

**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., January 24, 2023**

MINUTES

On January 6, 2023, Governor Pritzker issued the thirty-eighth 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/91557356746?pwd=QTA2MkZjV0ZWQ1JSaFc0TUJyRIJEdz09> or by phone at 312-626-6799 using Meeting ID 915 5735 6746; Passcode: 645173. The meeting will include an opportunity for public comment. Members of the public may submit their public comment to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on January 24, 2023. Public comments will be announced during the public comment portion of the meeting.

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 remotely via teleconference on Tuesday, January 24, 2023. The meeting was called to order by Board Chair Gloria Cudia at 5:18 p.m.

Roll Call

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

Ms. Gloria Cudia	Mr. Bob Trojan
Mr. John Nelson	Ms. Lynn Kearney
Ms. Crystal Soltow	Student Trustee Ryan Russell
Mr. Paul Gorski arrived at 5:23 p.m.	

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 Joseph Perkoski, Robbins Schwartz; Attorney Matthew Gardner, Robbins Schwartz.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

President Spearman recognized Ms. Kristen Simpson, trustee candidate.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve the minutes of the November 15, 2022 Committee of the Whole meeting and the December 13, 2022 Regular meeting and Truth-in-Taxation Hearing.

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

Action Items

1. BR 8005 – Claims Sheet – December 2022

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 December 1, 2022 to December 31, 2022. The total is \$2,476,962.90.

A motion was made by Trustee Trojan, seconded by Trustee Kearney, to approve Board Report 8005.

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

Trustee Gorski arrived at 5:23 p.m.

2a. BR 8006-A – Purchase Report-A – FY2023 Amendments

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8006-A, Purchase Report-A.

\$ 12,000.00	A. Steiner Electric, Loves Park, IL
\$ 9,800.00	B. Lift Works, Rockford, IL

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 8006-A.

In response to a question from Trustee Nelson, Chief Operations Officer Rick Jenks affirmed that barring any unforeseen items that may break, this should be the last expense for Lift Works (item B.). However, in the event that changes, Administration may have to come back to the Board for approval of future expenses.

The motion was approved by unanimous roll call vote

2b. BR 8006-B – Purchase Report-B – FY2023 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8006-B, Purchase Report-B.

\$ 44,985.00	A. Morrow Brothers Ford, Greenfield, IL
\$ 46,908.00	B. SonicWall Inc., Milpitas, CA
\$ 20,000.00	C. Pocket Nurse, Monaca, PA
\$ 12,540.00	D. Full Compass Systems, Madison, WI
\$ 12,008.00	E. Barbizon Lighting Company, Chicago, IL
\$ 12,008.00	F. Meridian, Loves Park, IL
\$ 17,500.00	G. Jostens, Waterford, WI
\$ 300,000.00	H. Guardian, El Paso, TX

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 8006-B.

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

Following the vote, Trustee Kearney asked about Item H. on Purchase Report B, Insurance that was not discussed at the Committee of the Whole. Chief Financial Officer Ellen Olson confirmed that the information was not available when the Committee of the Whole packet was produced, but that it was shown on the redlined Purchase Report B, a part of the current meeting packet. Also, Dr. Spearman had sent an email to all trustees explaining that Guardian is replacing MetLife due to reduced costs, and there is no increase to the total expense.

Additionally, Vice President of Human Resources Jim Handley explained that employees pay the premiums for this additional insurance and are looking for more insurance options at less cost. Approximate cost savings are: Dental-\$31,000; Life and AD&D-\$24,000; total savings about \$55,000. Handley added that the College went out for RFP last year and trustees approved Gallagher as the College's new insurance consultant. Gallagher is an international insurance carrier based in El Paso, TX, and has an office in Rockford.

After further discussion, and a motion to reconsider made and withdrawn by Trustee Nelson, trustees explained that they would like to have each item on the Purchase Reports reviewed before voting on them. Trustees would also like to be involved in the insurance selection process.

Board Chair Cudia noted that the planned parliamentary training will be helpful to trustees.

3. BR 8007 – Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel items listed on Board Report 8007.

A motion was made by Trustee Trojan, seconded by Trustee Kearney, to approve Board Report 8007.

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

4. BR 8008 – Career Running Start Intergovernmental Agreement (IGA) Rockford Public School District #205

The Board Report reads in part: It is recommended that the Board of Trustees approves the Career Running Start Intergovernmental Agreement with Rockford Public School District #205, effective January 24, 2023, the date both parties approve and fully execute the IGA, and to expire June 30, 2024. The program will apply to classes beginning August 14, 2023.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 8008.

In response to a question from Trustee Kearney, Dr. Spearman explained that RPS #205 is in the process of recruiting students for this program for the fall semester.

The motion was approved by unanimous roll call vote.

5. BR 8009 – Amendment to Faculty Memorandum of Agreement-Dental Hygiene Clinic Coordinator Pilot

The Board Report reads in part: It is recommended that the Board of Trustees approves the Amendment to the Dental Hygiene Clinic Coordinator Memorandum of Agreement, revising the dates of the pilot to occur between August 13, 2022 and August 11, 2023 in order to fully evaluate the new Dental Hygiene Clinic Coordinator position.

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve Board Report 8009.

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

6. BR 8010 – Repeal of Board Policy 4:10.180 – Communicable Diseases, Students Second Reading

The Board Report reads in part: It is recommended that the Board of Trustees approves the repeal of Board Policy 4:10.180 Communicable Diseases, Students.

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 8010.

In response to a request from Trustee Gorski, Attorney Perkoski explained that there were two board policies, one applicable only to students, and the second policy applied to both employees and students. This policy being repealed applies only to students thus eliminating the duplication.

The motion was approved by unanimous roll call vote.

7. BR 8011 – Board Policy 3:10.030 - Access to Personnel Files (Two Readings Waived)

The Board Report reads in part: 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 waives 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.**

Board Chair Cudia explained that this board report was tabled at the December 13, 2022 regular board meeting and is being brought back for consideration.

During extensive discussion, several trustees commented that although the state statute allows up to seven working days to grant access to one's personnel file, they feel it is too long and recommended that Administration reduce the number of days.

College Attorney Joseph Perkoski explained that all three of the College's Collective Bargaining Agreements (CBA) have the seven-day verbiage in them and that this policy applies to non-union employees. Perkoski added that the College could have a board policy of less than seven working days, and it could co-exist with the CBAs; however, the purpose of the Administration's recommendation is to provide consistency between board policy and the CBAs, and to comply with state statute.

In response to a trustee question, VP Handley confirmed that only one employee has asked to see his/her personnel file in the past year, and it was provided in three days.

Upon calling the question, a motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 8011, Access to Personnel Files. The motion failed by majority roll call vote. Trustees Gorski, Kearney, Nelson and Soltow voted no. Trustees Trojan and Cudia voted yes. Student Trustee Russell voted yes (advisory).

At the request of Board Chair Cudia, Attorney Perkoski will confirm if the College is in compliance with state statute for Personnel Records Review.

Trustee Gorski suggested the College research the cost to digitize HR personnel records for employee review.

Attorney Perkoski added that the right of employee rebuttal is in the Act, and has been moved to administrative procedures. President Spearman reassured trustees that the Administration has been very transparent, has worked to establish a trustworthy relationship, and that updating this board policy was done at the advice of the College's attorneys.

Other Business

1. New Business

There was no new business.

2. Unfinished Business

There was no unfinished business.

Updates / Reports

1. **President's Update**

President Spearman provided an update on recent activities, noting that legislators recently have shown interest in RVC. He met with Congressman Darin LaHood and State Senator Dave Syverson on January 20, then traveled to the Region 1 Planning Council press conference at Collins Aerospace where U.S. Senator Tammy Duckworth, Congressmen Eric Sorenson and Bill Foster were in attendance. In addition, on January 23, team members of Illinois representatives Dave Vella and Joe Sosnowski were on campus. Dr Spearman also provided a project summary on the E-vehicles program at RVC. The E-Vehicle presentation initially was made to the Board in April 2022

2. **Leadership**

- Dr. Amanda Smith gave an update on the January 13 Faculty Professional Development Day. The day began with a student panel to learn how to better serve our students and continued with various activities focusing on three areas: using disaggregated data to advance student success, learning improvement, and increasing student engagement. Special thanks to Dr. Kym Blanchard, Dr. Lisa Mehlig, Terry Wandtke and Elina Wlaznik for their leadership planning the event.
- Vice President Heather Snider gave an update on grants received from the Community Foundation of Northern Illinois (CFNIL) and Nuts, Bolts & Thingamajigs. In addition, the College has exceeded the enrollment goal for spring, but adjustments can still be made. The 14th Day enrollment report will be given at the February 14 Committee of the Whole.
- Dr. Patrick Peyer reported on several items: 1) The Amazon Career Choice program has enrolled about 70 employees to date. 2) Rockford Promise scholarship applications are open. Since Rockford Promise reorganized in 2016 to provide full-tuition scholarships, 134 scholarship winners have enrolled at RVC. Of those, 55 earned two-year degrees and seven earned two-year professional certificates.
- Vice President Keith Barnes reported on the kick-off of Black History Month on February 3 to formally adopt RVC equity plan. A series of panels and discussions featuring Black History Month will be held throughout the month.

3. **Trustee Comments**

- Trustee Gorski commented that trustees do not “live the college” every day and do not like incomplete or inconsistent communication. He does not want to know how many employees asked for their personnel file. The last few reports were great, but he wants to avoid jargon and ensure messages are consistent. Trustees may have a communication gap regarding the Facilities Master Plan (FMP), and he is reaching out to them for their ideas to bring to Rick Jenks and the FMP Committee.
- Trustee Nelson commented that it's healthy to be able to express differences of opinion and have genuine discussions on the issues. All should try to be united and work harder to make sure faculty feel they are an integral part of the College. He thinks the College has lost at least half of tenured professors since he joined the Board in 2017 and hears that morale is low among the remaining tenured professors. He will continue to advocate for the academic side and will do his best to do what is best for the College. Nelson added that he thinks Trustee Cudia is up to the task to be a good board chair. Overall, we're in good hands and with collaboration we can meet the College's goals.

- Trustee Trojan commented that looking back on his eight years as a trustee, this board has come together and is better today than previous boards he has served on. He added that he was invited to attend a recent celebration of the Community Foundation of Northern Illinois, and Dan Ross, its president, complimented Dr. Spearman on how well connected he is with community organizations.
- Board Chair Cudia made several comments: 1) Thanked trustees for their suggestions regarding topics for the upcoming board retreat. As a result, the retreat to be held January 28 will focus on the State of the College, the 10-year Financial Projections and the Strategic Plan update. The governance item will be moved to a future retreat date following the April 4 election. Cudia would like the next retreat to include the newly elected trustees and to meet in person. 2) Thanked Trustee Gorski for representing trustees on the Facilities Master Plan (FMP) Committee. 3) Received a request to name an RVC street after a former trustee. Dr. Spearman confirmed that a prior board determined that RVC streets would not be named after trustees. He added that trustees may want to discuss this further at a future Committee of the Whole meeting.

4. ICCTA Report (Illinois Community College Trustees Association)

Trustee Nelson did not have a report, as a meeting was not held in December.

5. Student Trustee Report

Student Trustee Russell reported that he sat on the student panel held at the January 13 Faculty Professional Development Day and found it very informative. He also provided an update on athletics events and the series of events geared toward students for Welcome Week, January 23-27.

6. RVC Foundation Liaison Report

Trustee Trojan reported that the Foundation board did not meet in January.

7. Freedom of Information Act (FOIA) Report

The FOIA report was accepted as presented. In response to a question from Trustee Kearney regarding several of the requests, Attorney Perkoski explained that he cannot comment on one and a response is pending on the others.

Closed Session

At 6:50 p.m., a motion was made by Trustee Trojan, seconded by Trustee Gorski, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation, when an action against, affecting or on behalf of the public body has been filed, probable or imminent per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 7:53 p.m., a motion was made by Trustee Nelson, seconded by Trustee Kearney, 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.

Board Chair Cudia reminded trustees to prepare questions to interview applicants to fill the vacant trustee position. Discussion followed on the number and types of questions, ethical boundaries for candidates and how many questions to submit. Dr. Spearman added that he will send trustees a list of questions that have been used in previous candidate interviews. The president's office will also send trustees copies of the submitted applications received prior to the 5:00 p.m., January 26 deadline.

Next Meeting

The next Committee of the Whole meeting will be held Tuesday, February 14, 2023 at 5:15 p.m. The meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus as Illinois statute permits.

The next Regular meeting will be held Tuesday, February 28, 2023 at 5:15 p.m. The meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus as Illinois statute permits.

Adjournment

At 8:08 p.m., a motion was made by Trustee Gorski, seconded by Trustee Kearney, to adjourn the meeting. The motion was approved by unanimous vote.

Submitted by Ann Kerwitz.


Robert Trojan, Secretary


Gloria Cudia, Board Chair