to expand the software's capabilities by adding additional features.

This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/33-21.1)

Exception 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.

FY2023 Budgeted Expenses

B. Grant Expense – (External, Private Donor)

Northern Illinois University DeKalb IL

\$24,000.00*(2)

2. This is a pass-through expense. Woodward Charitable Trust made a gift to support the Northern Illinois University (NIU) @ Rock Valley College (RVC) engineering program. The gift of \$74,000.00 is to be paid in three annual installments of \$24,000 to help offset a portion of the salary for the internship coordinator for the NIU@RVC program.

FY2023 Foundation Expense

C. Membership Fees - (Membership and Dues: President's Office)

American Association of Community Colleges Baltimore MD

\$10,833.00*(3)

3. This expense is for the annual membership renewal in the American Association of Community Colleges (AACC) effective January 1, 2023. The AACC is the primary advocacy organization for the nation's community colleges. It supports and promotes the member colleges through leadership access to grant funding opportunities through the National Science Foundation and other federal agencies.

FY2023 Budgeted Expense

Purchase Report-B – FY2023 Purchases

D. Instructional Equipment – (Automotive Services)

Bergstrom Chevrolet	Middleton WI	\$23,870.00*(4)
Zimbrick	Middleton WI	\$24,591.00*(4)
Hyundai On Perryville	Rockford IL	\$12,560.24*(4)

4. This request was to purchase three used electric vehicles to increase the current automotive fleet and expand the College’s automotive program. Due to supply chain shortage and in order to have the vehicles ready for the start of the Spring 2023 semester, permission was given by the Board of Trustees Chairman to purchase the vehicles and have them approved at the December 13, 2022 Board of Trustees regular meeting. Purchasing worked with the Automotive Faculty and was able to locate and purchase three used electric vehicles. The original request was a not-to-exceed \$70,000.00. Final total cost is \$61,021.24

FY2023 Budgeted Expense

E. Software– (Information Technology: TRiO)

Barnes and Noble Education	Basking Ridge, NJ	\$15,108.00*(5)
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5. This expense is for the TRiO program to purchase the Bartleby suite of online study and writing tools developed by Barnes and Noble Education. This program is a student success hub designed to provide targeted, on-demand homework help at any hour of the day. The hub can be accessed on the web to provide easy access to synchronous and asynchronous tutoring from vetted subject matter experts. In addition, the software will provide A.I.-powered writing support for spelling, grammar correction, plagiarism detection, and citation assistance. The hub also includes a step-by-step math helper, a searchable Q & A library with millions of practice problems, detailed concept explainers, literature guides, and more. This program is only available to TRiO students, per the federal regulations of the grant program.

*This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/33-21.1)
Exception 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.*

FY2023 Grant Expense

Purchase Report-B – FY2023 PurchasesF. Equipment– (Maintenance Services Plant Operations Equipment: Boiler House)**Master Building Solutions Madison, WI NOT TO EXCEED \$12,000.00*(6)**

6. This expense is for a FY2023 blanket purchase order for miscellaneous parts and repair for the geothermal system multi-stack units utilized by RVC. The multi-stack units are specialized equipment used to produce heating and cooling in RVC buildings utilizing geothermal technology.

FY2023 Budget Expense

G. Contract Services – (Theatre Costume Materials: Starlight Theatre)**Bennies Dry Cleaning & Laundry Services Rockford IL
NOT TO EXCEED \$13,000.00*(7)**

7. This expense is for a FY2023 blanket purchase order for the dry cleaning of costumes used for Starlight Theatre productions. This is the first time this expense exceeded the \$10,000.00 threshold due to the extensive number of costumes needed for this theatre season.

FY2023 Budgeted Expense

H. Supplies – (Instructional Supplies: Computer Numerical Controls / Instructional Supplies General: Business Outreach Programs)**MSC Industrial Supply Company Machesney Park IL
NOT TO EXCEED \$50,000.00*(8)**

8. This expense is for a FY2023 blanket purchase order for small ticket tooling items for the Advanced Technology Center (ATC) Computer Numerical Controls (CNC) Department. The CNC Department is currently experiencing an influx of customized trainings from companies such as Woodward and other industry partners. Due to this influx, there is a need to increase the on-hand inventory to have enough materials for all the training courses.

FY2023 Budgeted Expense

Purchase Report-B – FY2023 Purchases

I. HVAC Equipment and Installation – (Capital Expense)

Mechanical Inc DBA Helm Mechanical Freeport IL	\$1,444,900.00*(9)
Miller Engineering Rockford IL	\$1,490,400.00
Ceroni Piping Cherry Valley IL	\$2,101,600.00

9. Rock Valley College has initiated a bid for HVAC Modifications (Bid #22-25). This bid includes the following work: Replacement of the two Woodward Technology Center (WTC) air handling units, replacement of the Educational Resource Center (ERC) heat exchanger, replacement of the Boiler House cooling tower, and replacement of two make-up air units for the Support Services Building (SSB). The WTC air handling units are over 40 years old. The ERC heat exchanger cannot produce enough heat during cold spells in the winter. The Boiler House cooling tower is over 50 years old and is falling apart. Finally, the SSB air units, which help provide heat for the repair and carpenter shops in the SSB, have failed. The original Bid #22-23 received one bid submittal. The decision was made to mark it as a No-Bid and to re-bid in order to attract more competitive bids. Bid #22-25 was opened on December 9, 2022 with three bid submittals. Mechanical Inc DBA Helm Mechanical was the lowest responsive bidder.

FY2023 Grant Funds and Capital Funds.

Purchase Report-B – FY2023 Purchases

J. Vans – (Capital Service Equipment – Fleet Equipment)

Kunes	Elkhorn WI	2022 Dodge Ram Pro Master City	\$34,906.00*(10)
Kunes	Elkhorn WI	2022 Dodge Ram Pro Master City	\$35,221.00*(10)
Harvard Ford	Harvard IL	2022 Ford Transit Connect	\$34,283.24*(10)
Gerald Ford	N Aurora IL	2022 Ford Transit Connect	\$35,758.24*(10)
Fox Ford Lincoln	Chicago IL	2022 Ford Transit Connect	\$35,082.74*(10)

Total Spend \$175,251.22

11. In March of 2022, RVC ordered two Ford Transit Cargo and three Ford Transit Passenger Vans (BR #7909-B) for a total cost of \$136,500 (\$27,000 average) under a State Bid price. Ford has proceeded to cancel all of its FY2022 contracts, which included RVC’s five vans. Due to supply chain issues, the bid process to get vans is very difficult. Since Ford canceled all of its government contracts, other governmental entities are looking to get vans by other means. Ford is also evaluating the FY2023 orders and may end up canceling those as well.

Since this issue is related to the COVID-19 Pandemic and because we are still under the Executive Order, RVC requested and utilized the emergency funding provision of Board Report #7746. The original capital request approved by the Board allowed for \$230,000 (BR7881) for the five vans and one POM truck. The truck total was \$53,107.34 leaving the total available funds for van purchases of \$176,919.66. We have been able to purchase all five of the vans. We searched the internet and found the lowest prices within 100 miles of RVC. The lowest dealerships were contacted for quotes. We evaluated the quotes and went with the lowest responsible quote. RVC has located five vans and purchased them.

FY2023 Capital Expense

 Howard J. Spearman, Ph.D.
 President

Board Approval: _____
 Secretary, Board of Trustees

Purchase Report-B – FY2023 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Equipment – (Human Resources: Software)

Frontline Education Malvern PA \$30,357.00*(1)

1. Frontline Central is an employee lifecycle management and form workflow automation system that enables institutions to securely and efficiently manage employee information online and streamline time-consuming manual processes, all from one platform. This will allow Rock Valley College (RVC) to focus more time on managing people and less time on administrative tasks. The system will save time, improve efficiency with customized workflows and automated reminders, and offer real-time status tracking. This software will allow for the digital filing of the entire employee onboarding process and personnel file. Frontline is an existing software already utilized by the College. RVC has chosen to expand the software's capabilities by adding additional features.

This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/33-21.1)

Exception 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.

FY2023 Budgeted Expenses

B. Grant Expense – (External, Private Donor)

Northern Illinois University DeKalb IL \$24,000.00*(2)

2. This is a pass-through expense. Woodward Charitable Trust made a gift to support the Northern Illinois University (NIU) @ Rock Valley College (RVC) engineering program. The gift of \$74,000.00 is to be paid in three annual installments of \$24,000 to help offset a portion of the salary for the internship coordinator for the NIU@RVC program.

FY2023 Foundation Expense

C. Membership Fees - (Membership and Dues: President's Office)

American Association of Community Colleges Baltimore MD \$10,833.00*(3)

3. This expense is for the annual membership renewal in the American Association of Community Colleges (AACC) effective January 1, 2023. The AACC is the primary advocacy organization for the nation's community colleges. It supports and promotes the member colleges through leadership access to grant funding opportunities through the National Science Foundation and other federal agencies.

FY2023 Budgeted Expense

Purchase Report-B – FY2023 Purchases

D. Instructional Equipment – (Automotive Services)

TBD (Unknown Used Car Sources)	NOT TO EXCEED \$70,000.00*(4)
Bergstrom Chevrolet Middleton WI	\$23,870.00*(4)
Zimbrick Middleton WI	\$24,591.00*(4)
Hyundai On Perryville Rockford IL	\$12,560.24*(4)

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~~4. This request is to attempt to acquire three used electric vehicles. Potential models include a quantity of two small electric vehicles (i.e., Chevy Bolt, Nissan Leaf, or Fiat 500) with an estimated price of \$25,000.00 each and one Hybrid Electric Vehicle (HEV) (i.e., Toyota Prius) with an estimated cost of \$15,000.00. This request was to purchase three used electric vehicles to These purchases will increase the current automotive fleet and expand the College’s automotive program. Due to sSupply c-Chain shortage and in order to have the vehicles ready for the start of the Spring 2023 semester, permission was given by the Board of Trustees Chairmaent to purchase the vehicles and have them approved at the December 13, 2022 Board of Trustees Board meeting. Purchasing worked with the Automotive Faculty and were able to locate and purchase three used electric vehicles. The original request was a not to exceed \$70,000.00. Final total cost is \$61,021.24~~

FY2023 Budgeted Expense

E. Software– (Information Technology: TRiO)

Barnes and Noble Education Basking Ridge, NJ \$15,108.00*(5)

5. This expense is for the TRiO program to purchase the Bartleby suite of online study and writing tools developed by Barnes and Noble Education. This program is a student success hub designed to provide targeted, on-demand homework help at any hour of the day. The hub can be accessed on the web to provide easy access to synchronous and asynchronous tutoring from vetted subject matter experts. In addition, the software will provide A.I.-powered writing support for spelling, grammar correction, plagiarism detection, and citation assistance. The hub also includes a step-by-step math helper, a searchable Q & A library with millions of practice problems, detailed concept explainers, literature guides, and more. This program is only available to TRiO students, per the federal regulations of the grant program.

*This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/33-21.1)
 Exception 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.*

FY2023 Grant Expense

F. Equipment– (Maintenance Services Plant Operations Equipment: Boiler House)

Purchase Report-B – FY2023 Purchases

Master Building Solutions Madison, WI NOT TO EXCEED \$12,000.00*(6)

6. This expense is for a FY2023 blanket purchase order for miscellaneous parts and repair for the geothermal system multi-stack units utilized by RVC. The multi-stack units are specialized equipment used to produce heating and cooling in RVC buildings utilizing geothermal technology.

FY2023 Budget Expense

G. Contract Services – (Theatre Costume Materials: Starlight Theatre)

**Bennies Dry Cleaning & Laundry Services Rockford IL
NOT TO EXCEED \$13,000.00*(7)**

7. This expense is for a FY2023 blanket purchase order for the dry cleaning of costumes used for Starlight Theatre productions. This is the first time this expense exceeded the \$10,000.00 threshold due to the extensive number of costumes needed for this theatre season.

FY2023 Budgeted Expense

H. Supplies – (Instructional Supplies: Computer Numerical Controls / Instructional Supplies General: Business Outreach Programs)

**MSC Industrial Supply Company Machesney Park IL
NOT TO EXCEED \$50,000.00*(8)**

8. This expense is for a FY2023 blanket purchase order for small ticket tooling items for the Advanced Technology Center (ATC) Computer Numerical Controls (CNC) Department. The CNC Department is currently experiencing an influx of customized trainings from companies such as Woodward and other industry partners. Due to this influx, there is a need to increase the on-hand inventory to have enough materials for all the training courses.

FY2023 Budgeted Expense

I. HVAC Equipment and Installation – (Capital Expense)

<u>TBD</u>	<u>\$x.xx*(9)</u>
<u>Mechanical Inc DBA Helm Mechanical Freeport IL</u>	<u>\$1,444,900.00*(9)</u>
<u>Miller Engineering Rockford IL</u>	<u>\$1,490,400.00</u>
<u>Ceroni Piping Cherry Valley IL</u>	<u>\$2,101,600.00</u>

Purchase Report-B – FY2023 Purchases

9. Rock Valley College has initiated a bid for HVAC Modifications (Bid #22-~~2325~~). This bid includes the following work: Replacement of the two Woodward Technology Center (WTC) air handling units, replacement of the Educational Resource Center (ERC) heat exchanger, replacement of the Boiler House cooling tower, and replacement of two make-up air units for the Support Services Building (SSB). The WTC air handling units are over 40 years old. The ERC heat exchanger cannot produce enough heat during cold spells in the winter. The Boiler House cooling tower is over 50 years old and is falling apart. Finally, the SSB air units, which help provide heat for the repair and carpenter shops in the SSB, have failed. ~~The bid is expected to be opened on November 22, 2022. The original Bid #22-23 received one bid submittal. The decision was made to mark it as a No-Bid and to re-bid in order to attract more competitive bids. Bid #22-25 was opened on December 9, 2022 with three bid submittals. Mechanical Inc DBA Helm Mechanical was the lowest responsive bidder.~~

FY2023 Grant Funds and Capital Funds.

J. ~~HVAC Equipment and Installation – (Maintenance Services Plant Operations Equipment: POM)~~

~~TBD~~ ~~\$x.xx*(10)~~

~~10. Rock Valley College is initiating a bid for the inspection and repair of multiple Uninterruptible Power Supply (UPS) systems on campus that are utilized for emergency lighting and emergency equipment protection. This bid will include testing the equipment and replacing any batteries that have reached the end of life or are faulty. The bid is scheduled to be released in the first part of December.~~

~~FY2023 Budgeted Expense~~

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Purchase Report-B – FY2023 Purchases

JK. Vans – (Capital Service Equipment – Fleet Equipment)

TBD	NOT TO EXCEED \$176,870.00*(1110)	
<u>Kunes</u>	<u>Elkhorn WI</u>	<u>-2022 Dodge Ram Pro Master City Van</u>
<u>\$34,906.00*(11)</u>		
<u>Kunes</u>	<u>Elkhorn WI</u>	<u>-2022 Dodge Ram Pro Master City Van</u>
<u>\$35,221.00*(11)</u>		
<u>Harvard Ford</u>	<u>-Harvard IL</u>	<u>2022 Ford Transit Connect Van</u>
<u>\$34,283.24*(11)</u>		
<u>Gerald Ford</u>	<u>-North Aurora IL</u>	<u>2022 Ford Transit Connect Van</u>
<u>\$35,758.24*(11)</u>		
<u>Fox Ford Lincoln</u>	<u>Chicago IL</u>	<u>2022 Ford Transit Connect Van</u>
<u>\$35,082.74*(11)</u>		
		Total Spend \$175,251.22

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11. In March of 2022, RVC ordered two Ford Transit Cargo and three Ford Transit Passenger Vans (BR #7909-B) for a total cost of \$136,500 (\$27,000 average) under a State Bid price. Ford has proceeded to cancel all of its FY2022 contracts, which included RVC’s five vans. Due to supply chain issues, the bid process to get vans is very difficult. Since Ford canceled all of its government contracts, other governmental entities are looking to get vans by other means. Ford is also evaluating the FY2023 orders and may end up canceling those as well. ~~Plant, Operations, and Maintenance (POM) contacted dealerships within a 100-mile radius of RVC to see what was available in their inventory. POM was able to locate approximately 10 Ford vans and 100 Dodge vans.~~

Since this issue is related to the COVID-19 Pandemic and because we are still under the Executive Order, RVC requested and utilized the emergency funding provision of Board Report #7746. The original capital request approved by the Board allowed for \$230,000

Purchase Report-B – FY2023 Purchases

(BR7881) for the five vans and one POM truck. The truck total was \$53,107.34 leaving the total available funds for van purchases of \$176,919.66. ~~We already have the truck and will not spend more than the remainder to acquire the vans~~have been able to purchase all 5 of the vans. We searched the internet and found the lowest prices within 100 miles of RVC. The ~~three~~ ~~four~~ lowest dealerships were contacted for quotes. We evaluated the quotes and went with the lowest responsible quote. ~~Per the provision, we are bring the items to be ratified at the next available board meeting.~~ RVC has located ~~four~~ five vans ~~and is working on finding a fifth van to purchase and purchased them.~~

Kunes	Elkhorn WI	2022 Dodge Ram Pro Master City Van	\$34,906.00
Kunes	Elkhorn WI	2022 Dodge Ram Pro Master City Van	\$35,221.00
Harvard Ford	Harvard IL	2022 Ford Transit Connect Van	\$34,283.24
Gerald Ford	North Aurora IL	2022 Ford Transit Connect Van	\$35,758.24
TBD		Ford Transit Connect Van	Not to Exceed \$36,700.00

FY2023 Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Fiscal Year 2022 Audit
Comprehensive Annual Financial Report**

BACKGROUND:

Pursuant to Section 3-22.3 of the Illinois Community College Act, each district is required to have an external audit performed at the end of its fiscal year. The College's Fiscal Year 2022 audit was performed by the independent auditing firm of Sikich, LLP and was presented to the Board of Trustees at the College's Committee of the Whole meeting on November 15, 2022.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the Fiscal Year 2022 Comprehensive Annual Financial Audit Report prepared by the independent auditing firm of Sikich, LLP.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Summary of Fiscal Year 2023 Estimated Revenues by Source for Community College District
No. 511 Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois
(Rock Valley College)**

Background: Each year, the Chief Financial Officer for Rock Valley College is required to certify the upcoming year’s estimated revenues by their source.

Recommendation: It is recommended the Board of Trustees approves the Summary of Fiscal Year 2023 Estimated Revenues by Source for Rock Valley College and request that Ellen K. Olson, the Treasurer for the College, sign the attached report.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Summary of Fiscal Year 2023 Estimated Revenues by Source for Community College District
No. 511 Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois
(Rock Valley College)**

Local- Real Estate Taxes (including Corporate Personal Property Taxes and others)	\$32,773,405
State of Illinois (Credit Hour, Grants, Vocational Ed. Rehabilitation, SURS, on behalf of)	\$32,415,681
Federal Government	\$17,726,084
Student Tuition and Fees	\$20,169,949
Other Fees and Investments Income (Includes Auxiliary Enterprises)	<u>\$12,838,592</u>
Total	\$115,923,711

Ellen K. Olson, Treasurer of Community College No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College District) and Chief Fiscal Officer of Rock Valley College

Subscribed and sworn to before me this 13th day of December 2022

Notary Public

**Levy Year 2022 Estimated Taxes Required and
Certificate of Compliance for Truth-In-Taxation Hearing**

Background: The Rock Valley College Board of Trustees approved the estimated taxes required for the upcoming levy year at the October 25, 2022, Regular Board meeting. The final 2022 tax levy did not change from the estimated taxes.

The total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 12.67%; therefore, a Truth-in-Taxation Hearing is required. A Truth-in-Taxation Hearing was held on December 13, 2022, at 5:15 p.m. A notice was published within 14 days of the Truth-in-Taxation Hearing in accordance with the Truth-in-Taxation Law.

This does not include the Bond & Interest amounts, as those are filed with the counties upon issuance of the bonds.

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

Educational Purposes – Fund 01 (\$.2300)	\$16,294,608
Operation and Maintenance Purposes – Fund 02 (\$.0400)	\$2,833,845
Protection, Health, Life or Safety – Fund 03 (\$.0005)	\$1,500,000
Financial Audit Purposes – Fund 11	\$64,000
Liability Protection Settlement Fund – Fund 12	
Liability Insurance/Tort & Risk Management	\$1,570,0000
Social Security and Medical Insurance	<u>\$430,0000</u>
Total Tax Levy	\$22,692,453

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

CERTIFICATE

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois, (Rock Valley College); he further certifies that the attached “Levy Year 2022 Certificate of Tax Levy and Certificate of Compliance for the Truth-in-Taxation Hearing” is a true and authentic copy of the Board Report adopted on December 13, 2022, by the Board of Trustees.

Dated this 13th day of December 2022.

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

Subscribed and sworn to before me
this 13th day of December 2022.

Notary Public

CERTIFICATE OF TAX LEVY

Community College District No. 511 County(ies) Winnebago, Boone, DeKalb, McHenry, Stephenson, & Ogle
 Community College District Name: Rock Valley College and State of Illinois

We hereby certify that we require:

the sum of	\$16,294,608	to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of	\$2,833,845	to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1)
the sum of	-0-	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of	\$1,570,000	to be levied as a special tax for purposes of the Local Governmental, and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of	\$430,000	to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of	\$64,000	to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of	\$1,500,000	to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of	-0-	to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2022.

Signed this 13th day of December 2022

 Chair of the Board of Said Community College District

 Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall, each year during the life of a bond issue, extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full (5) five.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

.....
 (DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 511 County(ies) of Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2022 was filed in the office of the County Clerk of this county on _____, _____.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as Authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purposes for the year 2022 is \$11,495,033.

 Date

 County Clerk and County

College Closure - December 27, 28, and 29, 2022

BACKGROUND:

Board Policy 2:10.050, Official College Holidays, provides that Rock Valley College will celebrate Christmas Day and New Year's Eve Day each year as a paid holiday for employees.

Christmas Day, December 25, 2022, will be observed on Monday, December 26, 2022, due to the holiday falling on the weekend. New Year's Eve Day, December 31, 2022, will be observed on Friday, December 30, 2022, due to the holiday falling on the weekend. The campus will be open on Tuesday, December 27, 2022; Wednesday, December 28, 2022; and Thursday, December 29, 2022. As stated in Board Policy 2:10.050, the Board of Trustees reserves the right to designate additional days that the College will be closed.

RECOMMENDATION:

It is recommended that the Board of Trustees will close Rock Valley College on Tuesday, December 27, 2022; Wednesday, December 28, 2022; and Thursday, December 29, 2022, and designate those days as additional paid days off for employees scheduled to work. Members of the Fraternal Order of Police (FOP) and Support Staff Association (SSA) who are required to work on any of those days to keep the campus safe and secure will be paid in accordance with their respective collective bargaining agreements, treating compensation for those days as a campus closure day.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Personnel Report

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

A. APPOINTMENTS

Yousra Salem, Chemistry Instructor, Full-Time Faculty, Lane II, Step 7, \$66,925 prorated for the balance of the academic year, effective January 13, 2023.

Bruce Shapiro, Math Instructor, Temporary Full-Time Faculty (TFT), Lane VII, Step 10, \$39,007 effective January 13, 2023, for the Spring semester only.

Michael Parola, Math Instructor, Temporary Full-Time Faculty (TFT), Lane II, Step 5, \$32,713 effective January 13, 2023, for the Spring semester only.

Robert Srygler, Biology Instructor, Full-Time Faculty, Lane VII, Step 7, \$77,014, prorated for the balance of the academic year, effective January 13, 2023.

Kari Hearn, Nursing Instructor, Full-Time Faculty, Lane II, Step 17, \$66,921, prorated for the balance of the academic year, effective January 13, 2023.

Cynthia Schaefer, Dean of Early College, Full-time, ADM, Grade E, \$75,800, prorated for the balance of the fiscal year, effective December 14, 2022.

Ethan Olson, Aviation Instructor, Temporary Full-Time Faculty (TFT), Lane I, Step 5, \$31,754 effective January 13, 2023, for the Spring semester only.

Yahcolyah Muhammad, Aviation Instructor, Temporary Full-Time Faculty (TFT), Lane I, Step 12, \$32,254, effective January 13, 2023, for the Spring semester only.

B. DEPARTURES

Todd Dailing, AVM Instructor, Full-Time Faculty, retiring effective May 19, 2023.

Cornell Bondurant, Dean of Non-Credit Programs, resigning effective November 18, 2022.

Stacey Kolder, Director of Financial Aid, resigning effective December 22, 2022.

Cheryl Rinker, DRW Professor, Full-Time Faculty, retiring effective December 31, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Personnel Report

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Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Academic Calendar for 2024-2025

Background: Rock Valley College is seeking approval for the 2024-2025 Academic Calendar. The College is submitting a full calendar beginning with Summer Session 2024 and ending with Summer Interim 2025, allowing a fiscal and academic year alignment.

Recommendation: It is recommended that the Board of Trustees approves the 2024-2025 Academic Calendar.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ACADEMIC CALENDAR 2024-2025

2024 SUMMER SESSION

EIGHT-WEEK SESSION (28 days plus 2 final exam days) **FIRST FOUR-WEEK SESSION (13 days plus 1 final exam day)** **SECOND FOUR-WEEK SESSION (14 days plus 2 final exam days)**

June 17 (Monday) Classes Begin for the First 4-week and 8-week Sessions of Session II
June 19 (Wednesday) No Classes/College Closed
July 4 (Thursday) No Classes/College Closed
July 11 (Thursday) Final Exam Day for First 4-week classes of Session II
July 15 (Monday) Classes Begin for the Second 4-week Session of Session II
August 6 (Tuesday) End of Classes
August 7 & 8 (Wednesday, Thursday) Final Exams for Session II
August 11 (Sunday) Grades Due By 11:59 pm Sunday Night

2024 FALL SEMESTER

August 17 (Saturday) Weekend Classes Begin
August 19 (Monday) Weekday Classes Begin
August 31, September 1, 2 (Saturday, Sunday, Monday) No Weekend Classes/College Closed
September 3 (Tuesday) Faculty & Staff Development Day/No Classes/Offices Closed
November 27 (Wednesday) Fall Recess/No Classes/College Open
November 28, 29, 30, December 1 (Thurs, Fri, Sat, Sun) No Classes/College Closed
December 6 (Friday) End of Weekday Classes
December 7 (Saturday) End of Weekend Classes
December 9 – 14 (Monday–Saturday) Final Exams for Weekday & Weekend Classes
December 15 (Sunday) Grades Are Due by 11:59 pm Sunday Night
December 24, 25 (Tues, Wed) No Classes/College Closed
December 26, 27, 30 (Thursday, Friday, Monday) No Classes/College Offices Open
December 31 – January 1 (Tues, Wed) No Classes/College Closed

2025 SPRING SEMESTER

January 2 (Thursday) Offices Open
January 10 (Friday) Faculty Development Day/College Open
January 11 (Saturday) Weekend Classes Begin
January 13 (Monday) Weekday Classes Begin
January 20 (Monday) No Classes/College Closed
March 9 – 16 (Sunday–Sunday) Spring Recess - No Weekday or Weekend Classes
March 17/22 (Monday/Saturday) Weekday Classes Resume
March 22 (Saturday) Weekend Classes Resume
April 17 (Thursday) Faculty & Staff Development Day/No Classes/Offices Open
April 18, 19, 20 (Friday, Saturday, Sunday) No Classes/College Closed
May 3 (Saturday) End of Weekend Classes
May 9 (Friday) End of Weekday Classes
May 10 (Saturday) Final Exams for Weekend Classes
May 12 – 16 (Monday–Friday) Final Exams for Weekday Classes
May 16 (Friday) at 6pm Commencement Exercises
May 18 (Sunday) Grades Due By 11:59 pm Sunday Night

2025 SUMMER INTERIM

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

May 19 (Monday) Classes Begin
May 26 (Monday) College Closed
June 12 (Thursday) Final Exam Days
June 15 (Sunday) Grades Are Due by 11:59 pm Sunday Night

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

**Memorandum of Understanding Between
Rock Valley College and the Rock Valley College Foundation**

Background:

The Rock Valley College Foundation solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College and to support its educational mission.

The Foundation has provided valuable support to Rock Valley College and its students, and Rock Valley College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes.

Rock Valley College and the Foundation wish to continue this relationship and believe it is in the best interest of both parties to document the respective rights, responsibilities, and obligations of Rock Valley College and the Foundation as stated in the updated Memorandum of Understanding.

This memorandum shall be reviewed by both parties on a biennial basis. The RVC Foundation will initiate the review in December of each even-numbered year, with the review process to be completed by the College and the Foundation no later than February of the year immediately following.

Through the biennial review process, it is the intent of both parties that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #7894 dated January 25, 2022.

Recommendation:

It is recommended that the Board of Trustees approves the updated Memorandum of Understanding between Rock Valley College and the Rock Valley College Foundation. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
BETWEEN ROCK VALLEY COLLEGE,
ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511
AND
ROCK VALLEY COLLEGE FOUNDATION

The Rock Valley College Foundation (“Foundation”) solicits, receives, manages and dedicates funds and property for the use and benefit of Rock Valley College, Illinois Community College District No. 511 (“College”) and to support its educational mission. The Foundation has provided valuable support to the College and its students, and the College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes. The Foundation and the College (together “the parties”) wish to continue this relationship and believe it is in their mutual best interest to memorialize the respective rights, responsibilities, and obligations of the College and the Foundation that constitute the basis of this relationship.

Therefore, for the mutual covenants and benefits set forth below, the parties agree as follows:

1. Duties, Responsibilities & Obligations of the College

The College agrees to do each of the following for the Foundation during the existence of this Memorandum of Understanding:

- a) To provide the services of a full-time College employee who shall function as the Chief Development Officer, and to whom the College President or his/her designee will provide supervision, guidance and support in conjunction with the Foundation.
- b) To provide the services of a full-time College employee who shall function as the Director of Development, supervised by the Chief Development Officer.
- c) To provide the services of a full-time College employee who will serve as the Foundation Specialist supervised by the Chief Development Officer.
- d) To provide the services of the equivalent of one full-time College employee who shall function as the Administrative Assistant of the Foundation supervised by the Chief Development Officer.
- e) To annually designate a member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.
- f) To provide additional employee assistance to account for the revenue and expenditures of the Foundation and each project/activity undertaken by it, and to assist the Foundation with annual financial statement preparation and 990 completion.

- g) To provide office space for the employees named above.
- h) To provide IT support in the form of voice, video, data services, web development and/or web hosting services, including necessary hardware and software resources, installation and connectivity, maintenance and support, technical training, and IT-related benefits extended to College employees.
- i) To allow educational training for the Chief Development Officer and other College employees supporting the Foundation, as necessary, to keep their skills and knowledge current.
- j) To transfer to the Foundation, when received by the College, unrestricted and restricted gifts that are consistent with the purpose and mission of the College and the Foundation.
- k) To honor the terms, conditions, or limitations imposed by the donor or legal determination on any gifts accepted from the Foundation. The College will notify the Foundation of its agreement to accept a gift and will notify the Foundation if it cannot or will not accept a specific gift and the reasons for same.
- l) To help promote and further the mission and goals of the Foundation with the business community and the general public.
- m) To enter into a future mutually agreeable fundraising partnership with the Foundation for possible Capital Campaigns.
- n) To assist in arranging an annual financial audit of the Foundation by the College's audit firm.
- o) To meet at least annually with representatives of the Foundation Board to communicate the institutional priorities and long-term plans as approved by the College Trustees and cooperatively project future College needs (including capital needs) and funding programs and opportunities for immediate and long-range planning purposes.
- p) To provide for the Foundation a comprehensive program of property, casualty, and liability insurance, including but not limited to Commercial General Liability, Commercial Automobile Liability, Worker's Compensation, Crime, Errors and Omissions, and Director's & Officers, including Employment Practices Liability.
- q) To allow the Foundation to use the College's name, logos, and marketing brand, as agreed by the College, during the term of this Memorandum of Understanding.
- r) To create and enforce College policies, where deemed necessary and appropriate, that support the Foundation's ability to respect the privacy and confidentiality of donor records and which recognize the Foundation's authority and obligations to keep all records and data confidential consistent with the requirements of law.

2. Duties, Responsibilities, and Obligations of the Foundation

The Foundation agrees to do each of the following during the existence of this Memorandum of Understanding:

- a) To solicit, receive, hold and administer gifts of property, real or personal, financial or otherwise, to be used for and on behalf of Rock Valley College, its faculty, students, and staff, such gifts to be administered according to the terms specified by the donor as accepted by the Foundation and the College. In the event the donor does not specify the terms for which the gift shall be used, then the Foundation, in its discretion shall administer and use the gift for the benefit of the College.
- b) To reimburse the College for the salary and compensation package provided to the following employees: Chief Development Officer, Foundation Specialist, Director of Development, and Administrative Assistant. For purposes of this Memorandum of Understanding, the compensation package shall consist of the annual salary and the cost to the College of providing the group health insurance coverage provided to each employee.
- c) To permit the College's designated member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.
- d) To undertake the major responsibility for planning, implementation, and coordination of the private donor support for College facilities and implementation of the educational functions of the College, in consultation with the College President. In carrying out this responsibility, the Chief Development Officer shall on a regular basis provide consultation and planning assistance to the appropriate College personnel to coordinate on a continuing basis the development and services to be performed by the Foundation. This responsibility shall include, but not be limited to, the following service:
 - i) To coordinate all authorized campaigns involving constituencies of the College, in consultation with the College President.
 - ii) To carry out research and develop records relating to the prospective donors.
 - iii) To develop proposals for and contact individuals and organizations identified as prospective donors to the Foundation.
 - iv) To inform prospective donors of the education, research and service activities of the College.
 - v) To plan, direct, and implement such other constituency campaigns and fund-raising programs as may be deemed necessary and desirable by the Foundation with the advice and concurrence of the College President.

- e) To keep the College President advised of any and all monies and other property available through the Foundation for use on behalf of the College in support of its educational, research and service goals and responsibilities.
- f) To consult on a regular basis with the College administration concerning services to be performed hereunder for the benefit of the College and to do any and all other things requested by the College President and agreed to by the Foundation in the furtherance of the educational, research and service goals and responsibilities of the College.
- g) To hold funds received on behalf of the College from whatever source in accordance with Illinois law and any Fund Transfer Agreement that may exist between the parties.
- h) To enter into a future mutually agreeable funding partnership with the College for possible Capital Campaigns.
- i) To contract with a computer support vendor to implement and maintain a donor database independent of the College.
- j) To cooperate with the annual financial audit of the Foundation, for which the Foundation will reimburse the College the annual expense of the Foundation audit.
- k) To implement initiatives and conduct activities that comprise an annual program of work, and to pay the expenses of such activities. The annual program of work is defined as all activities the Foundation engages in including all work and activities generated by the Foundation committees and staff. For example, all costs associated with implementing special events by the Special Events Committee, such as printing, mailing, supplies, food, etc., would be the financial responsibility of the Foundation. Likewise, all costs associated with the Governance Committee, such as legal fees, etc., would be the financial responsibility of the Foundation. The annual program of work includes activities of the committees of the Foundation Board of Directors.
- l) To provide input to the College President regarding a performance evaluation of the Chief Development Officer.

3. Term

This Memorandum of Understanding shall remain in effect until terminated by one or both of the parties. The Foundation or the College may terminate this Memorandum of Understanding by giving written notice to the other of such termination and specifying the date thereof at least six (6) months before the effective date of such termination.

4. Miscellaneous

- a) The Foundation and College agree that nothing contained in this Memorandum of Understanding shall be deemed, construed or implied to create the relationship of employer or employee between the Foundation or any employees of the College.
- b) This Memorandum of Understanding and the obligations hereunder are not assignable in whole or in part by either party without the express written consent of the other party.
- c) It is mutually understood and agreed that no alteration or variation of the terms of this Memorandum of Understanding shall be valid unless made in writing and signed by the parties.
- d) The Foundation and the College shall each be responsible for their own acts and acts of their own employees and shall indemnify and defend each other for any negligent acts which cause damage to the other or others.
- e) This memorandum shall be jointly reviewed by both parties on a biennial basis. It is the parties' intention that the Foundation will initiate the review in December of each even-numbered year with the review process to be completed by the College and the Foundation by no later than February of the year immediately following.
- f) Through the biennial review process in Section 4(e), it is the parties' mutual intent that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #7894 dated January 25, 2022.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by and on behalf of the parties hereto on this ____ day of _____, 2022 and replaces any and all prior Memorandum of Understanding executed or otherwise implemented by the parties.

ROCK VALLEY COLLEGE FOUNDATION

ROCK VALLEY COLLEGE ILLINOIS
COMMUNITY COLLEGE DISTRICT
NO. 511

Robert Stenstrom, President
Rock Valley College Foundation

Board of Trustees
Rock Valley College

MEMORANDUM OF UNDERSTANDING
BETWEEN ROCK VALLEY COLLEGE,
ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511
AND
ROCK VALLEY COLLEGE FOUNDATION

The Rock Valley College Foundation (“Foundation”) solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College, Illinois Community College District No. 511 (“College”), and to support its educational mission. The Foundation has provided valuable support to the College and its students, and the College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes. The Foundation and the College (together “the parties”) wish to continue this relationship and believe it is in their mutual best interest to memorialize the respective rights, responsibilities, and obligations of the College and the Foundation that constitute the basis of this relationship.

Therefore, for the mutual covenants and benefits set forth below, the parties agree as follows:

1. Duties, Responsibilities & Obligations of the College

The College agrees to do each of the following for the Foundation during the existence of this Memorandum of Understanding:

- a) To provide the services of a full-time College employee who shall function as the Chief Development Officer, and to whom the College President or his/her designee will provide supervision, guidance and support in conjunction with the Foundation.
- b) To provide the services of a full-time College employee who shall function as the Director of Development, supervised by the Chief Development Officer.
- c) To provide the services of a full-time College employee who will serve as the Foundation Specialist supervised by the Chief Development Officer.
- d) To provide the services of the equivalent of one full-time College employee who shall function as the Administrative Assistant of the Foundation supervised by the Chief Development Officer.
- e) To annually designate a member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.
- f) To provide additional employee assistance to account for the revenue and expenditures of the Foundation and each project/activity undertaken by it, and to

assist the Foundation with annual financial statement preparation and 990 completion.

- g) To provide office space for the employees named above.
- h) To provide IT support in the form of voice, video, data services, web development and/or web hosting services, including necessary hardware and software resources, installation and connectivity, maintenance and support, technical training, and IT-related benefits extended to College employees.
- i) To allow educational training for the Chief Development Officer and other College employees supporting the Foundation, as necessary, to keep their skills and knowledge current.
- j) To transfer to the Foundation, when received by the College, unrestricted and restricted gifts that are consistent with the purpose and mission of the College and the Foundation.
- k) To honor the terms, conditions, or limitations imposed by donor or legal determination on any gifts accepted from the Foundation. The College will notify the Foundation of its agreement to accept a gift, and will notify the Foundation if it cannot or will not accept a specific gift and the reasons for same.
- l) To help promote and further the mission and goals of the Foundation with the business community and the general public.
- m) To enter into a future mutually agreeable fund raising partnership with the Foundation for possible Capital Campaigns.
- n) To assist in arranging an annual financial audit of the Foundation by the College's audit firm.
- o) To meet at least annually with representatives of the Foundation Board to communicate the institutional priorities and long-term plans as approved by the College Trustees and cooperatively project future College needs (including capital needs) and funding programs and opportunities for immediate and long-range planning purposes.
- p) To provide for the Foundation, a comprehensive program of property, casualty, and liability insurance, including but not limited to the Commercial General Liability, Commercial Automobile Liability, Worker's Compensation, Crime, Errors and Omissions and Director's & Officers, including Employment Practices Liability.
- q) To allow the Foundation to use the College's name, logos, and marketing brand, as agreed by the College, during the term of this Memorandum of Understanding.

- r) To create and enforce College policies, where deemed necessary and appropriate, that support the Foundation's ability to respect the privacy and confidentiality of donor records, and which recognize the Foundation's authority and obligations to keep all records and data confidential consistent with the requirements of law.

2. Duties, Responsibilities, and Obligations of the Foundation

The Foundation agrees to do each of the following during the existence of this Memorandum of Understanding:

- a) To solicit, receive, hold and administer gifts of property, real or personal, financial or otherwise, to be used for and on behalf of Rock Valley College, its faculty, students and staff, such gifts to be administered according to the terms specified by the donor as accepted by the Foundation and the College. In the event the donor does not specify the terms for which the gift shall be used, then the Foundation in its discretion shall administer and use the gift for the benefit of the College.
- b) To reimburse the College for the salary and compensation package provided to the following employees: Chief Development Officer, Foundation Specialist, Director of Development, and Administrative Assistant. For purposes of this Memorandum of Understanding, the compensation package shall consist of the annual salary and the cost to the College of providing the group health insurance coverage provided to each employee.
- c) To permit the College's designated member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.
- d) To undertake the major responsibility for planning, implementation, and coordination of the private donor support for College facilities and implementation of the educational functions of the College, in consultation with the College President. In carrying out this responsibility, the Chief Development Officer shall on a regular basis provide consultation and planning assistance to the appropriate College personnel to coordinate on a continuing basis the development and services to be performed by the Foundation. This responsibility shall include, but not be limited to, the following service:
 - i) To coordinate all authorized campaigns involving constituencies of the College, in consultation with the College President.
 - ii) To carry out research and develop records relating to the prospective donors.
 - iii) To develop proposals for and contact individuals and organizations identified as prospective donors to the Foundation.
 - iv) To inform prospective donors of the education, research and service activities of the College.

- v) To plan, direct, and implement such other constituency campaigns and fund-raising programs as may be deemed necessary and desirable by the Foundation with the advice and concurrence of the College President.
- e) To keep the College President advised of any and all monies and other property available through the Foundation for use on behalf of the College in support of its educational, research and service goals and responsibilities.
- f) To consult on a regular basis with the College administration concerning services to be performed hereunder for the benefit of the College and to do any and all other things requested by the College President and agreed to by the Foundation in the furtherance of the educational, research and service goals and responsibilities of the College.
- g) To hold funds received on behalf of the College from whatever source in accordance with Illinois law and any Fund Transfer Agreement that may exist between the parties.
- h) To enter into a future mutually agreeable funding partnership with the College for possible Capital Campaigns.
- i) To contract with a computer support vendor to implement and maintain a donor database independent of the College.
- j) To cooperate with the annual financial audit of the Foundation, for which the Foundation will reimburse the College the annual expense of the Foundation audit.
- k) To implement initiatives and conduct activities that comprise an annual program of work, and to pay the expenses of such activities. The annual program of work is defined as all activities the Foundation engages in including all work and activities generated by the Foundation committees and staff. For example, all costs associated with implementing special events by the Special Events Committee, such as printing, mailing, supplies, food, etc., would be the financial responsibility of the Foundation. Likewise, all costs associated with the Governance Committee, such as legal fees, etc., would be the financial responsibility of the Foundation. The annual program of work includes activities of the committees of the Foundation Board of Directors.
- l) To provide input to the College President regarding a performance evaluation of the Chief Development Officer.

3. Term

This Memorandum of Understanding shall remain in effect until terminated by one or both of the parties. The Foundation or the College may terminate this Memorandum of

Understanding by giving written notice to the other of such termination and specifying the date thereof at least six (6) months before the effective date of such termination.

4. Miscellaneous

- a) The Foundation and College agree that nothing contained in this Memorandum of Understanding shall be deemed, construed or implied to create the relationship of employer or employee between the Foundation or any employees of the College.
- b) This Memorandum of Understanding and the obligations hereunder are not assignable in whole or in part by either party without the express written consent of the other party.
- c) It is mutually understood and agreed that no alteration or variation of the terms of this Memorandum of Understanding shall be valid unless made in writing and signed by the parties.
- d) The Foundation and the College shall each be responsible for their own acts and acts of their own employees and shall indemnify and defend each other for any negligent acts which cause damage to the other or others.
- e) This memorandum shall be jointly reviewed by both parties on ~~an annual basis, a biennial basis~~^h. ~~It is the parties' intention that the Foundation will initiate the review in December of each even-numbered year with the review process to be completed by the College and the Foundation by no later than February of the year immediately following. This biennial review shall take place by the Foundation no later than December of all even numbered years allowing the College to review no later than February of all odd numbered years.~~
- f) ~~Additionally, through the biennial review process in Section 4(e), it is the parties' mutual intent that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #7894 dated January 25, 2022.~~

Commented [MG1]: Generally recommend that contract clauses be included in the actual agreement, not in a footnote. Especially when the terms are substantive and not just parenthetical/explanations. As a result, we just re-added these terms into the actual agreement and deleted the footnote. Just a recommendation and not legally required.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by and on behalf of the parties hereto on this 28 day of March, ~~2022~~²⁰¹⁷ and replaces any and all prior Memorandum of Understanding executed or otherwise implemented by the parties.

ROCK VALLEY COLLEGE FOUNDATION

ROCK VALLEY COLLEGE ILLINOIS
COMMUNITY COLLEGE DISTRICT
NO. 511

^h ~~It is the parties' intention that the Foundation will initiate the review in December of each even-numbered year with the review process to be completed by the College and the Foundation by no later than February of the year immediately following. Additionally, through the biennial review process it is the parties' mutual intent that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #7894 dated January 25, 2022.~~

| ~~LoRayne Logan~~Robert Stenstrom, ~~Vice~~-President
Rock Valley College Foundation

632591v1

Board of Trustees
Rock Valley College

**Fundraising Agreement Between the Rock Valley College Foundation
and Rock Valley College's Athletic Department**

BACKGROUND: The Rock Valley College (RVC) Foundation met with Rock Valley College (RVC) Athletic Director Darin Monroe and RVC Booster Club President Duey Hoff regarding funding opportunities within Rock Valley College's Athletic Department. The RVC Foundation believed that the RVC Athletic Department was an opportunity to increase College support through strategic and targeted efforts toward donor prospects.

The purpose of the agreement is to clearly outline the roles and responsibilities of each department playing an active role in the execution of the campaign.

This agreement shall remain in effect for the first four years of RVC's transition to Division II of the National Junior College Athletic Association (NJCAA), which was effective July 27, 2022, and will be jointly reviewed by both parties during the academic year of 2024-2025.

A fee of 6.00% will be assessed to all individual and organizational donor dollars donated to the RVC Athletic Department as part of the Foundation's Administration Fee Policy.

All fees shall be applied to the unrestricted funds line item of the RVC Foundation budget in support of the ongoing expenses of the RVC Foundation.

RECOMMENDATION: It is recommended that the Board of Trustees approves the aforementioned fundraising agreement between the Rock Valley College Foundation and Rock Valley College's Athletic Department. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Rock Valley College Foundation and RVC Athletic Department Fundraising Agreement

Rock Valley College Foundation and RVC Athletic Department Fundraising Agreement

Background: During Fiscal Year 2022, it was agreed upon by the Rock Valley College Foundation (“Foundation”) and its Board of Directors, Rock Valley College (“College” or “RVC”), President Dr. Howard Spearman, College Athletic Director Darin Monroe, and RVC Booster Club President-Duey Hoff, that the Foundation would partner with the College’s athletic department to help streamline and steward athletic-focused donations. The Foundation will also assist the College in fundraising efforts to identify, solicit, and steward athletic scholarship dollars in support of the College’s transition for Division II (which became effective on July 27, 2022).

In support of these new fundraising activities and donor stewardship efforts, a portion of the Foundation’s *Director of Development and Alumni Relations* responsibilities will be directed to supporting the College and athletic department leadership (on its own behalf and on behalf of the Booster Club) on an annual basis until otherwise agreed upon by the aforementioned parties. (The athletic department and Booster Club may be jointly referred to from time-to-time as “the program”).

Duties:

The RVC Foundation will:

- Assign one primary contact responsible for the program's fundraising activities.
- Outline annual and ongoing fundraising plans.
- Work with Athletic Director, RVC coaching staff, RVC Athletic Booster Club (“Booster Club”) leadership, RVC Foundation Board, and the College President, when applicable, to identify potential donors and community partners.
- Develop annual sponsorship opportunities and work to solicit top-level sponsorships.
- Explore and identify applicable grant opportunities.
- Explore and obtain necessary approvals for athletic naming opportunities from the RVC Board of Trustees.
- Process and manage all individual and corporate gifts designated for the RVC athletic department.
 - This excludes all athletic event ticket sales which will continue to be processed by athletic department staff and deposited into College operational accounts. Event ticket sales will not be receipted through the Foundation as they are not a tax-deductible gift.
- Provide appropriate stewardship and gift acknowledgement for all individual and corporate gifts designated for the RVC athletic department.
 - Ensure all applicable gift receipts include accurate goods and services statements as required by applicable law.
- Provide athletic department consistent notification on new Booster Club memberships received through Foundation.
- Process fund transfers through the College’s finance dept on a regular basis to journal necessary funds from the Foundation 31 accounts to the athletic department’s College-held accounts.
 - Current fund transfer processes for the Foundation take place quarterly in conjunction with RVC Foundation Finance Committee meetings in March, May, September, and December.

The Athletic Director, athletic department staff, and Booster Club leadership will:

- Provide supporting data and information required for the creation of fundraising materials and grant applications on an ongoing basis.
- Assist in the identification of potential donors and community partners with an affinity for athletics.
- Communicate regularly with Foundation staff on potential fundraising asks being made by athletic staff to ensure cohesive efforts and to avoid donor fatigue.
- Provide quarterly reports in March, May, September, and December on donations made directly to the Booster Club and athletic department.
- Oversee and execute all stewardship deliverables regarding athletic sponsors and athletic-specific events: create event signage to recognize sponsors, include appropriate sponsors in all home game PA announcements, social media posts on athletic platforms, and the inclusion of sponsor remarks in event presentations.
 - When the Foundation has secured a top-level sponsor, the athletic department agrees to send a proof to the Foundation of all event signage related to sponsorships to ensure accuracy before submitting for print.
- Work to identify and report to the RVC Foundation names and contact information, when available, for RVC athletic alumni. Alumni status does not require a degree or certificate, but will be looked at as having played and studied at RVC.
- Assist in the securing of prospect meetings when a relationship exists between the Athletic Director or coach and the prospect/donor.
- Attend donor visits when necessary or critical to the cultivation and solicitation process.
- Take responsibility for and execute all Booster Club membership deliverables and actions per specific membership level. All deliverables should be handed out or mailed to the applicable Booster Club member within one week of receiving notification from the Foundation. This requires priority action and attention to ensure donor satisfaction and retention.
 - If sports schedules don't allow for a one-week turnaround at any given time, the athletic staff will notify the Foundation so they may assist with deliverables during that necessary timeframe.
- Attend RVC Foundation events when applicable to athletic fundraising efforts.

Admin. Fee: A fee of 6.00%, will be assessed to all individual and organizational donor dollars donated to the RVC Athletic Department as part of the Foundation's Administration Fee Policy. Further, assuming that the College's funding commitment to the Foundation (as it existed as of the effective date of this fundraising agreement) remains unchanged by the College, this fee will not be assessed on Booster Club membership gifts of this partnership¹.

All Fees shall be applied to the unrestricted funds line item of the Foundation budget in support of the ongoing expenses of the RVC Foundation.

Term: This fundraising agreement shall remain in effect for the first four (4) years of RVC's transition to Division II (commencing with the date specified in the opening paragraph of this fundraising agreement) and will be jointly reviewed by both parties during the academic year of 2024-2025.

¹ If the funding commitment is changed, the RVC Foundation may assess a fee against those membership gifts as specified in the Foundation's Administration Fee Policy.

The Foundation or the College/Athletic Department may also terminate this fundraising agreement upon either of the following: (a) upon breach of the obligations under this fundraising agreement by the Foundation or by the College/Athletic Department upon the provision of at least ten (10) days' advance written notice by the non-breaching party to the breaching party and the breaching party's failure to cure the breach by the close of that notice period (in which event the fundraising agreement will be terminated upon the conclusion of that notice period); and/or (b) by giving written notice to the other party of such termination and specifying the date of such termination (which shall be not less than thirty (30) days from the date of such notice), in which event the termination shall become effective on the date specified in the notice.

Approval:

Brittany Freiberg, Chief Development Officer, RVC Foundation

Date Signed

Darin Monroe, Head Athletic Director, RVC

Date Signed

President/Vice President, RVC Foundation

Date Signed

President/Chair, RVC Athletic Booster Club

Date Signed

Board Chair, RVC Board of Trustees

Date Signed

**Board Policy 3:10.030
Access to Personnel Files**

BACKGROUND: Board Policy 3:10.030 currently states that an employee may examine items in his or her personnel file with a 24-hour written notice to the Vice President of Human Resources or designee.

The Illinois Personnel Records Review Act states that an employer shall provide an employee with an inspection opportunity within seven working days after the employee makes the request, or if the employer can reasonably show that such deadline cannot be met, the employer shall have an additional seven days to comply. 820 ILCS 40/2.

RECOMMENDATION: **In accordance with Board Policy 1:10.070 (Board Policies), Section 3 Suspension, it is recommended that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies, and waive the requirement of two readings of this board policy revision.**

It is recommended that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Records Review Act. **Attorney Reviewed**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Board Policy 3:10.030

ACCESS TO PERSONNEL FILES

Rock Valley College maintains a personnel file for each employee. The personnel file contains documentation including the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, disciplinary actions, and other employment records. All personnel files are maintained, disseminated, and inspected in accordance with the rules and regulations identified in the Illinois Personnel Records Review Act, 820 ILCS 40 et seq., the Illinois Record Act, 5 ILCS 203 et seq., and other applicable state and federal laws. Records from other colleges and university credits made available to the College will remain the confidential property of the College. All materials maintained in an employee's personnel file shall be available for perusal. Each employee's complete personnel file is accessible on a need-to-know basis through the Office of Human Resources. This Policy will be administered consistent with the College's collective bargaining agreement obligations, where applicable. Further, the College shall adopt administrative procedures to implement this Policy.

[Insert link to administrative procedures]

Reference: BR #6478, BR #8001
Implemented: November 27, 2007
Revised: April 8, 2014; December 13, 2022

ACCESS TO PERSONNEL FILES

Rock Valley College maintains a personnel file ~~on for~~ each employee. The personnel file ~~includes contains documentation including such information as~~ the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, disciplinary actions, and other employment records. All personnel files are maintained, disseminated, and inspected ~~consistent in accordance with the rules and regulations identified in with~~ the Illinois Personnel Records Review Act, 820 ILCS 40 et seq., the Illinois Record Act, 5 ILCS 203 et seq., and other applicable state and federal laws. ~~An employee may examine items in his or her own personnel file with a 24 hour written notice to the Vice President of Human Resources or designee.~~ Records from other colleges and university credits made available to ~~RVC the College~~ will remain ~~the~~ confidential ~~and~~ property of the College. All materials ~~added to his or her~~ maintained in an ~~employee's personnel~~ file ~~by RVC personnel~~ shall be available for perusal. ~~He or she may wish to write a statement of explanation in answer to negative materials in his or her file.~~ Each ~~individual's employee's~~ complete personnel file is accessible on a ~~need to know~~need-to-know basis, through the Office of Human Resources. This Policy will be administered consistent with the College's collective bargaining agreement obligations, where applicable. Further, the College shall adopt administrative procedures to implement this Policy.

[Insert link to administrative procedures]

Reference: BR #6478, BR #8001
Implemented: November 27, 2007
Revised: April 8, 2014; December 13, 2022

**Board Policy 3:30.150
Bereavement Leave**

BACKGROUND: Rock Valley College has an existing Board Policy 3:30.150 for Bereavement Leave in accordance with the Child Bereavement Leave Act (820 ILCS 154/1 *et seq.*).

On June 9, 2022, the Governor of Illinois signed into law Public Act 102-1050 (SB3120), which amends the Child Bereavement Act, effective January 1, 2023. The newly signed law changes the Act's title to "Family Bereavement Leave Act" and expands the requirement to provide leave to additionally include the event of a miscarriage, an unsuccessful round of intrauterine insemination, or an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. The applicable healthcare provider or adoption or surrogacy organizations will be required to complete a form created by the Illinois Department of Labor, certifying that one of the preceding events has occurred.

RECOMMENDATION: **In accordance with Board Policy 1:10.070 (Board Policies), Section 3 Suspension, it is recommended that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies, and waive the requirement of two readings of this board policy revision.**

It is recommended that the Board of Trustees approves the revision of Board Policy 3:30.150 Bereavement Leave to comply with the Family Bereavement Leave Act effective January 1, 2023. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Revised Board Policy 3:30.150 Bereavement Leave

BEREAVEMENT LEAVE

The Board of Trustees of Rock Valley College recognizes that employees may require time following the death of a covered family member to grieve such loss and make arrangements for and/or attend funerals or other similar services. Accordingly, all eligible employees (as defined under the FMLA) are eligible for bereavement leave under this Policy.

In accordance with the Illinois Family Bereavement Leave Act (“the Act”), and subject to administrative procedures adopted by the College, the College will provide each eligible employee up to two (2) working weeks (ten [10] workdays) of bereavement leave, in which three (3) of those workdays will be paid, in the event of:

1. the death of an employee’s covered family member. For purposes of this Policy, the term “covered family member” shall include the employee's spouse, domestic partner, an individual living in the employee’s household at the time of death, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step-sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step-niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.
2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. For these reasons, the Illinois Department of Labor has developed a form to be filled out by the applicable healthcare practitioner or adoption or surrogacy organization, certifying such an event has occurred. An employer may not require that the employee identify which type of event occurred, necessitating the basis for leave.

The College shall adopt administrative procedures to implement this Policy. The College reserves the right to require employees to provide evidence documenting the need for such leave. Where applicable, this Policy will be administered with the College’s collective bargaining obligations.

[Insert link to administrative procedures]

Reference: BR #7395, BR #7898, BR #8002
Implemented: March 28, 2017
Revised: January 25, 2022; December 13, 2022

BEREAVEMENT LEAVE

The Board of Trustees of Rock Valley College recognizes that employees require time following the death of an ~~an immediate covered~~ family member, ~~or those currently living in their household,~~ to grieve such loss and make arrangements for, ~~and/or attend,~~ funerals or other similar services. Accordingly, all ~~full-time-eligible~~ employees ~~(as defined under the FMLA)~~ are eligible for bereavement leave under this Policy.-

~~In accordance with the Illinois Family Bereavement Leave Act (“the Act”), and S~~subject to administrative procedures adopted by the College, ~~the College will provide~~ each eligible employee ~~shall be eligible for up to two (2) working weeks (ten [10] workdays) three (3) days of paid days~~ of bereavement leave, ~~in which three (3) of those workdays will be paid,~~ in the event of:

- ~~1. the death of an employee’s covered family member. a person in the employee’s immediate family or household.~~ For purposes of this Policy, the term “~~immediate covered family member~~” shall include ~~the employee’s -the team member’s~~ spouse, domestic partner, ~~an individual living in the employee’s household at the time of their death an individual living in the employee’s household at the time of death,~~ child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step-sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step-niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.
- ~~2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. For these reasons, the Illinois Department of Labor has developed a form to be filled out by the applicable health carehealthcare practitioner or adoption or surrogacy organization, certifying that such an event has occurred. An employer may not require that the employee identify which type of event occurred, necessitating the basis for leave.~~

~~In addition to the leave described above, eligible employees shall be entitled to additional bereavement leave in accordance with the Child Bereavement Leave Act (the “Act”), 820 ILCS 154/1 et seq. Any paid leave provided in accordance with this policy shall be provided concurrently with the use of leave under the Act.~~

The College shall adopt administrative procedures to implement this Policy. The College reserves the right to require employees to provide evidence documenting the need for such leave. Where applicable, this Policy will be administered with the College’s collective bargaining obligations.

[Insert link to administrative procedures]

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Reference: BR #7395, BR #7898, BR #8002

Implemented: March 28, 2017

Revised: January 25, 2022; December 13, 2022

**Repeal of Board Policy 4:10.180
Communicable Diseases, Students
First Reading**

BACKGROUND:

On August 25, 2009, the Rock Valley College Board of Trustees approved and enacted Board Policy 2:20.080, “Communicable Diseases,” which applies to College staff, students, and the community. Policy 2:20.080 was subsequently revised on April 8, 2014. Administrative Procedures for Policy 2:20.080 were implemented on March 12, 2020, and revised on September 1, 2021.

On April 8, 2014, the Board adopted Policy 4:10.180, “Communicable Diseases, Students,” which only applies to College students. Board Policy 4:10.180 was never revised and had no Administrative Procedures. Board Policy 4:10.180 should be repealed because Board Policy 2:20.080 already addresses communicable diseases concerning students, thus making Policy 4:10.180 redundant as to the subject matter. Further, Policy 4:10.180 is outdated and inconsistent with Policy 2:20.080 and its updated Administrative Procedures.

RECOMMENDATION:

It is recommended that the Board of Trustees repeal Board Policy 4:10.180, pursuant to Board Policy 1:10.080, through a unanimous vote of all voting Board members. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Board Policy 4:10.180 Communicable Diseases, Students
Board Policy 2:20.080 Communicable Diseases

TO BE REPEALED

ROCK VALLEY COLLEGE
BOARD POLICY

4:10.180

COMMUNICABLE DISEASES, STUDENTS

The College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College does not intend to exclude students with a communicable disease if there is no significant risk of transmission.

A student who has a chronic, communicable disease is to inform the Vice President of Student Development of said status. A student with a chronic, communicable disease may attend the College and participate in programs and activities when, through reasonable accommodation, there is no significant risk of transmission of the disease to others. A student with a chronic, communicable disease may be denied admission to or may be dismissed from a particular program or course of study if the disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

The College will respect the right to privacy of any student who has a chronic, communicable disease. The student's medical condition will be disclosed only to the extent necessary to minimize health risks to the student and others. The College will notify only the personnel necessary to assure the student is properly cared for and to detect situations in which the potential for transmission of the disease may increase.

For purposes of this Policy, communicable diseases are those defined by the Centers for Disease Control and the Illinois Department of Public Health. Specific procedures detailing systematic approaches to prevent and control the risks associated with communicable diseases and governing this Policy will be published by the College.

Adopted: April 8, 2014

COMMUNICABLE DISEASES

Rock Valley College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases, as defined by the Illinois Department of Public Health in the Illinois Control of Communicable Diseases Code, 77 Ill. Admin. Code 690.

The College shall develop consistent procedures for student and employee absence due to a communicable disease as described under Section 690.200 of the Illinois Control of Communicable Diseases Code including the protocol by which the College informs the Winnebago County Health Department of such communicable disease.

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

Reference:	Board Report 6642
Implemented:	August 25, 2009
Revised:	April 8, 2014

Closed Session Minutes Through October 2022

Background: In accordance with the Illinois Open Meetings Act, the Board of Trustees of Community College District No. 511 is required to review the minutes and verbatim recordings of all closed meetings at least semi-annually. After such review, the Board in open session must determine whether or not there is a need for confidentiality to exist as to all or part of the written minutes.

At the request of the Board of Trustees, Attorney Joseph Perkoski (in consultation with the Board's chair) has made such a review of said closed meeting minutes and recommends the Board of Trustees approve the following:

Recommendation:

1. That the minutes of the closed session meetings of March 8, 2022 through October 25, 2022 shall be approved.
2. That the need for confidentiality still exists for the closed meeting minutes for the period of March 8, 2022 through October 25, 2022.
3. That the verbatim recordings shall be maintained pursuant to an existing litigation hold on College records.
4. That minutes identified in this document shall continue to be confidential until further action of the Board of Trustees.
5. That the Board's legal counsel shall, after consulting with the Board's chair, have the ability to review any closed session meeting minutes that the Board previously approved to remain confidential, to respond to any Freedom of Information Act request, litigation discovery requests, or as otherwise required by court order, and to produce any said closed session meeting minutes or parts thereof where the need for confidentiality no longer exists.

Joseph J. Perkoski
Board Attorney

Board Approval: _____
Secretary, Board of Trustees

Rock Valley College Student Trustee Report
Ryan Russell, Student Trustee
Board of Trustees Meeting, December 13, 2022

1. RVC held a Holiday Tree decorating contest which was held in the Student Center Atrium the week of November 28, 2022. Student Clubs and their members were provided a six-foot tree and instructed to let their creative minds flow! The trees were judged on overall appearance and the winner was the Association of Latin American Students (ALAS), with Fashion Club coming in second place, and Multicultural Club (MCC) coming in third. The trees are currently still on display!
2. RVC Student Life Office staff held an event on Monday November 28, which entailed delivering lunch students at RVC's satellite locations. This was a great morale boost and shows that all of our campus sites are together and working toward the same goal for our students.
3. November 28, 29, and 30 Student Life Office held a "Finals Frenzy" in the Student Center Atrium which allowed students to get free food, relax, and take a break from their studies. On December 1, therapy support dogs were on campus and students were excited to interact with the dogs for a much needed stress break.
4. December 1, a staff/faculty reception was held in the Student Center Atrium with the theme being "Ugly Christmas Sweater Party."
5. December 5-10, students completed final exam week. This is a busy time and can be a lot to handle, but staff and faculty have provided supportive measures to help students prepare and manage the stress of the week.
6. December 12 starts the RVC Winterim term. Students will complete 4-week fully online classes on January 4, 2023.

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

Date Received	FOIA#	Requestor	Request	Response Date
10/31/2022	2022-08	Amber Buschmann	Report filed by Ryan & Amber Buschmann for a copy of case# RV22-000104 from accident in Lot 10.	completed 11/7/2022
10/31/2022	2022-09	Shari Reid, SmartProcure	<p>SmartProcure is submitting a commercial FOIA request to Rock Valley College for any and all purchasing records from 6/30/2022 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.</p> <p>The specific information requested from your record-keeping system is:</p> <ol style="list-style-type: none"> 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and email address 	Commercial Request due 12/2/2022