

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

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, August 8, 2023
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, August 8, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Trustee Gloria Cardenas Cudia.

Roll Call

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

Ms. Gloria Cardenas Cudia	Mr. John Nelson joined at 5:17 p.m.
Ms. Kristen Simpson	Mr. Richard Kennedy
Mr. Robert Trojan	Mr. Juan Noguera, RVC Student Trustee
Mr. Paul Gorski	

The following Trustee was absent at roll call: Crystal Soltow.

Also present: Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Equity and Inclusion; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Christopher Gorman, Robbins Schwartz.

Communications and Petitions

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

Recognition of Visitors

Chairperson Trustee Cardenas Cudia recognized DKA Architects and OPN Architects.

Review of Minutes

There were no comments on the minutes from July 11, 2023, Board of Trustees Committee of the Whole meeting.

General Presentations

Finalist #1: Architect for New RVC Downtown Site: DKA Architects was represented by Dominick Demonica, Project Principal; Greg Spitzer, Project Designer; Brian Essig, Project Architect; Peter Eliopoulos, Quality Assurance; Rebekah Wightman, Interior Designer; and Frank Carello, Construction Administrator. DKA Architects are located in Chicago, IL.

Finalist #2: Architect for New RVC Downtown Site: OPN Architects was represented by Wes Reynolds, Principal in Charge; Brett Rottinghouse, Project Architect; Kristen Lewis, Design Principal; and Jeff Leesman, IMEG, Project Engineer. OPN Architects are located in Madison, WI.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the enrollment update. Ms. Snider stated that the enrollment figures have improved since the report was run. Currently, enrollment is 94% to budget for Summer II and Fall. RVC's enrollment last year at this time was 95% to budget. Ms. Snider explained that all students were dropped for nonpayment and cancelation of core courses on August 2, 2023, and that Fall classes will begin August 19, 2023, for weekend classes and August 21, 2023, for weekday classes. Discussion ensued.

2. Rock Valley College (RVC) Strategic Plan Quarterly Update

Ms. Snider presented the RVC Strategic Plan Quarterly Update. Ms. Snider stated that she will be focusing on Pillar I: Access. Ms. Snider explained that goal one is to provide district residents with improved accessibility to credit programs and certificates, and goal two is to provide the district residents with improved accessibility to non-credit programs, certifications, and training. Ms. Snider stated that the successes are that RVC implemented a Customer Relationship Management (CRM) software tool that facilitates communication with credit and non-credit students. Grants were used to remove financial barriers to credit and non-credit programs by covering tuition and wrap-around services. Some of the Grant programs used are the Workforce Equity Initiative (WEI), Early Childhood Access for Equity Consortium (ECACE), Pipeline for Advancement of Healthcare Workforce Program (PATH), College Bridge Program, and Trades Schools Program Grant.

3. Early College Items

As an introduction to the Early College items on the agenda, Dr. Amanda Smith, vice president of liberal arts and adult education, provided an overview of the Dual and Articulated Credit and Running Start programs and agreements with the area high school districts.

To provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed the Dual and Articulated Credit Memorandum of Understanding (MOU) to utilize districts offering dual credit for high school courses. These dual credit courses are taught by qualified high school instructors and are designed to allow eligible students to receive college credit in high school.

Running Start is a formal program that allows qualified students to attend RVC for their junior and senior high school years. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet the requirements for both a high school diploma and an RVC associate degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of RVC credit courses simultaneously. The Running Start program will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program.

The Senior Semester Program allows up to 20 qualified district students to attend RVC for their final high school semester of senior year. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of RVC credit courses simultaneously.

Dual and Articulated Credit MOU Harlem Unit School District #122

Dual and Articulated Credit MOU North Boone Community Unit School District #200

Running Start Intergovernmental Agreement (IGA) Harlem Unit School District #122

Running Start IGA North Boone Community Unit School District #200

Senior Semester Program North Boone Community Unit School District #200

Finance Discussion: Board Liaison Trustee Trojan

1. Purchase Reports

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

Purchase Report A - FY 2023 Amendments:

A. Job Evaluations – (Other Contractual Services – Human Resources)
Cottingham and Butler

1. DBA Carlson and Dettmann Consulting Carol Stream, IL \$ 6,375.00 (1)*

Discussion ensued on Purchase Report A, item A. Trustee Simpson asked if the Board of Trustees would see the impact of the compensation study. Trustee Simpson would like to see the positions and what positions were impacted by the study. Mr. Handley stated that information on the survey was shared with the Board of Trustees. Trustee Nelson said he agreed with Trustee Simpson; Trustee Nelson stated that Trustees never received a complete copy of the study. Trustee Gorski stated he had a criticism and would like to see a survey of the protected classes and how they are treated in the pay grade.

Purchase Report B - FY 2024 Amendments:

A. Administrative Software – (Emergency Preparedness – Public Safety)

1. Finalsity (Formerly Blackboard, Inc.) Glastonbury, CT \$ 134.00 (1)*

Purchase Report C - FY 2024 Purchases:

A. Food Service – (Other Contractual Services – Center for Learning in Retirement)

1. Perfectly Seasoned, LLC. Roscoe, IL \$ 25,000.00 (1)*
Not to Exceed

B. Portable Radios – (Tort Fund – Equipment – Public Safety)

2. Motorola Solutions Schaumburg, IL \$ 142,802.15 (2)*
Not to Exceed

C. Software – (Administrative Software – Information Technology)

3. Prey San Francisco, CA \$ 10,300.00 (3)*

D. Architect Firm – (Other Contractual Services – Downtown Campus)

4. TBD TBD \$ TBD (4)*

E. Production Contract – (Other Contractual Services – Starlight Theatre)

5. TBD New York, NY \$ 25,000.00 (5)*
Not to Exceed

F. Production Contract – (Other Contractual Services – Starlight Theatre)

6. TBD New York, NY \$ 25,000.00 (6)*
Not to Exceed

G. Production Contract – (Other Contractual Services – Starlight Theatre)

7. TBD New York, NY \$ 25,000.00 (7)*
Not to Exceed

H. Production Contract – (Other Contractual Services – Starlight Theatre)

8. TBD New York, NY \$ 25,000.00 (8)*
Not to Exceed

I. Audio Visual System – (Capital Expense – Information Technology)

9. Sound Inc. Naperville, IL \$ 24,112.00 (9)*
AVI Systems, Inc. Madison, WI \$ 32,211.45

Discussion ensued in Purchase Report C, items A, D, E, F, G, and H. Trustee Nelson wanted to know if RVC had gone out to bid for the CLR event, and because the event is being held at Tebala Shrine, RVC had to use their approved vendors, and Perfectly Seasoned was the lowest bid of five vendors. Trustee Nelson and Trustee Gorski wanted to know if Starlight Theatre needed more money to put towards the productions and wanted Mr. Brady to know that if he needed more money, to ask the Board of Trustees.

Trustee Kristen Simpson left the Committee of the Whole Meeting at 6:49 p.m.

3. Cash and Investment

Ms. Olson presented the Cash and Investment Report through July 31, 2023. Total operating cash is \$36,785,553. Total operating cash and investments are \$82,104,819. Total capital funds are \$17,993,199. Since June 30, 2023, the change in capital funds is \$1,050,709. The change in the operating cash and investments since June 30, 2023, is <\$1,782,217>. Ms. Olson stated that the total operating cash and investment funds were 76.49% of the Fiscal Year 2024 operating budget.

Trustee Nelson asked if RVC was in good shape. Ms. Olson stated, "Yes, we are."

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for August 2023. There is one placeholder for the Executive Director of Financial Aid, and there are no departures.

Trustee Nelson wanted to know why the Financial Aid Director left RVC. Mr. Jenks stated that she was able to work remotely full-time.

2. Stenstrom Student Center Update

Mr. Jenks presented the Stenstrom Student Center Update. Mr. Jenks stated that on March 26, 2019, Board Report #7600, titled Naming Recognition Agreement Between Rock Valley College and Robert W. Stenstrom. The agreement says that upon a decision to cease all programs at Samuelson, RVC will relocate the Stenstrom Center name to the Student Center building at RVC's Main Campus and will name the Stenstrom Student Center.

The RVC Board of Trustees approved the sale of the Stenstrom Center for Career Education on July 25, 2023. Dr. Spearman has met recently with Robert W. Stenstrom, and planning has begun to transfer the Stenstrom name to the current Student Center.

3. Advanced Technology Center (ATC) Phase Two Change Order Status Report

Mr. Jenks presented the ATC Phase Two Change Order Status Report. Mr. Jenks stated that the roof at the ATC was complete, and the parking lot is 90% complete. Mr. Jenks explained that the two items added to the change order were additional "soft spots" in the parking lot and that RVC changed how to mount the accessible parking signs as the signs had to be replaced after storms. Mr. Jenks told the Board that everything should be completed in the next few weeks.

4. RVC College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for August, September, and October 2023. Discussion ensued.

New Business/Unfinished Business

There was no new or unfinished business.

Adjourn to Closed Session

At 7:09 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 has been filed, is pending or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:46 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Decennial Committee Meeting

The Decennial Committee Meeting will be held on August 22, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on August 22, 2023, at 5:45 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on September 12, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

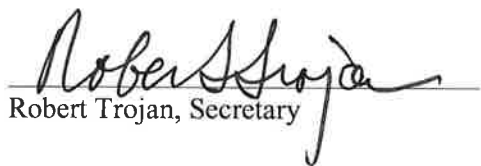
Next Regular Board of Trustees Meeting

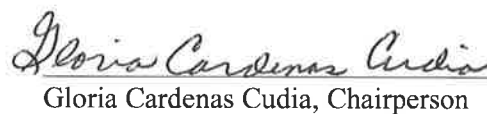
The next Regular Board of Trustees Meeting will be held on September 26, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Adjourn

At 7:59 p.m., a motion was made by Trustee Trojan, 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 Cardenas Cudia, Chairperson