Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, March 14, 2023

On March 3, 2023, Governor Pritzker issued the fortieth Gubernatorial Disaster Proclamation for all counties in 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. Under 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, or his designee as chief administrative officer, 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 Board of Trustees meeting is provided via teleconference online https://rockvalleycollege-edu.zoom.us/j/96153549801?pwd=WU9vclBic1RjZmFIcDISQTF3bkZTQT09 or by phone at 312-626-6799 using Meeting ID: 961 5354 9801 Passcode: 025599. The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on March 14, 2023. Public comments submitted via email 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. **Review of Minutes:** Committee of the Whole February 14, 2023
F. **General Presentations**
G. **Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
   1. Enrollment Update: 14th Day Census; Student Profile
H. **Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow**
   1. Purchase Report(s) (A and B)
   2. Cash and Investment Report
I. **Operations Discussion: Board Liaison Trustee Kearney**
   1. Personnel Report
   2. Board Policy 3:10.030 Access to Personnel Files
   3. RVC Street Names
   4. Industry Partnerships/Community Engagement Strategic Plan Update
   5. Advanced Technology Center (ATC) Tuition Waiver Extension
   6. Professional Development Strategic Plan Update
   7. Rock Valley College Events Calendar
J. **Other Business:**
   1. New Business/Unfinished Business
K. **Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.
L. **Reconvene Open Session**
M. **Next Regular Board of Trustees meeting:** March 28, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in-person in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus when Illinois statute permits.
N. **Next Committee of the Whole meeting:** April 11, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in-person in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus when Illinois statute permits.
O. **Adjourn**

Gloria Cudia, Board Chair

Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114

BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:45 p.m. Tuesday, February 14, 2023
MINUTES

On February 3, 2023, Governor Pritzker issued the thirty-ninth Gubernatorial Disaster Proclamation for all counties in 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. Under 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, or his designee as chief administrative officer, 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 Board of Trustees meeting is provided via teleconference online https://rockvalleycollege-edu.zoom.us/j/94528900226?pwd=RWRPS2lTWTN6R3E4cFlWTUlYdWdmQT09 or by phone at 312-626-6799 using Meeting ID: 945 2890 0226 Passcode: 161755. The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on February 14, 2023. Public comments submitted via email will be announced during the public comment portion of the meeting.

Call to Order
The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened remotely by teleconference on Tuesday, February 14, 2023. The meeting was called to order at 5:45 p.m. by Board Chair Gloria Cudia.

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

Ms. Gloria Cudia	Ms. Crystal Soltow
Mr. Robert Trojan	Mr. Paul Gorski
Mr. John Nelson	Ms. Lynn Kearney
Mr. Ryan Russell, Student Trustee	

Also Present: Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Interim Assistant to the President; Ms. Tracy Luethje, Assistant to the Vice President of Operations; Attorney Joseph Perkoski, Robbins Schwartz; Attorney Matthew Gardner, Robbins Schwartz.

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

Recognition of Visitors

There were no visitors to be recognized.

Adjourn to Closed Session

At 5:46 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, 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), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 6:12 p.m., a motion was made by Trustee Trojan, 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.

Review of Minutes

There were no comments on the minutes from the January 10, 2023, Board of Trustees Committee of the Whole meeting.

General Presentations – Strategic Plan Review

Mr. Richard Jenks, vice president of operations and chief operations officer, introduced Ms. Heather Snider, vice president of institutional effectiveness and communications, who presented the Strategic Plan Review. Ms. Snider stated that her updates would focus more on the metrics within the scorecards and some successes rather than on the planning framework that has been discussed in the past. Ms. Snider discussed the process updates and action highlights. Ms. Snider explained that leadership continues to work with Studer Education to refine the College's Strategic Plan, and Studer Education continues to monitor the College's successes and the 90-day action plans. As a result, Leadership will transition focus to sharing detailed actions and scorecard success metrics. In addition, the Administration has improved transparency by making materials available on the website. Recent achievements include the Customer Relationship Management (CRM) software that was implemented is ready to go live; the Diversity, Equity, and Inclusion (DEI) training program (Transform Together) has launched, and the Strategic Plan webpage has been created.

Board Chair Cudia requested that presenters please explain what the acronyms mean. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2023 Enrollment Update. Ms. Snider stated that enrollment is 105% of the goal for the Spring 2023 semester. Ms. Snider noted that the FY2023 goal is 98% of the budget, with the Summer I enrollment still outstanding. Ms. Snider feels very confident that the College will meet the FY2023 goal, and stated that RVC is ahead of last year's (FY2022) goal. 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. Supplies – (Maintenance Supplies: Boiler House)

1. Global Water Technologies   South Holland, IL $ 22,000.00 (1)*

B. Services – (Maintenance Services Plant Operations Equipment: Plant Maintenance)
2. Helm Electric   Freeport, IL $ 20,000.00 (2)*

Purchase Report B – FY 2023 Purchases:
A. Food – (Food: Workforce Equity Initiative 2023)
1. Walmart   Rockford, IL $ 20,000.00 (1)*

B. Transportation – (Gas: Workforce Equity Initiative 2023)
2. Kelley Williamson   Rockford, IL $ 18,000.00 (2)*

C. Instructional Equipment – (Summer Bridge Grant – Capital Instructional Equipment, Workforce Equity Initiative – Capital Instructional Equipment)
3. Airgas USA, LLC.   Rockford, IL $ 57,200.00 (3)*

D. Software – (Higher Education Emergency Relief Fund (HEERF): General Institutional Expense: IT Maintenance Services: Software Support)
4. Soft Docs SC, LLC.   Columbia, SC $ 12,875.00 (4)*

E. Software – (IT: Maintenance Services: Software Support)
5. LingK   Danville, CA $ 10,000.00 (5)*

F. Equipment – (Capital Service Equipment: Equipment)
6. Reinders   Mundelein, IL $ 132,450.00 (6)*
    Spartan Distributors   Sparta, MI $ 133,955.00
    MTI   Brooklyn Center, MN $ 137,245.64

G. Equipment – (Risk Management: Emergency Management)
7. Pearson Plumbing and Heating   Rockford, IL $ 15,945.00 (7)*
    Helm   Freeport, IL $ 20,496.00
    Nelson Carlson   Rockford, IL $ 20,863.00

H. Instructional Supplies – (Instructional Supplies General: Department of Commerce and Economic Opportunity (DCEO) Illinois Film Office (IFO))
8. 2nd Cinc, Inc.   Loves Park, IL $ 51,800.00 (8)*

I. Supplies – (Instructional Supplies General: PATH Grant, Instructional Equipment: PATH Grant)
9. Avante Health Solutions   Louisville, KY $ 28,750.00 (9)*
    Covidien Sales, LLC.   Mansfield, MA $ 29,560.00
    Soma Tech International   Bloomfield, CT $ 29,950.00

J. Supplies – (Instructional Supplies General: PATH Grant, Instructional Equipment: PATH Grant)
10. Outfront Medical, LLC.   Tabernacle, NJ $ 13,000.00 (10)*
    Soma Tech, International   Bloomfield, CT $ 25,400.00

K. Textbooks – (Instructional Supplies General: Early Childhood Access Consortium (ECACE))
11. Barnes & Noble   Rockford, IL $ 19,266.00 (11)*

L.   Instructional Membership & Fees – (Miscellaneous Expenditures: Workforce Equity)
12.   AAPC   Salt Lake City, UT $ 41,470.00 (12)*

M. Construction (Capital Expense)
13.   TBD $ x.xx (13)*

Discussion ensued on Purchase Report B, grant-funded items, and items G, L, and M. Chief Operations Officer Rick Jenks updated trustees on the bid opening results for Item M, the ATC Phase II Plan. Trustee Nelson requested additional details for Item M.

2. Cash and Investment

Ms. Olson presented the Cash and Investment Report through January 31, 2023. Total operating cash is $31,624,110. Total operating cash and investments are $76,505,959. Total capital funds are $11,467,053. Since December 31, 2022, the change in capital funds has been <$5,673,903>. Therefore, the difference in the operating cash and investments since December 31, 2022, was <$87,450>. Ms. Olson stated that the total operating cash and investment funds were 72.40% of the Fiscal Year 2023 operating budget. Discussion ensued.

3. FY2023 Second Quarter Vital Signs

Ms. Olson presented the FY2023 Second Quarter Vital Signs. Ms. Olson stated that the operating revenues were 51.25% of the FY2023 budget as of December 31, 2022, including SURS on behalf. If you exclude the SURS on behalf, RVC revenue is at 71% of the FY2023 budget due to tuition and fees received in December for the Spring 2023 semester. In addition, Ms. Olson stated that investment revenue is over the FY2023 budget due to increases in interest rates, and property taxes are coming in on track.

Ms. Olson stated that the operating expense fund is at 30.16% of the FY2023 budget, including SURS on behalf. If excluding SURS on behalf, the operating expense fund is at 42.10%. Ms. Olson stated that the expenses are looking suitable for FY2023. In addition, Ms. Olson said the RVC payroll and healthcare costs, year-to-date, are tracking below the FY2023 budget. However, Ms. Olson said that she monitors the healthcare costs as she anticipates increased claims. Discussion ensued.

4. FY2024 Tuition Discussion

Ms. Olson presented the FY2024 Tuition Discussion. Ms. Olson stated that RVC's current tuition and fees for Liberal Arts and Sciences (LAS) are $137.00, and the Career and Technical Education (CTE) is $162.00. Per Section 110 ILCS 805/6 of the *Public Community College* Act and Illinois Community College Board (ICCB) Rule 1501.505, the In-District student tuition may not exceed one-third of the per capita cost as defined in the chargeback reimbursement calculation. The College's fiscal year 2022 per capita cost is $569.24 resulting in a one-third per capita cost of $189.74.

The College's Administration is recommending increasing tuition $5.00 per credit hour. The weighted average of these rates still falls below the one-third per capita cost for fiscal year 2022 of $189.74 and $180.85 for fiscal year 2021. This increase will be effective July 1, 2023, for FY2024. The rates for LAS, if approved, will be $142.00, and CTE will be $167.00. Discussion ensued.

5. FY2023 Fund Transfers Based on FY2024 Project Plans

Ms. Olson and Mr. Rick Jenks, vice president of operations, presented the FY2023 Fund Transfers Based on FY2024 Project Plans. In addition, Ms. Olson provided a list of capital and other expense needs for FY2024. Funding for these items will be from money transferred from the operations fund to the capital fund or other funding sources listed. Transferring funds will allow purchases of new items, continued repairs, or system upgrades. Mr. Jenks stated that there are 24 projects to be approved or items to be purchased in the amount of $5,215,000.00 from the Capital funds; two projects to be approved or purchased in the amount of $2,280,000.00 out of the Protection, Health, and Safety (PHS) funds; two projects to be approved or purchased in the amount of

$1,100,00.00 out of the IT Technology Fee fund; one item to be purchased in the amount of $150,000.00 out of the Tort fund; and one reallocation of funds from the Advanced Technology Center (ATC) Phase One to ATC Phase Two fund. Mr. Jenks stated there is a total number of 30 projects in the amount not to exceed $9,545,000.00.

The Administration recommends that the RVC Board of Trustees approves the use of Fund 03 capital, technology fees, Tort funds, or Protection, Health, and Safety funds on the 2024 project plans Board Report. Discussion ensued.

<u>Operations Discussion: Board Liaison Trustee Kearney</u>

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for February 2023. There is one appointment, Timothy Held, Dean of Non-Credit Programs, and one placeholder for the Director of Financial Aid. There is one departure, Ms. Kathy Jones (retiring).

2. Memorandum of Understanding (MOU); Dental Hygiene Clinic Coordinator – Sick Leave Transfer

Mr. Handley presented the MOU, Dental Hygiene Clinic Coordinator-Sick Leave Transfer. Mr. Handley stated that on August 16, 2021, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Collective Bargaining Agreement (CBA) for 2021 - 2026. Section 8.5.3 of the CBA outlines the sick leave allotment provided to Faculty.

On June 24, 2022, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Memorandum of Agreement (MOA), creating a "pilot" program for the role of Dental Hygiene Coordinator. Given that this role is a pilot program, both parties agreed that the position would NOT be included in the bargaining unit until such time as the College determines that the role will become permanent. If in agreement after the conclusion of the pilot, the parties agree to file with the Illinois Educational Labor Relations Board. Such a petition is necessary for the addition of the position in the bargaining unit. The pilot will conclude at the end of the Summer II semester in August 2023.

Kenosha Holland was selected to assume the role of Dental Hygiene Coordinator for the purpose of the pilot program. Ms. Holland has an immediate need to utilize sick leave hours normally provided to Faculty under the CBA; however, since this role is not officially in the bargaining unit at this time, she would not be eligible to receive such sick leave hours. This Memorandum of Understanding allows for the one-time transfer of Sick Leave hours to Ms. Holland from two faculty members.

The Administration recommends that the Board of Trustees approves the MOU allowing the transfer of sick leave hours to Ms. Kenosha Holland.

3. Memorandum of Agreement (MOA); Support Staff Association (SSA) - HVAC Commercial Mechanics

Mr. Handley presented the MOA, SSA-HVAC Commercial Mechanics. Mr. Handley stated that on December 7, 2021, the Rock Valley College Board of Trustees and the Rock Valley College Support Staff Association entered into a Collective Bargaining Agreement (CBA) for 2021 - 2027.

In 2022, RVC experienced two vacancies in HVAC Commercial Mechanic ("Boiler House") operations. During those vacancies, RVC had to rely on third-party vendors to complete necessary heating and cooling maintenance and repairs to keep building systems operational and safe. Due to the significant unplanned additional expenses, the Board had to approve additional funds to cover those expenses. The response of qualified applicants to the job posting intended to backfill the mechanic vacancies was dismal. Research for local mechanic pay rates indicates a need to increase base pay to attract quality applicants.

This Memorandum of Agreement allows for a salary increase to incumbents in that department to aid in retaining our employees and an increase to Boiler House employees' base salary to attract qualified mechanic applicants to work in commercial HVAC and reduce RVC's reliance on third-party vendors.

The Administration recommends that the Board of Trustees approves the Memorandum of Agreement increasing the pay wages for incumbents in the Boiler House and increasing the wages for newly hired mechanics working in the Boiler House. Discussion ensued.

4. Advanced Technology Center (ATC) Closeout

Ms. Olson presented the ATC closeout. Ms. Olson stated that the total budget for the ATC was $15,526,777.43, and the total amount spent was $14,094,818.17, with a remaining budget of $1,431,959.26. Discussion ensued.

5. RVC College Events Calendar

Mr. Handley presented the RVC on-campus events calendar for February, March, and April 2023. Mr. Handley stated that the closing ceremony for Black History Month will take place in the Student Center Atrium on February 28, 2023, and that on February 25, 2023, the National TRiO Day will take place at the Stenstrom Center at 8:00 a.m. In addition, a Spanish Language Explore event will take place in the Student Center Atrium on February 15, 2023, from 3:00 p.m. to 7:00 p.m.

New Business / Unfinished Business

There was no new and/or no unfinished business.

Adjourn to Closed Session

At 7:28 p.m., a motion was made by Trustee Gorski, seconded by Trustee Soltow, to adjourn to closed session to discuss: 1) 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 a unanimous roll call vote.

Reconvene Open Session

At 8:10 p.m., a motion was made by Trustee Nelson, seconded by Trustee Kearney, 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 February 28, 2023, at 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 (ERC) on the main campus when Illinois statute permits.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on March 14, 2023, at 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 (ERC) on the main campus when Illinois statute permits.

Adjourn

At 8:12 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

_____   _____

Robert Trojan, Secretary   Gloria Cudia, Chairperson

14th Day Census Enrollment (Spring)
Board of Trustees Committee of the Whole – March 14, 2023

BACKGROUND

Data to produce this report have been captured and submitted to the Illinois Community College Board (ICCB). Fourteenth day census enrollment identifies the number of students officially enrolled in credit courses at the College as of the end of regular registration for the spring term[1]. It is intended to provide a *snapshot* or point in time view of spring enrollment. At the College, data to produce this report are captured on the 14th *class* day from the first day of classes, including Saturdays.

14TH DAY ENROLLMENT RESULTS (SPRING)

Figure 1 and Table 1 indicate the unduplicated headcount and full-time equivalents (FTE) reflected in the 14th day census of spring enrollment across the most recent five years.

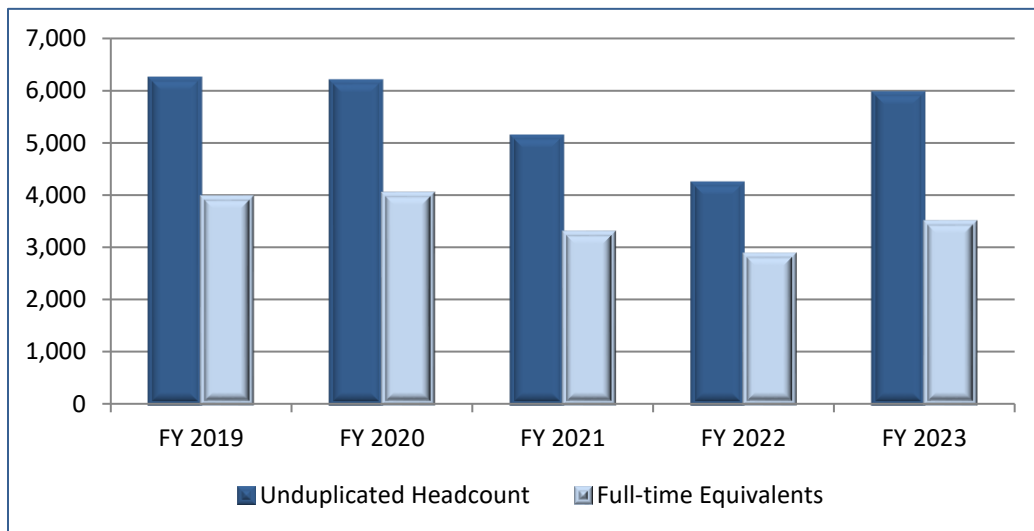Figure 1: RVC Multi-year Spring 14th Day Census Enrollment – Headcount and FTE[2]

Table 1 also includes credit hours, with annual changes and the five-year change, provided in terms of percentage change.

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[1]Fourteenth day census enrollment is based on unduplicated headcount of Arts, Sciences, Career Education, Adult Education, and Vocational Skills courses in Community/Continuing Professional Education.
[2]For the purpose of this report, Full-time Equivalent (FTE) is based on 15 credit hours per term.

Table 1: RVC Five-year Spring 14th Day Census Enrollment

	FY 19 (Spring 2019)	FY 20 (Spring 2020)	FY 21 (Spring 2021)	FY 22 (Spring 2022)	FY 23 (Spring 2023)	
Unduplicated Headcount	6,225	6,173	5,119	4,226	5,951	
(Annual Percentage Change)	*-2.51%*	*-0.84%*	*-17.07%*	*-17.44%*	*40.82%*	
(5-year Percentage Change)						*-4.40%*
Credit Hours	59,350.00	60,372.50	49,174.50	42,949.50	52,272.50	
(Annual Percentage Change)	*-3.00%*	*1.72%*	*-18.55%*	*-12.66%*	*21.71%*	
(5-year Percentage Change)						*-11.93%*
FTE	3,956.67	4,024.83	3,278.30	2,863.30	3,484.83	
(Annual Percentage Change)	*-3.00%*	*1.72%*	*-18.55%*	*-12.66%*	*21.71%*	
(5-year Percentage Change)						*-11.93%*
1st Day of Class	1/12/2019	1/11/2020	1/9/2021	1/8/2022	1/14/2023	
Census Day (14h Day)	1/24/2019	1/23/2020	1/26/2021	1/25/2022	1/31/2023	

Note: The College adjusted its census date from 10th day enrollment to 14th day enrollment in FY21 to more accurately account for enrollment verification.

Data in Figure 1 and Table 1 indicate the following:
- Over the 5-year period, unduplicated headcount as reported on census has decreased by 4.40%. The annual change in headcount reflects an increase of 40.82% from FY22 to FY23.
- Over the 5-year period, credit hours and FTE as reported on census have decreased by 11.93%. The annual changes in credit hours and FTE reflect an increase of 21.71%% from FY22 to FY23.
- Headcount enrollment improved at a faster rate than credit hour and FTE enrollment. This reflects the part-time nature of our students.

RockValleyCollege

Student Profile

Arts, Sciences, & Career Education (ASCE) – 20236L

Office of Institutional Research
Board of Trustees Committee of the Whole Meeting

BACKGROUND

This report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at Rock Valley College (RVC) in the Spring 2023 term. The report is divided into two sections – a Quick Facts page and a Profile Summary. The Quick Facts page provides a visual brief of multiyear comparison and term data. The Profile Summary is designed to address the following questions in more detail:

1. Who is currently attending RVC?
2. Who are the students attending RVC for the first time (i.e., new RVC students)?
3. Who are the students taking college classes for the first time (i.e., first time students)?

Data to produce this Student Profile report are captured with compliance submissions made to the Illinois Community College Board (ICCB), specifically, A1 (Annual Enrollment) and 14th Day Census Enrollment for Spring. Student profile data pull ASCE credit students from these more general submissions and are used to develop this student profile report.

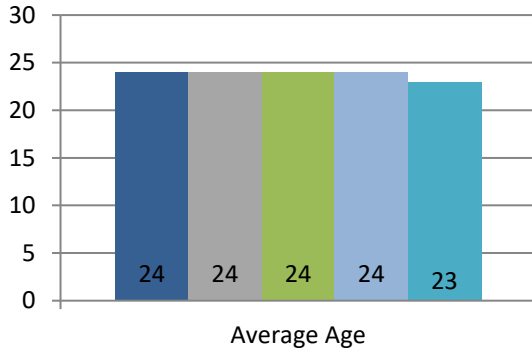## CONTENTS

Office of Institutional Research & Effectiveness
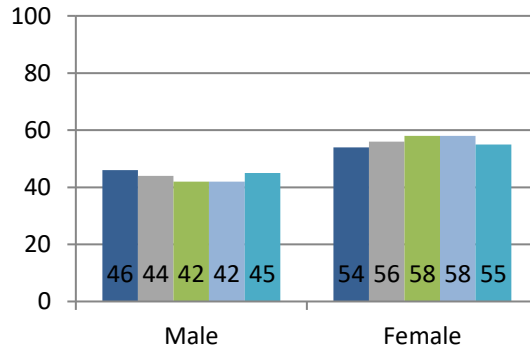
Student Profile – Spring 2023 (20236L)

Multiyear Comparisons of Key Demographics

Unduplicated Head Count **5,396**

Average Student Age

Gender
(% of population)

Minority Enrollment
(% of population)
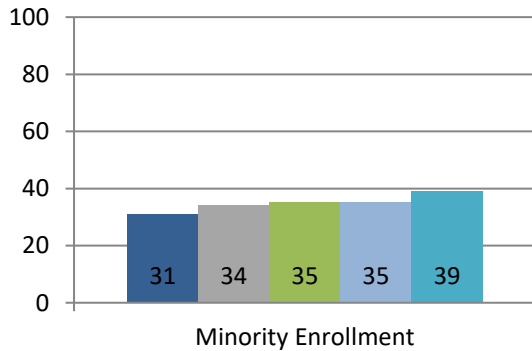
First-time Student Enrollment [1]
(% of population)
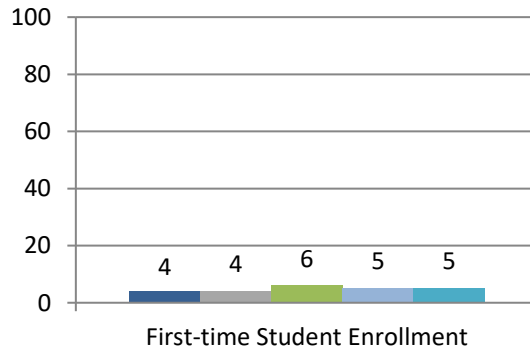
Full-time/Part-time Student Enrollment[2] (% of population)

Legend:
- Spring 2019
- Spring 2020
- Spring 2021
- Spring 2022
- Spring 2023

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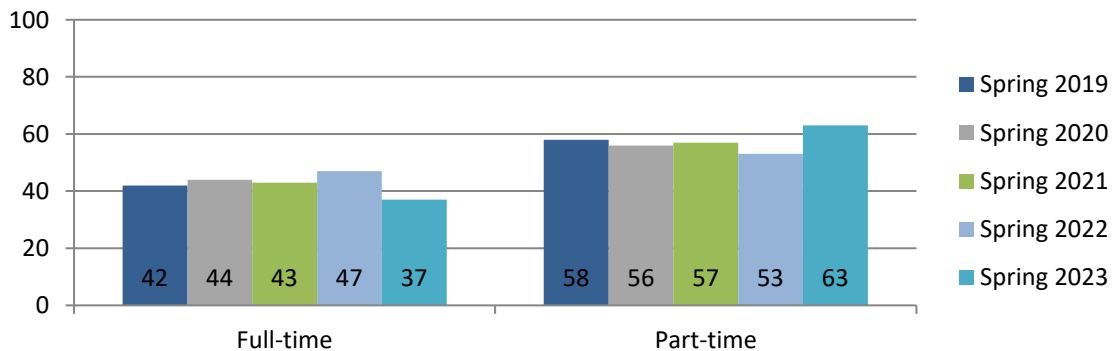
[1] Students are considered to be "first-time" if this is the first term in which 50% or more of their coursework is at the college level. This includes students who moved from remedial coursework to the college level.
[2] Full-time students are those enrolled within a given term for 12 or more credit hours; part-time students are enrolled in less than 12 credit hours.

Office of Institutional Research & Effectiveness

Current (Spring 2023) RVC Students

Table 1 summarizes the age, gender, and race/ethnicity composition of the overall group of students enrolled, new RVC students[3], and first-time college-level students[4]. In addition, the highest degree earned by students in these groups is provided, as well as their residency status and primary curriculum.

Data from Quick Facts and tables within this section indicate that the **majority** of students enrolled in Spring 2023 classes are:
- Traditional,
- White,
- In-district,
- Continuing students,
- Enrolled part-time, and
- Enrolled in the Arts & Sciences (Transfer) curriculum,
- With a high school diploma or GED.

Table 1: Spring 2023 Student Demographics

	Full-time Students			Part-time Students			Total Headcount (% of Total)		
	Overall	New	1st Time	Overall	New	1st Time	Overall	New	1st Time
Age									
Traditional (24/under)	1,728	111	76	2,447	163	116	4,175 (77.4)	274 (68.3)	192 (72.7)
Non-traditional (25+)	279	36	24	942	91	48	1,221 (22.6)	127 (31.7)	72 (27.3)
Gender									
Male	958	88	63	1,479	121	89	2,437 (45.2)	209 (52.1)	152 (57.6)
Female	1,049	59	37	1,910	133	75	2,959 (54.8)	192 (47.9)	112 (42.4)
Race/ Ethnicity									
Asian	84	*	*	122	*	*	206 (3.8)	* (4.0)	* (4.9)
American Indian or Alaska Native	*	*	*	*	*	*	* (0.5)	* (0.2)	* (0.4)
Black or African American	125	*	*	355	45	*	480 (8.9)	67 (16.7)	44 (16.7)
Hispanic or Latino	471	47	31	892	71	43	1,363 (25.3)	118 (29.4)	74 (28.0)
Native Hawaiian or Other Pacific Islander	*	*	*	*	*	*	* (0.1)	* (0.0)	* (0.0)
White	1,203	64	44	1,830	115	75	3,033 (56.2)	179 (44.6)	119 (45.1)
Two or more races	*	*	*	53	*	*	68 (1.3)	* (0.2)	* (0.0)
Non-resident Alien	*	*	*	*	*	*	* (0.3)	* (0.2)	* (0.4)
Unknown/Choose to Not Respond	82	*	*	113	*	*	195 (3.6)	* (4.5)	* (4.5)

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[3] New students include first time students in college-level work, new transfer students, and new pre-college students. Pre-college students have at least 50% of their coursework in Adult Basic Education, Adult Secondary Education, or remedial education.
[4] First-time college-level students have not previously enrolled at a college or university with at least 50% of their coursework at the college level.

Table 1: Spring 2022 Student Demographics *(continued)*

	Full-time Students			Part-time Students			Total Headcount (% of Total)		
	Overall	New	1st Time	Overall	New	1st Time	Overall	New	1st Time
Highest Level of Education									
College—Bachelor's degree/More	*	*	*	39	*	*	43 (0.8)	* (0.0)	* (0.0)
College—Less than Bachelor's degree	38	*	*	152	*	*	190 (3.5)	* (3.0)	* (2.7)
High School/GED	1,277	143	98	1,816	233	151	3,093 (57.3)	376 (93.8)	249 (94.3)
None	682	*	*	1,358	*	*	2,040 (37.8)	* (2.5)	* (2.3)
Other	*	*	*	*	*	*	30 (0.6)	3 (0.7)	2 (0.8)
Residency Status									
In-district**	1,909	126	88	3,223	217	145	5,132 (95.1)	343 (85.5)	233 (88.3)
Out-of-district***	*	*	*	150	36	*	178 (3.3)	43 (10.7)	* (8.3)
Reciprocal Agreements and Chargebacks	70	*	*	*	*	*	86 (1.6)	* (3.7)	* (3.4)
Primary Curriculum									
Arts & Sciences (Transfer)	1,558	97	71	2,773	194	122	4,331 (80.4)	291 (72.9)	193 (73.4)
Career Education	446	50	*	607	58	41	1,053 (19.6)	108 (27.1)	70 (26.6)

Source: Student Profile Application based on A1/E1 submission to ICCB; Note: Percentages may not add to 100% due to rounding.
*Groups with less than 30 members are not reported; **Includes out-of-district and out-of-State military students; ***Includes out-of-district, out-of-state, and foreign students whether or not they are employed within the RVC district.

Table 2 provides information about student class level. Most students are classified as freshmen (41.2% have completed fewer than 30 semester hours) or sophomores (33.3% have completed between 30 and 60 semester hours or more than 60 semester hours while still pursuing an associate's degree). An additional 23.1% of students are enrolled in high school, taking RVC courses as dual credit or dual enrollment.

Table 2: Overall Enrollment by Student Level Classification

Student Level Classification	Full-Time	Part-Time	Overall Total	% of Total
High School	286	963	1,249	23.1
Freshmen	960	1,266	2,226	41.3
Sophomores	742	1,056	1,798	33.3
Unclassified[5]	19	104	123	2.3
TOTAL	2,007	3,389	5,396	100%

Source: Student Profile Application based on A1/E1 submission to ICCB.

Table 3 provides information about enrollment status for Spring 2022 and the previous four spring semesters. These data indicate that the majority of students currently enrolled at the College are continuing or returning students (58.7%), while 7.4% are new (first-time, transfer, or pre-college) and 23.1% are concurrently enrolled in high school. Few students (2.0%) already have an associate's degree or beyond.

Table 3: Overall Enrollment by Enrollment Status

Enrollment Status	Total Headcount				
	2019	2020	2021	2022	2023
First time students in college-level work	216 (3.8)	222 (3.8)	288 (5.9)	221 (5.5)	264 (4.9)
New transfer students	136 (2.4)	120 (2.2)	86 (1.8)	50 (1.2)	110 (2.0)
New pre-college students	94 (1.7)	82 (1.5)	19 (0.4)	4 (0.1)	27 (0.5)
Continuing *(students enrolled at RVC in previous term, includes those who move to college-level work from pre-college or general studies/vocational skills)*	3,731 (66.3)	3,619 (65.5)	3,258 (66.8)	2,868 (70.3)	3,167 (58.7)
Returning *(students previously enrolled at RVC, but during the most recent term)*	575 (10.2)	540 (9.8)	543 (11.1)	441 (10.9)	472 (8.7)
High school students *(includes dual credit and dual enrollment)*	498 (8.9)	487 (8.8)	462 (9.5)	351 (8.7)	1,249 (23.1)
Students with degree beyond associates	374 (6.7)	350 (6.3)	220 (4.5)	120 (3.0)	107 (2.0)
TOTAL	5,757	5,624	4,876	4,055	5,396

Source: Student Profile Application based on A1/E1 submission to ICCB. Percentages may not add to 100% due to rounding.

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[5] Students are "unclassified" by the ICCB if they do not meet minimum requirements for entrance as regular college-level students or they already have a Bachelor's Degree or Associate Degree but are taking courses at the same level or lower.

Office of Institutional Research & Effectiveness

New RVC Students
New students include first-time students in college-level work, new transfer students, and new pre-college students. Table 3 indicates that 401 (7.4%) of all students enrolled are new. Data from Table 1 indicate that most new students are traditional age (68.3%), White (44.6%), and live in the RVC district (85.5%). The gender of new students is almost equally split between female (47.9%) and male (52.1%). These students also tend to be enrolled part time (63.3%) and have a high school diploma or GED as their highest level of education (93.8%). Most new students are enrolled in transfer programs (72.9%).

> **New Student Categories**
>
> **First-time student in college-level course work – New to Higher Education**
> A student who has not previously enrolled in college-level classes at a college or university with 50 percent or more of their coursework at the college level.
>
> **New Transfer Student**
> A student attending RVC for the first time who has earned academic credit at another institution.
>
> **New pre-college student**
> A student who has not previously enrolled at a college or university with 50 percent or more of their coursework in Adult Basic Education, Adult Secondary Education, English as a Second Language, or remedial courses. Includes new General Studies or Vocational Skills students.

First-time College-level Students
In Spring 2023, 264 students are classified as first-time, which is 4.9% of total enrollment. Most first-time students are part time (62.1%), traditional age (72.7%), male (57.6%), White (45.1%), and live in the RVC district (88.3%). These students also tend to have a high school diploma or GED as their highest level of education (94.3%) and tend to be enrolled in transfer programs (73.4%).

Group Comparisons
Table 1 shows demographic characteristics of the overall group of students enrolled as compared to those of new and first-time students. These data indicate the following comparisons:

- Overall, most students are enrolled part-time (62.8%). New students and first-time students also tend to be enrolled part-time (63.3% and 62.1%, respectively).

- Overall, more students are female (54.8%) than male (45.2%). More new students are male (52.1%) than female (47.9%), and more first-time students are male (57.6%) than female (42.4%).

- Historically minoritized racial and ethnic groups are better represented among new students (50.6%) and first-time students (50.0%) than within the overall student population (39.9%).

- The majority of students in all three groups are traditional age. However, the percentage of traditional age students in the overall group (77.4%) is larger than that of the new student group (68.3%) and the first-time student group (72.7%).

- The majority of students in all three groups have a high school diploma or GED as the highest level of education previously completed.

- While most students have in-district residency (95.1%), new students (10.7%) and first-time students (8.3%) are more likely than the overall student group (3.3%) to live out-of-district.

- Arts and Sciences (i.e., transfer) is the primary curriculum for all three student groups. New students (72.9%) and first-time students (73.4%) have Arts and Sciences as their primary curriculum, which is less than the overall student group (80.4%).

Table 4: Multi-year Comparison of Average Age

	2019	2020	2021	2022	2023
Overall	23.7	23.9	24.1	24.3	22.7
New	22.6	23.5	24.3	24.3	24.8
First Time	21.3	23.1	23.3	23.6	23.7

Source: Student Profile Application based on A1/E1 submission to ICCB.

Purchase Report-A – FY2023 Amendments

Recommendation: Board approval for items marked with an asterisk

A. <u>Contractual Services – (Maintenance Services Site/Grounds)</u>

Khione Management Services   Cicero IL   **$60,000.00*(1)**

1. This increase is being requested for the Rock Valley College (RVC) remote sites snow removal. The increase is due to this winter's inclement weather happening throughout the day and evenings when the college has remained open. The contractor has had to visit each remote site multiple times during the day or evening to maintain the walkways and parking lots to prevent people from slipping, falling, and having accidents.

Original approved amount $100,000.00
Increase requested $60,000.00
New total expenditure $160,000.00

FY23 Budgeted Expense
Original Board Report BR# 7938-F
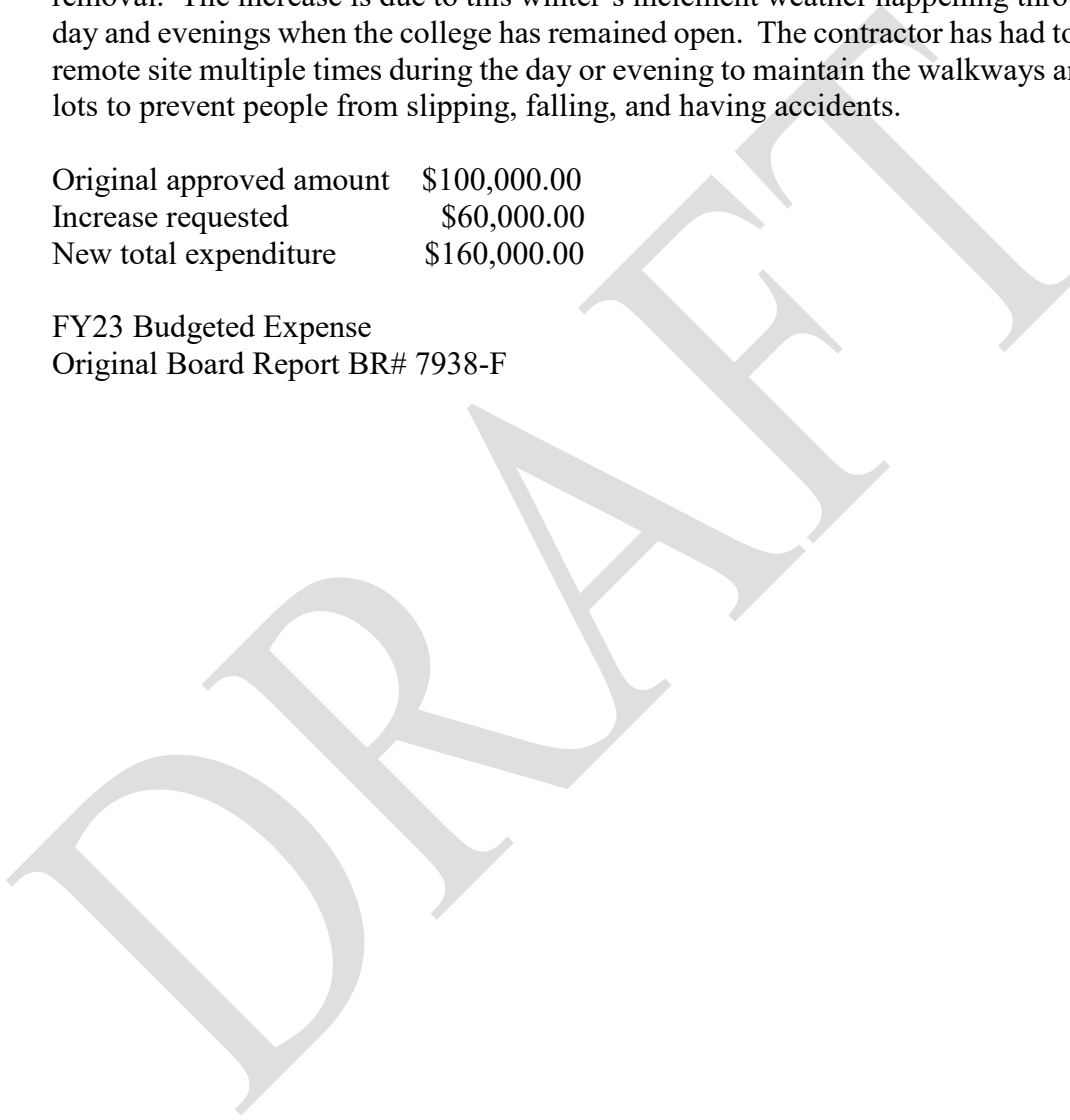
Purchase Report-A – FY2023 Amendments

B. <u>Consulting – (Other Contractual Services: Human Resources)</u>

Cottingham & Butler   Carol Stream IL   **$5,500.00*(2)**
DBA Carlson Dettmann Consulting

2. Carlson Dettmann Consulting is currently working on the compensation study for the college. This increase is being requested to add job evaluations for new employee positions and existing positions with job responsibilities or qualifications restructured. This is considered a sole source item because the vendor owns the proprietary methodology to how the jobs are evaluated at Rock Valley College.

Original approved amount $54,500.00
Increase requested $5,500.00
New total expenditure $60,000.00

FY23 Budgeted Expense
Original Board Report BR#7923-B

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
                          Secretary, Board of Trustees

<div align="center">

Purchase Report-B – FY2023 Purchases

</div>

Recommendation: Board approval for items marked with an asterisk

    A. <u>On-Line Communications – (Instructional Software & Administrative Software: General Institutional Software)</u>

    Zoom Video Communications Inc   San Jose CA   **$26,000.00*(1)**

    1. This purchase is for the one-year renewal of the Zoom virtual meeting, webinar, and room licenses for the college. These licenses are used by faculty and instructors for teaching online instruction. It also includes licenses, webinars, and rooms that are utilized by Student Services for student interaction and by other administrative departments to conduct meetings virtually. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

    FY23 Grant Expense

    B. <u>Printing – (Print/Copy Commercial Services: Continuing & Community Education)</u>

    KK Stevens Publishing Co   Astoria IL   **$24,200.00*(2)**
    Action Printing   Fond du Lac WI $29,210.00

    2. This expense is for printing the Summer Community and Continuing Education Non-Credit and Whiz Kids schedule booklet. This booklet is mailed to approximately 141,400 Winnebago County and Boone County households.

    FY23 Budgeted Expense

    C. <u>Instructional Equipment – (Instructional Equipment: Automotive Services)</u>

    Mohawk Lifts   Amsterdam NY   **$32,000.00*(3)**

    3. This expense is to purchase a Hunter Automated Driver Assist System (ADASlink) Scan Tool and a DAS3000 ADAS Fixture Kit. Both of these items work in conjunction with the Hunter Wheel Alignment system that the Automotive Department purchased back in 2020. This purchase will vastly increase the students' knowledge of automotive systems as virtually every manufacturer has implemented Advanced Driver Assist Systems into late-model vehicles. These systems require calibration after wheel alignments and sensor replacement for systems such as adaptive cruise control, lane departure warnings, forward-facing cameras, and backup cameras. Hunter is the industry leader in alignment and wheel balancing equipment. No other manufacturer's equipment is compatible with the equipment due to Hunter's patented technology. This is considered a sole source purchase from Hunter distributors.

    FY23 Budgeted Expense

Purchase Report-B – FY2023 Purchases

D. Instructional Equipment – (Capital Instructional Equipment: Perkins Post-Secondary)

B&H Photo   New York NY   **$11,300.00*(4)**
Vintage King   Troy MI $12,250.00
Sweetwater   Fort Wayne IN $12,300.00

4. This expense is to purchase a Trident Console for the Mass Communication Department's main studio. The console is a professional-level audio mixing console that will allow all students in the program the chance to learn and train for what they would see at their first jobs. This will be paid by the Perkins Grant.

FY23 Grant Expense

E. Instructional Equipment – (Capital Instructional Equipment: Perkins Post-Secondary)

B&H Photo   New York NY   **$8,400.00*(5)**

5. This expense is for upgrades to the Mass Communication Department's Audio Recording Suite to bring the audio recording up to the highest level in the industry. This will allow the students to be fully prepared when entering the communication field after graduating from the Mass Communication Program. This upgrade consists of three (3) components: an RME converter unit, Focal Speakers, and an Argosy Desk with rack mounts for electronics. Quotes were received from several different vendors. The only vendor that was able to provide all three (3) components at the lowest combined price was B&H. This purchase also coincides with the purchase of the Trident Console listed in Item D (see above) and is also a Perkins Grant expense.

FY23 Grant Expense

Purchase Report-B – FY2023 Purchases

F.   Instructional Equipment – (Capital Instructional Equipment: ECACE and HEERF)

CDW-G Chicago IL	**$20,900.00*(6)**
ACP CreativIT Buffalo Grove IL	$21,500.00
CTI Conference Technologies Itasca IL	$33,300.00

6.   This expense is to purchase Information Technology (IT) equipment to outfit one (1) classroom in the Classroom (CL) I building and one (1) classroom in the Educational Resource Center (ERC) building located on Rock Valley College's (RVC) main campus with the technology to allow HyFlex modes of instruction. This upgrade will increase access for working adults who are pursuing their education. The NEAT system technology will align with the new HyFlex technology that will be set up/installed in the Student Center Atrium conference room. NEAT is a company that creates video devices for Microsoft and Zoom to enhance the meeting space experience. The Early Childhood Access Consortium for Equity (ECACE) Grant and the Higher Education Emergency Relief Fund (HEERF) will each pay half of the cost.

FY23 Grant Expense

G.   Instructional Equipment – (Capital Instructional Equipment: Workforce Equity Initiative 2022)

Simformotion Peoria IL	**$88,000.00*(7)**

7.   This expense is to purchase a Hydraulic Excavator Simulator System that will enable the college to offer non-credit and customized training that will prepare students to train on heavy equipment without risk to themselves or the equipment. This training will help lead to entry-level employment in a field that is currently a high-demand career pathway. This is a sole source purchase because this vendor is the only approved supplier for the Caterpillar company. Caterpillar has selected Simformotion as the Cat Simulators Licensee, and under that licensing arrangement, they will develop and distribute Caterpillar-branded simulator products. The Workforce Equity Initiative (WEI) Grant will pay for the cost of the simulator.

FY23 Grant Expense

Purchase Report-B – FY2023 Purchases

H. Instructional Equipment – (Capital Instructional Equipment: PATH Grant)

Stryker Medical   Chicago IL   **$20,100.00*(8)**

8. This expense is to purchase a Stryker Power Pro XT stretcher-low configuration for the Emergency Medical Technician (EMT) program with Pipeline for the Advancement of Healthcare Workforce Grant funds. It is common for fire departments and emergency medical services agencies to use similar brand equipment that provides consistent patient care across entities. This has proven beneficial when multiple agencies are working together on larger-scale incidents as there is no time lost by the personnel being already acquainted with the equipment. This is most evident in the patient transport equipment, specifically stretchers. With the vast majority of patient care providers in the Northern Illinois region using Stryker brand stretchers and stair chairs, this is considered a sole source purchase.

FY23 Grant Expense

I. Instructional Equipment – (Capital Instructional Equipment: PATH Grant)

Echo Healthcare   Sarasota FL   **$23,610.00*(9)**

9. This expense is to purchase the iSimulate REALITi360 Pro simulated cardiac monitor with Pipeline for the Advancement of Healthcare Workforce Grant funds. This cutting-edge monitor will replace the existing, outdated, and non-serviceable monitor currently being used by the Fire Science Program. Echo Healthcare is the sole source North American distributor of iSimulate products.

FY23 Grant Expense

J. Equipment – (HEERF: General Institutional Expenses)

Media Resources   Lisle IL $38,435.00
Sound Inc   Naperville IL   **$56,738.00*(10)**

10. This expense for the purchase of audio visual Hyflex media equipment for the Student Center Atrium Conference room. Bid #23-04 was opened on March 9, 2023. Two submittals were received only one was a complete bid packet that contained all requested documents. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY23 Grant Expense

Purchase Report-B – FY2023 Purchases

K. Repairs – (Maintenance Services Plant Operation Equipment: Boiler House)

Helm   Freeport IL   **$15,900.00*(11)**
Culligan   Loves Park IL $18,859.00

11. This expense is to replace the dual tank water softener system at the Aviation Center (ACEC). One of the tanks has cracked and is now leaking. The Controller for both tanks has failed and is no longer working.

FY23 Budgeted Expense

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Howard J. Spearman, Ph.D.
President

Board Approval: _____
              Secretary, Board of TrusteesSoun

ROCK VALLEY COLLEGE
Cash and Investment Report
February 28, 2023

	Month End Balance
Operating Cash Accounts	
Illinois Bank & Trust	3,730,250
PMA Operating Cash	10,230,006
Petty Cash	3,274
ISDLAF*	14,626,259
Total Operating Cash:	28,589,788
Operating Investments Accounts	
PMA Operating	496,189
ISDLAF*	953,017
CD's and CDARS	24,906,984
Treasuries	17,848,584
ISDLAF Term Series	-
FHLB Discount Notes	740,712
Total Operating Investments:	44,945,485
Total Operating Cash & Investments:	*73,535,274*

Total Operating Cash and Investments on January 31, 2023	*76,505,959*
Total Operating Cash and Investments on February 28, 2023	*73,535,274*
Total Operating Cash and Investments on February 28, 2022	*68,827,552*
* % of Operating Budget*	*69.59%*
Change in Operating Cash and Investments since January 31, 2023	*(2,970,685)*

Illinois School District Liquid Asset Fund

|	Month End Balance
Capital Funds	
Debt Service	511,166
Life Safety	1,855,344
CDB Escrow	4,179,656
Building Funds	4,053,618
ATC Capital	906,458
Total Capital Funds:	*11,506,241*

Total Capital Funds on January 31, 2023	*11,467,053*
Total Capital Funds on February 28, 2023	*11,506,241*
Change in Capital Funds since January 31, 2023	*39,188*

Operating Cash Balance and % Coverage of FY'23 Operating Budget
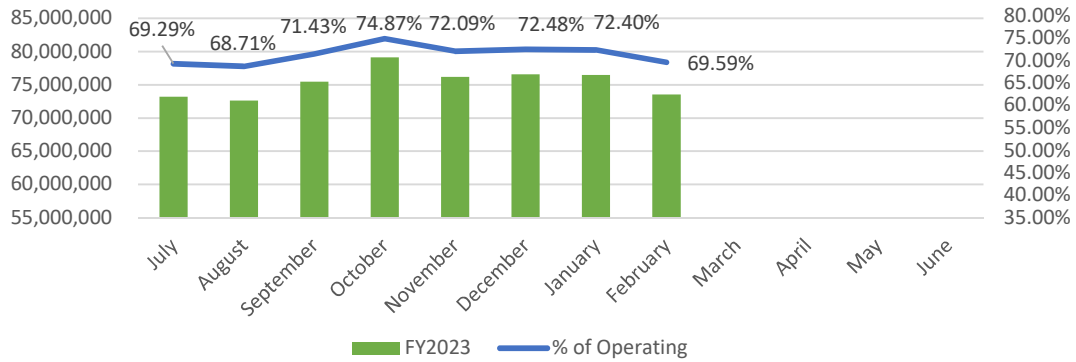
Month / Year	Cash & Investments	Capital	Total
February 2023	73,535,274	11,506,241	85,041,515
February 2022	67,637,051	13,516,541	81,153,592
January 2023	76,505,959	11,467,053	87,973,012
January 2022	68,827,552	13,507,358	82,334,910
December 2022	76,593,409	17,140,956	93,734,364
December 2021	69,848,911	13,496,844	83,345,754
November 2022	76,181,482	18,315,921	94,497,403
November 2021	71,696,104	23,491,608	95,187,713
October 2022	79,115,154	18,105,076	97,220,230
October 2021	70,928,131	23,288,062	94,216,193
September 2022	75,483,681	19,659,183	95,142,864
September 2021	66,373,319	26,989,336	93,362,655
August 2022	72,609,823	20,355,497	92,965,321
August 2021	67,229,922	24,163,878	91,393,799
July 2022	73,227,608	19,835,297	93,062,906
July 2021	64,988,026	22,955,921	87,943,946
June 2022	72,894,073	20,046,781	92,940,853
June 2021	65,999,909	22,845,925	88,845,834
May 2022	67,022,029	14,717,680	81,739,710
May 2021	58,904,746	17,697,700	76,602,446
April 2022	64,250,129	13,129,795	77,379,925
April 2021	57,702,722	16,321,268	74,023,990
March 2022	63,583,011	13,360,996	76,944,007
March 2021	57,889,015	16,320,911	74,209,926
February 2022	67,637,051	13,516,541	81,153,592
February 2021	58,371,407	18,029,220	76,400,627

Personnel Report

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

   A. APPOINTMENTS

Christine Lott, Human Resources Director, Full-Time, ADM, Grade D, $74,160, prorated for the balance of the fiscal year, effective April 1, 2023.

_____, Director of Records and Registration/Registrar, Full-Time, PSA, Grade C, $_____, prorated for the balance of the fiscal year, effective _____.

_____

Howard J. Spearman, Ph.D.
President

Board Approval: _____
              Secretary, Board of Trustees

Board Policy 3:10.030 Access to Personnel Files
First Reading

BACKGROUND: The Illinois Personnel Record 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

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 revised Board Policy updates the timeframe for an employee to meet with Human Resources and examine items in his or her personnel file to occur within three (3) working days of an employee's written request to the Vice President of Human Resources or designee.   This will allow the Human Resources team time to inspect and ensure that all printed and digital documents are available for review by an employee and to be in compliance with the requirements of the Illinois Personnel Record Review Act.

RECOMMENDATION: In accordance with Board Policy 1:10.080 (Amendments and Adoption of Board Policies), it is recommended that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Record 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
First Reading

Rock Valley College maintains a personnel file on each employee. All personnel files are maintained, disseminated, and inspected consistent with the *Illinois Personnel Record Review Act*, 820 ILCS 40 *et seq.*, the *Illinois Record Act*, 5 ILCS 203 *et seq.*, and other applicable state and federal laws.

The Human Resources department will coordinate a time for employees to examine items in their own personnel file within three (3) working days of receipt of the employee's written request to the Vice President of Human Resources or designee.

The College's administration shall develop administrative procedures to ensure compliance with state and federal law.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Link to Administrative Procedures

Reference: Board Report 6478
Implemented: November 27, 2007
Revised: April 8, 2014

ACCESS TO PERSONNEL FILES

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Link to Administrative Procedures

Reference: Board Report 6478
Implemented: November 27, 2007
Revised: April 8, 2014

<u>**RVC Street Naming Process Background**</u>
Board of Trustees Committee of the Whole
March 14, 2023

In January 2019, Rock Valley College joined 12 other police departments in Winnebago County in agreeing to consolidate our police report writing and dispatch systems into one unified system. As part of this effort, the City of Rockford and Winnebago County worked on updating addresses and locations in the county-wide Geographic Information System (GIS) database and correcting areas of the city and county where addresses were not correctly entered or missing in the system. Rock Valley College took advantage of this timing to create names for the roadways on the main campus to ensure a proper emergency response by first responders and proper documentation of emergency events should they occur.

At the April 2020 Committee of the Whole meeting, it was recommended that Rock Valley College label its roadways and create address locations for all buildings on campus. At the suggestion of trustees, the name selection process consisted of offering a naming opportunity to each employee group. Finally, at the June 2020 Committee of the Whole meeting, the selection process results were revealed. The groups selected the following:

Names:

Employee Group	*Department Street Name*
Board of Trustees	Starlight Lane
Faculty	Lloyd Hoshaw Road
Fraternal Order of Police	Integrity Circle
Support Staff Association	Golden Eagle Drive
Professional Staff Association	STEM Drive
Educational Staff Personnel/Administration	Founders Lane

Changing the name of any of these streets is possible, but it would require extensive work by the City of Rockford and Winnebago County E-911 systems to update the information in their emergency response database systems. In addition, the Winnebago County Geographic Information System (WinGIS) would need to update its respective database system. Finally, Rock Valley College would need to notify the RVC employee group(s) that the street name(s) they selected is being changed.

RockValleyCollege

Executive Summary – Strategic Plan of Industry Partnerships and Community Engagement

Board of Trustees Committee of the Whole - March 14, 2023

Recruitment, Retention, Completion/Placement
- Collaborate with industry partners to establish personnel that need training
- Use multidimensional platforms to market and promote offers to help boost recruitment
- Use Course Evaluations/Surveys/Advisory Committees to strengthen program quality
- Customize training to meet the needs of industry partners and boost enrollment. e.g., FANUC robotic arm training
- Facilitate targeted events like career/job fairs, organize tours to industry partner sites and one-on-one meetings with employers to help with placement

Create Unique and Customized Educational and Training Opportunities that Meet the Needs of the Community
- Offer a diversity of training after consulting with businesses and community-based organizations
- Execute all offerings through various modalities (online, hybrid, face-to-face)
- Modify a program to suit the needs of industry partners (8-week CNC program in lieu of 32-week)
- Collect and analyze data (enrollment, customer satisfaction surveys, feedback from Advisory Committees, internships/job placements, course completions) to make data-informed decisions about program changes

Promote Economic Development and Divisional Profitability
- Collaborate with key stakeholders to determine workforce needs that need to be met
- Establish RVC as the training hub of the region by ensuring workforce needs are met through the Non-Credit Department and Customized Training - exploration with Collision Repair and Industrial Maintenance.
- Categorize industry partner engagement according to various criteria (See page 8 of the Strategic Plan). Categories for engagement include: (1) Gift-giving; (2) Attending Advisory Committee Meetings; (3) Providing Internships; (4) Providing Job Opportunities to RVC students

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STRATEGIC PLAN:

Industry Partnerships | *Community Engagement* | *Workforce*

Rock Valley College Board of Trustees Committee of the Whole
March 14, 2023

Presented by: Dr. Hansen Stewart, Vice President of Industry Partnerships & Community Engagement

This Strategic Plan aligns with the
Four Pillars of RVC's Strategic Plan:

➤ *Access*

➤ *Exceptional Educational Opportunities*

➤ *Exceptional Training Opportunities*

➤ *Diversity, Equity and Inclusion*

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GOALS

1.) Recruitment, Retention, Completion/Placement:

Access
Diversity, Equity and Inclusion

1.1) Collaborate with industry partners, community entities/groups, Workforce Investment Board, regional chambers of commerce and economic development authorities to identify and establish personnel that need training.

Access
Exceptional Training Opportunities

1.2) Work with regional school districts and community-based organizations to promote early college options and the menu of offerings from Community Education, Continuing Education, and the non-credit side of RVC.

Access
Exceptional Educational Opportunities

1.3) Use strategic marketing and awareness campaigns through multidimensional platforms to boost recruitment for CTE (Career and Technical Education) offerings, customized trainings and non-credit offerings.
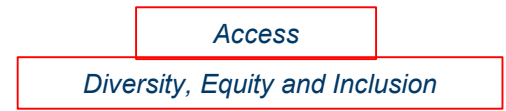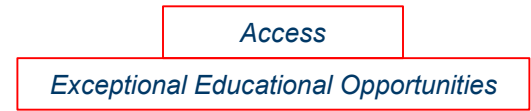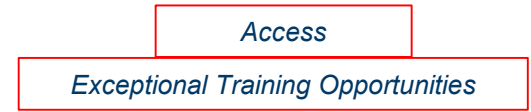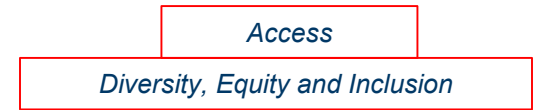
Access
Diversity, Equity and Inclusion

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2.) Create Unique and Customized Educational and Training Opportunities that Meet the Needs of the Community:

Access
Exceptional Educational Opportunities
Exceptional Training Opportunities
Diversity, Equity and Inclusion
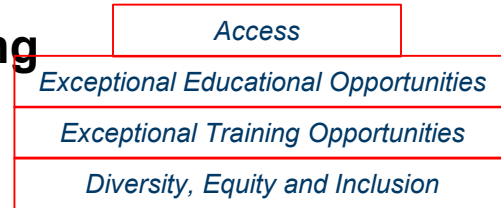
2.1) Consult with all types of businesses and community-based organizations to offer a diversity of trainings and programs that meet the needs of the counties served by RVC.

Access
Exceptional Educational Opportunities
Exceptional Training Opportunities
Diversity, Equity and Inclusion

2.2) Ensure the offerings are executed through a variety of modalities and in different locations---in-person, online, hybrid, at an RVC campus or at the requestor's location site.

Access
Diversity, Equity and Inclusion

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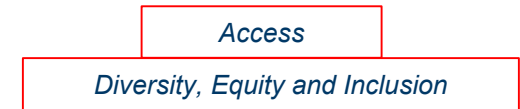
2.3) Modify a program to suit the needs of an industry partner/stakeholder without compromising the integrity and quality of the program e.g. 8-week CNC program in lieu of the 32-week CNC program.

Exceptional Training Opportunities

2.4) Convene advisory/stakeholders committee meetings periodically to review and assess quality of offerings (student readiness for the job market).

Exceptional Educational Opportunities

Exceptional Training Opportunities

2.5) Recruit and retain highly qualified and experienced instructors for all offerings. Foster continued professional development of all instructors who will be student/client centered, and execute duties with superior customer service skills.

Exceptional Educational Opportunities

Exceptional Training Opportunities

Diversity, Equity and Inclusion

2.6) Collect and analyze data (enrollment, customer satisfaction surveys, completions, internship/job placements) to make data-informed decisions about program changes.

Exceptional Educational Opportunities

Exceptional Training Opportunities

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3.) Promote Economic Development and Divisional Profitability:

| *Exceptional Educational Opportunities* |
| *Exceptional Training Opportunities* |
| *Diversity, Equity and Inclusion* |

3.1) Collaborate/Convene strategic planning meetings with key stakeholders (industry partners, regional chambers of commerce, economic development authorities, community-based organizations) to determine the workforce needs to be met.

| *Access* |
| *Exceptional Educational Opportunities* |
| *Exceptional Training Opportunities* |
| *Diversity, Equity and Inclusion* |

3.2) Develop and execute a formula that ensures programs/courses/trainings are costed accurately to generate appropriate revenue.

| *Exceptional Educational Opportunities* |
| *Exceptional Training Opportunities* |

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3.3) Categorize industry partner engagement according to various criteria.

Engagement Levels:

- Gift Giving
- Attending Advisory Committee Meetings
- Providing Internships
- Providing Job Opportunities

Exceptional Educational Opportunities

Exceptional Training Opportunities

3.4) Establish RVC as the training hub of the region by ensuring workforce needs are met through the Customized Training Department (formerly the Business Professional Institute) and Non-Credit Department.

Access

Exceptional Educational Opportunities

Exceptional Training Opportunities

Diversity, Equity and Inclusion

3.5) Review and analyze existing contracts to ensure program profitability.

Exceptional Educational Opportunities

Exceptional Training Opportunities

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Advanced Technology Center Sponsorship Program

Background: Rock Valley College's Advanced Technology Center (ATC) is a regional approach that has commitment and collaboration from regional partners that will help transform the region through education and workforce development. The ATC offers both credit and non-credit programs, including certificate programs and stackable credential models that can be completed in as few as five weeks.

On December 15, 2020, the Rock Valley College Board of Trustees approved BR7778 to authorize $1.5 million to sponsor student tuition for programs offered during Fiscal Year 2022 at the new Advanced Technology Center.

On December 21, 2021, the Rock Valley College Board of Trustees approved BR7883 to authorize and extend the use of unallocated funds to continue to sponsor student tuition for programs offered, during Fiscal Year 2023, primarily at the Advanced Technology Center.

To date, the ATC Sponsorship program has supported 253 students, totaling $757,446.90. Of those 253 students: 18 enrolled in CNC Machining, totaling $140,000; 46 enrolled in Mechatronics, totaling $72,147.50; 65 enrolled in Truck Driver Training, totaling $319,800; and 124 enrolled in Welding, totaling $225,499.40. These students come from all over the District 511 service district. The majority of these students come from three areas: Rockford – 112, Belvidere – 52, and Machesney Park – 17.

Rock Valley College is proposing to continue to offer free tuition for students who enroll in coursework primarily at the Advanced Technology Center during Fiscal Year 2024. Programs of study include CNC Machining, Mechatronics, Truck Driver Training, Industrial Maintenance, and Welding.

In order to qualify for the free tuition, students will need to have been a resident of RVC's service area (District 511) as of July 1, 2022. Free tuition will be limited to $10,000 per student during Fiscal Year 2024 and by course and program enrollment capacity, estimated at 300 students. Course, program, or institutional fees, textbooks, and related instructional materials are not provided as part of the free tuition initiative.

Recommendation: It is recommended that the Board of Trustees extend the Advanced Technology Center (ATC) Sponsorship Program through Fiscal Year 2024 and approve using the remaining unallocated funds not to exceed $700,000 to support the ATC Sponsorship Program.

                                        _____
                                        Howard J. Spearman, Ph.D.
                                        President

Board Approval: _____
                Secretary, Board of Trustees

Professional Development Strategic Plan 2022-2027

March 14, 2023 Board of Trustees Committee of the Whole

Presented by:
Jim Handley, Vice President of Human Resources

Executive Summary

Primary Strategic Pillar

Exceptional Training Opportunities

Objectives

- Identify goals, resources, activities and learning opportunities for growth.
- Document the required skill and competency development employees need to support continuous improvement and career development.
- Identify milestones in terms of completion of goals and objectives that assess progress toward desired outcomes.
- Encourage continuous learning, performance improvement and personal growth.

Development Programs

Program & Target Audience	Entry Level Professionals	Mid-Level Leaders	Upper-Division Leaders	Leadership
Staff Development Series	☑	☑	☐	☐
Supervisor Training Cohorts	☑	☑	☑	☐
Golden Eagles Professional Development Academy	☑	☑	☑	☑

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Rock Valley College's Strategic Planning Pillars

Rock Valley College empowers students and community through lifelong learning.

Access · Exceptional Educational Opportunities · Exceptional Training Opportunities · Diversity, Equity, and Inclusion

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Factors to Consider

Leaders at Rock Valley College need to take into account the following factors when considering appropriate professional development for each employee:

- Stage of Career

- Phase of Professional Development

- When/Why Employee Needs Education vs. Training

- Appropriate Delivery Mode

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Training and Development Plan

EXAMPLES OF INITIATIVES

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Objective 1:

Provide a framework that identifies goals, resources, activities, and learning opportunities for growth.

- Secure professional development resources, including personnel, to meet the needs of college employees.

▶

Ongoing

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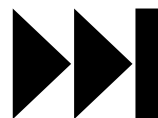
Objective 2:

Document the required skill and competency development a staff member will need to accomplish in order to support continuous improvement and career development.

- Ensure professional development plans are in place for both leadership and individual contributor positions.

⏭

In progress

Objective 3:

Improve human resource performance indicators by investing in professional development for incumbents and new hires.

- Create a diverse workforce across departments that reflects the community we serve.

▶▶▎

In progress

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Objective 4:

Encourage continuous learning, performance improvement, and personal growth.

- Establish a reward system for achievement of annual personal and professional goals.

▶▶▌

In progress

Key Partners

Jim Handley, Vice President

Christine Lott; Director, Human Resources

Cris Carmon; Director, Human Resources

Elina Wlaznik; Professional Development Specialist, Human Resources

In collaboration with:
Dr. Kym Blanchard, Executive Director –
Center for Instructional Design, Teaching & Innovation

Lynn Shattuck, Director – Disability Support Services

And the Rock Valley College Leadership Cabinet

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Questions

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ROCK VALLEY COLLEGE 2023 - AT A GLANCE CAMPUS FACILITY EVENTS
(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
March					
3/1/2023	Women's History Kick Off Event - SC Atrium, 10am	x	x		x
3/2/2023	Employee Appreciation Event - SC Atrium, 1pm	x			
3/4/2023	NJCAA Region IV Basketball Tournament - PEC Gym, 8am	x	x	x	x
3/6/2002	NIU at RVC Engineering Recruitment Event WTC, 10am	x	x		x
3/6/2023	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
3/7/2023	First Tuesday Lecture - SC Atrium, 12pm	x			x
3/8/2023	Wellness Wednesday - SC Atrium, 12pm	x	x		x
3/8/2023	RVC Annual Juried High School Art Exhibit - ERC PAR, 4pm	x			x
3/8/2023	Phlebotomy Pinning Ceremony - SC Atrium, 6pm	x	x		x
3/10/2023	Sister to Sister Conference - SCCE Commons, 8am	x	x		x
3/11/2023	NJCAA Region IV Basketball Tournament - PEC Gym, 8am	x	x	x	x
3/14/2023	RPS 205 All City Art Festival - SC Atrium, 9am	x	x		x
3/15/2023	CLR Annual Movie Matinee - ERC PAR, 11:30am	x	x		
3/18/2023	Science Olympiad Regional Competition - JCSM WTC PEC SC, 6am	x	x		x
3/22/2023	Women's History Month: Name that Beat? - SC Atrium, 11:30am	x	x		x
3/24/2023	Phi Theta Kappa Induction Ceremony - SC Atrium, 7pm	x	x		x
3/27/2023	Board of Trustees Candidate Forum Event - SC Atrium, 3pm	x	x		x
3/29/2023	WHM Words of Women - SC Atrium, 12pm	x	x		x
April					
4/1/2023	WEI Completion Ceremony - SC Atrium, 10am	x	x		x
4/3/2023	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
4/3/2023	Student Commencement Speaker Auditions - ERC PAR, 3pm	x	x		x
4/4/2023	First Tuesday Lecture - SC Atrium, 12pm	x			x
4/4/2023	SACN Donor Reception - HSC Lobby, 5pm	x			x
4/6/2023	Professional Development Day - PEC Gym, 8am	x			
4/12/2023	A P-20 Summit - SC Atrium, 8am	x			x
4/12/2023	Wellness Wednesday - PEC 0110 , 12pm	x	x		x
4/13/2023	WEI Career Fair - SC Atrium, 2pm	x	x		x
4/14/2023	University of Illinois Transfer Symposium - SC Atrium, 8am	x	x		x
4/15/2023	Rising Stars Basketball All-Star Game - PEC Gym, 4pm	x	x	x	x
4/22/2023	Explore Health Science Careers - HSC, 9am	x	x		x
4/25/2023	RAISE Spring 2023 Open House - SC Atrium, 4pm	x	x		x
4/27/2023	Commencement Cap & Gown Distribution Day - PKLT 6, 9am	x	x		x
4/27/2023	Annual Caskey Lecture - PEC Gym, 6pm	x	x		x
4/28/2023	ALAS Leadership Conference - PEC Gym, 7:30am	x	x		x
4/28/2023	Arbor Day Celebration - SC Atrium, 10am	x	x		x
4/28/2023	Eagle Award of Excellence in DEI - SC Atrium, 1pm	x	x		x
May					
5/2/2023	First Tuesday Lecture - SC Atrium, 12pm	x			x
5/5/2023	TRiO and Delta Alpha Pi Ceremonies - SC Atrium, 10am	x	x		x
5/6/2023	ISS and HBCU Greek Step Show - SCCE Commons, 4pm	x	x		x
05/9 - 05/11	Finals Frenzy Food Truck Days - PKLT 02, 12pm	x	x		
5/9/2023	Student Life Leadership Banquet - SC Atrium, 6pm	x	x		
5/11/2023	RPS Med Term Quiz Bowl - PEC 0110, 10am	x			x
5/11/2023	Phlebotomy Pinning Ceremony - SC Atrium, 6pm	x	x		x
5/12/2023	Hispanic Recognition Celebration - BST Stage, 2pm	x	x		x
5/12/2023	Massage Therapy Graduation - SC Atrium, 6pm	x	x		x