

**Rock Valley College**  
**Community College District No. 511**  
**3301 N Mulford Road, Rockford, IL 61114**  
**COMMITTEE OF THE WHOLE MEETING**  
**Educational Resource Center, Performing Arts Room, Room 0214**  
**5:15 p.m. Tuesday, November 7, 2023**

**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 October 17, 2023
- F. General Presentations:**
- G. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
  - 1. Enrollment update
  - 2. 2023-2024 Academic Calendar Update
  - 3. 2024-2025 Academic Calendar Update
- H. Finance Discussion: Board Liaison Trustee Trojan**
  - 1. Purchase Report(s) (A, B)
  - 2. Cash and Investment Report
  - 3. FY2024 First Quarter Vital Signs
  - 4. FY2023 Financial Audit Report
  - 5. Summary of Fiscal Year 2024 Estimated Revenues by Source
  - 6. 2023 Tax Levy and Certify Compliance
  - 7. Classroom Building II Project Update
  - 8. Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed From Proceeds of an Obligation to be Issued by the District
- I. Operations Discussion: Board Liaison Trustee Kennedy**
  - 1. Personnel Report
  - 2. 2023 Campus Safety and Security Report (Clery Act Report)
  - 3. Solicitation Board Policy Update 2:10.100 / First Reading
  - 4. Cyber and Information Security New Board Policy 2:30.060 / First Reading
  - 5. Rock Valley College Events Calendar
- J. Other Business: Unfinished Business/New 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) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 3) 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:** November 21, 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.
- N. Next Committee of the Whole Meeting:** December 5, 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.
- O. Next Decennial Committee Meeting:** December 19, 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.
- P. Next Regular Board of Trustees Meeting:** December 19, 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.
- Q. Next Board of Trustees Retreat:** January 20, 2024, at 8:30 a.m.; The retreat will be held in Room 1308 in the Woodward Technology Center (WTC) on the main campus.
- R. Adjourn**

Gloria Cardenas 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**  
**5:15 p.m. Tuesday, October 17, 2023**  
**MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, October 17, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 7:42 p.m. by Chairperson 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
Mr. Richard Kennedy	Ms. Crystal Soltow
Mr. Robert Trojan	Mr. Juan Nogueta, RVC Student Trustee
Mr. Paul Gorski	

The following Trustee was absent at roll call: Ms. Kristsen Simpson.

Also present: Dr. Howard J. Spearman, President; 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; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; 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.

**General Presentations**

There were no general presentations.

**Review of Minutes**

There were no comments on the minutes from the September 12, 2023, Board of Trustees Committee of the Whole meeting.

**Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**

**1. Fourteenth-Day Census Enrollment and Student Profile**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the 14<sup>th</sup> Day Census Enrollment and Student Profile presentation. The fall census enrollment identifies the number of students officially enrolled in credit courses at RVC at the end of registration for the fall term. The 14th-day census enrollment is intended to provide a snapshot view of RVC's fall enrollment. Ms. Snider stated that the enrollment is based on an unduplicated headcount of Arts, Sciences, Career Education, Adult Education, and Vocational Skills courses in Community/Continuing Professional Education. From FY2020 to FY2024, RVC experienced a decrease of 10.05% in unduplicated headcount and an annual

decrease between FY2023 and FY2024 of 6.50%. Ms. Snider explained that over the five-year period, credit hours and full-time equivalents (FTE) have decreased at a faster rate than headcount, suggesting that students are taking fewer credit hours on average.

Trustee Trojan asked when the Trustees would see the non-credit trends, and Dr. Spearman stated that Dr. Hansen Stewart would be reporting that data at the Board Retreat on January 20, 2024.

Ms. Snider presented the Student Profile Report. Ms. Snider explained that the Student Profile Report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at RVC in the Fall 2023 term. Ms. Snider stated that the data captured in the Student Profile Report is submitted to the Illinois Community College Board (ICCB). Ms. Snider discussed the average student age, gender, minority enrollment, first-time student enrollment, and full-time/part-time student enrollment.

## **2. Early College Items**

As an introduction to the Early College items on the agenda, Dr. Hansen Stewart, vice president of industry partnerships and community engagement, provided an overview of the Dual and Articulated Credit and the 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 years of high school. 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.

Students take dual credit courses that meet the requirements for both a high school diploma and one semester of RVC credit courses simultaneously. All programs will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program. Dr. Stewart also announced that the Running Start Intergovernmental Agreement (IGA) for Durand Community Unit School District #322 has just been received and will be presented to trustees for approval at the October 24, 2023, regular Board meeting. Discussion ensued.

### **Dual and Articulated Credit MOU Pecatonica Community Unit School District #321.**

### **Running Start Intergovernmental Agreement (IGA) Pecatonica Community Unit School District #321**

## **3. Early College Enrollment Summary Update**

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, presented the Early College enrollment summary update. Dr. Stewart stated that the Early College enrollment has increased over the last three years. There are new processes for processing applications, more sections of courses offered at the high schools, and more students coming to the Rock Valley College campus to take Dual Credit courses. Dr. Stewart stated that the rise in enrollment is largely due to the Dual Credit Quality Act. The Dual Credit Quality Act made providing equity and access to local districts easier. Running Start new students in FY2023-FY2024 increased from 100 to 230. The Summer Bridge enrollment has increased every year, and in the SMART Camp Program, RVC had 35 middle school participants. Dr. Stewart presented the enrollment numbers from FY2021-FY2024 for the Early College programs of Dual Credit, Running Start, Dual Credit on RVC Campus, and Senior Semester. Dr. Stewart discussed what school districts participate in the Early College programs and gave a brief description of each Early College program.

## **4. Division II Athletics Scholarship Update**

Dr. Patrick Peyer, vice president of student affairs, presented the Division II Athletics Scholarship Update. Dr. Peyer explained that on August 1, 2022, the RVC Athletic programs began competing at the Division II National Junior College Athletic Association. Dr. Peyer stated that as part of the transition from Division III to Division II, the RVC Board of Trustees approved the Athletic Department to offer scholarships and that in FY2023, 126 student-athletes signed Letters of Intent to participate in one of the approved DII programs. The 126 commitments totaled \$294,961 of scholarship funds. Dr. Peyer introduced Head Coach Mr. Darin Monroe, who discussed the program totals and the program's successes. Trustee

Trojan wanted to know if Coach Monroe could recruit high school students with the scholarship program, and Coach Monroe stated that recruiting has been great with high school students because of the scholarship program.

**Finance Discussion: Board Liaison Trustee Trojan**

**1. Purchase Reports**

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

***Purchase Report A – FY2024 Amendments:***

- A. Copier Usage – (General Institution – Business Services)
  - 1. Marco Technologies, LLC. Rockford, IL \$ 4,000.00 (1)\*
- B. Publications – (College and Program Advertising – Marketing and Communications)
  - 2. Meridian Loves Park, IL \$ 319.32 (2)\*

***Purchase Report B – FY2024 Purchases:***

- A. Studio Equipment – (Capital Instructional Equipment – Perkins Funds)
  - 1. B&H Photo New York, NY \$ 16,323.46 (1)\*
  - Adorama New York, NY \$ 19,159.85
  - Sweetwater (Cameras only) Fort Wayne, IN \$ 4,990.00
  - Full Compass Systems (Pedestals only) Madison, WI \$ 11,990.35
- B. Studio Equipment – (Capital Instructional Equipment – Perkins and Mass Comm Funds)
  - 2. Duclos Lenses Chatsworth, CA \$ 12,452.35 (2)\*  
Not to Exceed
- C. Exercise and Fitness Equipment – (Capital Athletic Equipment – Equipment Replacement)
  - 3. Midwest Commercial Fitness Aurora, IL \$ 19,635.00 (3)\*
- D. IL Nurse Aide Certification Exam – (Testing Services Fees – PATH Grant Funds)
  - 4. Southern Illinois University Carbondale, IL \$ 15,000.00 (4)\*  
Not to Exceed
- E. National Council Licensing Exam – (Testing Services Fees – PATH Grant Funds)
  - 5. NCS Pearson, Inc. Bloomington, MN \$ 10,000.00 (5)\*  
Not to Exceed
- F. Exam Preparation Services – (Subscription – PATH Grant Funds)
  - 6. UWorld, LLC Coppell, TX \$ 12,950.00 (6)\*  
Not to Exceed
- G. Painting Services – (Non-Capital Remodeling – Current Capital)
  - 7. Midwest Painting and Decorating Loves Park, IL \$ 13,448.00 (7)\*
  - J.E.M. Painting and Company Rockford, IL \$ 18,920.00
  - Schoening’s Painting and Decorating, Inc. Rockford, IL \$ 27,625.00
- H. UPS Batteries – (Professional Services – Capital Expense)
  - 8. SEPS, Inc. Burr Ridge, IL \$ 55,156.39 (8)\*
- I. UPS Capacitors – (Professional Services – Capital Expense)
  - 9. SEPS, Inc. Burr Ridge, IL \$ 12,436.02 (9)\*
- J. Chilled Water Loop – (Professional Services – Capital Expense)
  - 10. TBD TBD \$ TBD (10)\*

K. Carpet Replacement in Mass Communication – (Capital Remodeling)  
11. TBD TBD \$ TBD (11)\*

L. Insurance – (Tort Fund – Financial Services)  
12. Mutual of Omaha Omaha, NE \$ 11,726.72 (12)\*  
Trustee Nelson had questions regarding item H and item I, item L. Discussion ensued.

## 2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through September 30, 2023. Total operating cash is \$42,509,897. Total operating cash and investments are \$88,021,757. Total capital funds are \$19,753,543. Since August 31, 2023, the change in capital funds is \$995,326. The change in the operating cash and investments since August 31, 2023, is \$2,655,768. Ms. Olson stated that the total operating cash and investment funds were 82.01% of the Fiscal Year 2024 operating budget. Trustee Nelson asked Ms. Olson if the College was doing well financially, and Ms. Olson said yes.

Trustee Crystal Soltow left the meeting at 8:20 p.m.

## 3. 2023 Tax Levy and Setting the Date for the Truth-In-Taxation Hearing

Ms. Olson presented the 2023 Tax Levy and Setting the Date for the Truth-In-Taxation Hearing. Ms. Olson stated that the Board of Trustees approves the estimated taxes required for each year's upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and abated for the previous levy year by more than five percent, a public Truth-in-Taxation Hearing is needed. Prior to the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days or not less than seven days prior to the Truth-in-Taxation Hearing.

Ms. Olson stated that the RVC Administration recommends the approval of \$24,058,615 estimated taxes necessary to be raised by taxation for 2023. The \$24,058.615 represents a 6.020% increase over the 2022 tax levy. To provide public disclosure, a hearing on the proposed 2023 Tax Levy under the Truth-in-Taxation law of the State of Illinois will be held on November 21, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Discussion ensued.

## 4. Illinois Paid Leave for All Workers Act

Ms. Olson presented the Illinois Paid Leave for All Workers Act. Ms. Olson stated that on March 13, 2023, effective January 1, 2024, Governor Pritzker signed into law the Paid Leave for All Workers Act (PLFAWA). The Act requires RVC to provide up to 40 hours of paid leave during a 12-month period to covered employees. The Act prohibits employers from considering leave as a negative factor in employment actions. Ms. Olson stated that excluded employees are short-term employees, temporary student workers who work part-time in higher education, and employees covered by a Collective Bargaining Agreement (CBA). The general provision is that eligible employees are entitled to earn and use up to 40 hours of paid leave during a 12-month period or a pro-rata number of hours of paid leave. At RVC, eligible employees include full-time Administration (ADM), Professional Staff Association (PSA), Educational Support Personnel (ESP), employees, part-time ADM, PSA, ESP employees, part-time employees not covered by an existing CBA, and adjuncts. Ms. Olson explained that paid leave is earned at a rate of one hour of leave for every 40 hours worked, up to 40 hours per 12-month period. Ms. Olson explained the general provisions, procedures for requesting leave, and when the accrual begins. Ms. Olson also reviewed the proposed changes to the current Sick Leave and Personal Leave programs, the potential financial impact to the College, and the College's next steps. Discussion ensued.

### Operations Discussion: Board Liaison Trustee Kennedy

#### 1. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for October and November 2023. Mr. Jenks discussed the Alumni Retiree Breakfast on October 19, 2023, in the Student Center Atrium, the Brother to Brother Leadership Conference on October 20, 2023, in the Student Center Atrium, and the RVC Scholarship Donor Luncheon hosted by the RVC Foundation. The luncheon will be held at the Radisson Hotel in Rockford on November 3, 2023. Discussion ensued.

**New Business/Unfinished Business**

There was no new or unfinished business.

**Adjourn to Closed Session**

There was no closed session.

**Next Decennial Committee Meeting**

The next Decennial Committee Meeting will be held on October 24, 2023, at 5:15 p.m.; The meeting will be held in room 1300 at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL 61008. The location changed for this meeting only.

**Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees Meeting will be held on October 24, 2023, at 5:45 p.m.; The meeting will be held in room 1300 at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL 61008. The location changed for this meeting only.

**Next Committee of the Whole Meeting**

The next Committee of the Whole Meeting will be held on November 7, 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.

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**Adjourn**

At 8:40 p.m., a motion was made by Trustee Nelson, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

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Robert Trojan, Secretary

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Gloria Cardenas Cudia, Chairperson

**FY2024 Enrollment Update**

Board of Trustees Committee of the Whole – November 7, 2023

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2023	FY2024	Change	% Change	FY2023	FY2024	Change	% Change	Budget	% to Budget
Summer II	1,936	1,858	-78	-4.03%	8,436	7,922.5	-513.5	-6.09%	9,000	88%
Fall	5,382	5,418	36	0.67%	50,776	52,627.5	1,851.5	3.65%	51,100	103%
Subtotal (Summer II + Fall)	<b>7,318</b>	<b>7,276</b>	<b>-42</b>	<b>-0.57%</b>	<b>59,212</b>	<b>60,550</b>	<b>1,338</b>	<b>2.26%</b>	<b>60,100</b>	<b>101%</b>
Winterim	326	351	25	7.67%	1,121	1,190	69	6.16%	900	132%
Spring	2,826	2,665	-161	-5.70%	30,299.5	28,701	-1,598.5	-5.28%	45,000	64%
Subtotal (Summer II + Fall + Winterim + Spring)	<b>10,470</b>	<b>10,292</b>	<b>-178</b>	<b>-1.70%</b>	<b>90,632.5</b>	<b>90,441</b>	<b>-191.5</b>	<b>-0.21%</b>	<b>106,000</b>	<b>85%</b>
Summer I	--	--	--	--	--	--	--	--	4,000	--
<b>Total</b>	--	--	--	--	--	--	--	--	<b>110,000</b>	--

Sources: Summer II Enrollment Ticker (Final 08/04/23); Fall, Winterim, and Spring Enrollment Tickers (11/01/23)

**Important Dates:**

- Students are dropped from Spring for non-payment on December 13, 2023.
- Fall semester ends and Winterim semester begins December 16, 2023.
- Spring semester begins January 13, 2024.

**REVISED Academic Calendar for 2023-2024**

**Background:** Rock Valley College is seeking approval for revision of the 2023-2024 Academic Calendar to reflect the change by the Board of Trustees (BR #8034, approved April 25, 2023) for closure of the College and no classes from December 22, 2023, through January 1, 2024.

The College is submitting a full calendar beginning with Summer Session 2023 and ending with Summer Interim 2024, allowing a fiscal and academic year alignment.

**Recommendation:** It is recommended that the Board of Trustees approves these revisions to the 2023-2024 Academic Calendar.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees



**ACADEMIC CALENDAR 2023-2024**  
**Revised 11/21/2023**

**2023 SUMMER SESSION**

**EIGHT-WEEK SESSION (28 days plus 2 final exam days)**

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

**SECOND FOUR-WEEK SESSION (14 days plus 2 final exam days)**

June 20 (Tuesday) ..... Classes Begin for First 4-week and 8-week Sessions of Summer Session  
July 4 (Tuesday) ..... No Classes/College Closed  
July 13 (Thursday) ..... Final Exam Day for First 4-week classes of Summer Session  
July 17 (Monday) ..... Classes Begin for Second 4-week Session of Summer Session  
August 8 (Tuesday) ..... End of Classes  
August 9 & 10 (Wednesday, Thursday) ..... Final Exams for Summer Session  
August 13 (Sunday) ..... Grades Due By 11:59pm Sunday Night

**2023 FALL SEMESTER – Traditional start**

August 19 (Saturday) ..... Weekend Classes Begin  
August 21 (Monday) ..... Weekday Classes Begin  
September 2, 3, 4 (Saturday, Sunday, Monday) ..... No Weekend Classes/College Closed  
September 5 (Tuesday) ..... Faculty & Staff Development Day/No Classes/Offices Closed  
November 22 (Wednesday) ..... Fall Recess/No Classes/College Open  
November 23, 24, 25, 26 (Thursday, Friday, Saturday, Sunday) ..... No Classes/College Closed  
December 8 (Friday) ..... End of Weekday Classes  
December 9 (Saturday) ..... End of Weekend Classes  
December 11 – 16 (Monday–Saturday) ..... Final Exams for Weekday & Weekend Classes  
December 17 (Sunday) ..... Grades Due by 11:59pm Sunday Night  
December 22 – January 1 (Friday – Monday) ..... No Classes/College Closed

**2024 SPRING SEMESTER**

January 2 (Tuesday) ..... Offices Open  
January 12 (Friday) ..... Faculty Development Day/College Open  
January 13 (Saturday) ..... Weekend Classes Begin  
January 15 (Monday) ..... No Classes/College Closed  
January 16 (Tuesday) ..... Weekday Classes Begin  
March 10-17 (Sunday–Sunday) ..... Spring Recess - No Weekday or Weekend Classes  
March 18 (Monday) ..... Classes Resume  
March 28 (Thursday) ..... Faculty & Staff Development Day/No Classes/Offices Open  
March 29, 30, 31 (Friday, Saturday, Sunday) ..... No Classes/College Closed  
May 4 (Saturday) ..... End of Weekend Classes  
May 10 (Friday) ..... End of Weekday Classes  
May 11 (Saturday) ..... Final Exams for Weekend Classes  
May 13-17 (Monday–Friday) ..... Final Exams for Weekday Classes  
May 17 (Friday) at 6pm ..... Commencement Exercises  
May 19 (Sunday) ..... Grades Due By 11:59pm Sunday Night

**2024 SUMMER INTERIM**

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

May 20 (Monday) ..... Classes Begin  
May 27 (Monday) ..... College Closed  
June 13 (Thursday) ..... Final Exams  
June 16 (Sunday) ..... Grades Due By 11:59pm Sunday Night

*\*Most classes (16-week) begin this week. Check class schedule for specific dates.  
Deadlines vary for courses less than 16-weeks in length. Contact Records and Registration for specific dates.*

# ACADEMIC CALENDAR 2024-2025

Revised: 11/21/2023

## **2024 SUMMER SESSION**

**EIGHT-WEEK SESSION (28 days plus 2 final exam days)**

**FIRST FOUR-WEEK SESSION (13 days plus 1 final exam day)**

**SECOND FOUR-WEEK SESSION (14 days plus 2 final exam days)**

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

## **2024 FALL SEMESTER**

August 17 (Saturday)	Weekend Classes Begin
August 19 (Monday)	Weekday Classes Begin
August 31, September 1, 2 (Saturday, Sunday, Monday)	No Weekend Classes/College Closed
September 3 (Tuesday)	Faculty & Staff Development Day/No Classes/Offices Closed
November 5 (Tuesday)	No Classes/College Closed
November 27 (Wednesday)	Fall Recess/No Classes/College Open
November 28, 29, 30, December 1 (Thurs, Fri, Sat, Sun)	No Classes/College Closed
December 6 (Friday)	End of Weekday Classes
December 7 (Saturday)	End of Weekend Classes
December 9 – 14 (Monday–Saturday)	Final Exams for Weekday & Weekend Classes
December 15 (Sunday)	Grades Due by 11:59pm Sunday Night
December 24 – January 1 (Tuesday – Wednesday)	No Classes/College Closed

## **2025 SPRING SEMESTER**

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

## **2025 SUMMER INTERIM**

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

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

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

# ACADEMIC CALENDAR 2024-2025

Revised: 11/21/2023

## **2024 SUMMER SESSION**

**EIGHT-WEEK SESSION (28 days plus 2 final exam days)**

**FIRST FOUR-WEEK SESSION (13 days plus 1 final exam day)**

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September 3 (Tuesday)	Faculty & Staff Development Day/No Classes/Offices Closed
November 5 (Tuesday)	No Classes/College Closed
November 27 (Wednesday)	Fall Recess/No Classes/College Open
November 28, 29, 30, December 1 (Thurs, Fri, Sat, Sun)	No Classes/College Closed
December 6 (Friday)	End of Weekday Classes
December 7 (Saturday)	End of Weekend Classes
December 9 – 14 (Monday–Saturday)	Final Exams for Weekday & Weekend Classes
December 15 (Sunday)	Grades Due by 11:59pm Sunday Night
December 24 – January 1 (Tuesday – Wednesday)	No Classes/College Closed

## **2025 SPRING SEMESTER**

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

## **2025 SUMMER INTERIM**

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

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

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

**Purchase Report-A - FY2024 Amendments**

Recommendation: Board approval for items marked with an asterisk.

A. Transportation – (TRiO Grant Program – Upward Bound)

**First Student** **Belvidere, IL** **\$5,000.00\*(1)**

1. This expense is for bus transportation for the Upward Bound Summer Program. The program takes place annually from the end of June to early August. The program provides daily roundtrip bus transportation for the participants to travel between their centralized pick-up locations and Rock Valley College. The program also provides bus transportation for field trips, college tours, and cultural site visits. First Student is the only vendor who has been able to meet the transportation needs of the program due to the daily route scheduling. This increase is needed to cover the anticipated expenses of June 2024.

Original approved amount	\$20,000.00
Increase requested	\$ 5,000.00
New total expenditure	\$25,000.00 Not to Exceed

FY2024 Grant Expense  
Original Board Report BR #8049-F

B. Wellness Program – (Healthcare Benefits – Mental Healthcare)

**The Guardian Life Insurance** **New York, NY** **\$12,000.00\*(2)**

2. This increase is for adding Spring Health mental health wellness services to our current healthcare benefits. This program will replace Perspectives as a resource for employees for mental health. Spring Health will offer confidential, personalized care, dedicated support, 24/7 crisis support, family care, and various other resources.

Original approved amount	\$600,000.00
Increase requested	\$ 12,000.00
New total expenditure	\$612,000.00 Not to Exceed

FY2024 Budgeted Expense  
Original Board Report BR #8049-F

**Purchase Report-A - FY2024 Amendments**

C. Online Proctoring Software – (Other Contractual Services – Online Learning)

**Honorlock** **Boca Raton, FL** **\$4,592.80\*(3)**

3. This increase is for overages incurred during FY2023 for the online proctoring software. More students than expected used the testing system during its pilot year, and that success prompted Online Learning to increase the services for FY2024 from 250 students to 750, as requested for approval on Board Report 8087-A. The College received an invoice for the overage fees after receiving Board approval in September for the FY2024 expenses. We are bringing this increase request to the Board because these overages will be expensed in FY2024.

Original approved amount	\$12,000.00
Increase requested	\$ 4,592.80
New total expenditure	\$16,592.80 Not to Exceed

FY2024 Budgeted Expense  
Original Board Report BR #8087-A

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Purchase Report-B - FY2024 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Membership Fees – (Membership and Dues – President’s Office)

**American Assn. of Community Colleges Washington, DC** **\$10,994.00\*(1)**

1. This expense is for the annual membership renewal in the American Association of Community Colleges (AACC), effective January 1, 2024. The AACC is the primary advocacy organization for the nation’s community colleges. It supports and promotes the member colleges through leadership access to grant funding opportunities through the National Science Foundation and other federal agencies.

FY2024 Budgeted Expense

B. Textbooks – (Instructional Supplies General – ECACE Grant)

**Barnes and Noble** **Rockford, IL** **\$69,539.97\*(2)**  
**Not to exceed**

2. This expense provides textbooks for students enrolled in Early Childhood Education (ECE) classes under the Early Childhood Access Consortium for Equity (ECACE) Grant. There has been an increase in enrollment, and the program will support student success by providing textbooks to the students. These textbooks will support students in 14 courses, and pricing includes a 10% discount. This purchase is covered under an existing contract with Barnes and Noble (Bid #15-02).

FY2024 Grant Expense

C. Laptops and Carts – (Instructional Equipment – Communication and Humanities)

<b>CDW-G</b>	<b>Chicago, IL</b>	<b>\$21,126.59*(3)</b>
Entre Computer Solutions	Machesney Park, IL	\$ 22,216.02
Paragon Development Systems	Brookfield, WI	\$ 24,156.00

3. This expense is for twenty-four (24) Lenovo Thinkpad laptops, an accompanying three-year service support upgrade, and one charging cart. The Division must often limit the number of scheduled sections of English because of the availability of the English computer labs. The labs are occupied during the busiest times of classroom usage. These laptops and the cart will allow for the scheduling of additional sections.

FY2024 Budgeted Expense

**Purchase Report-B - FY2024 Purchases**

**D. Commencement Regalia – (Other Contractual Services – Graduation and Commencement)**

<b>Jostens, Inc.</b>	<b>Chicago, IL</b>	<b>\$19,969.70*(4)</b>
		<b>Not to exceed</b>
Oak Hall	Salem, VA	\$28,659.75
Herff Jones	DeKalb, IL	Declined to submit

4. This expense is for the regalia for Commencement 2024. Rock Valley College (RVC) graduates participating in the commencement will be provided a keepsake gown, a cap with tassels, specific tassels for each degree earned, and honor cords. This expense also includes the rental of gowns, caps, and hoods for RVC faculty and Board of Trustees participating in the 2024 commencement. Herff Jones in DeKalb, IL, was also asked to provide a quote, but they declined with an acknowledgment that their pricing will always be higher than their competitors’ pricing. This expense is not to exceed.

FY2024 Budgeted Expense

**E. Concessions – (Purchases for Resale – Starlight Theatre)**

<b>Nothing Bundt Cakes</b>	<b>Rockford, IL</b>	<b>\$12,000.00*(5)</b>
		<b>Not to exceed</b>

5. This expense is for the bundtlet and bundtini cakes sold at the Starlight Theatre concession stand during the Theatre’s season. Nothing Bundt Cakes became a registered vendor with Rock Valley College for the 2018 Starlight season and has grown in popularity yearly. The cakes are a successful and well-received offering at the concession stand. This expense is expected to cover FY2024 and is not to exceed.

FY2024 Budgeted Expense

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
October 31, 2023

Month End Balance

Operating Cash Accounts

Illinois Bank & Trust	7,085,104
PMA Operating Cash	10,585,418
Petty Cash	3,274
ISDLAF*	23,037,623

Total Operating Cash: 40,711,419

Operating Investments Accounts

PMA Operating	40,136
ISDLAF*	865,789
CD's and CDARS	36,670,322
Treasuries	6,764,519
ISDLAF Term Series	750,000
FHLB Discount Notes	477,431

Total Operating Investments: 45,568,198

**Total Operating Cash & Investments:** 86,279,617

<b>Total Operating Cash and Investments on September 30, 2023</b>	<b><u>88,021,757</u></b>
<b>Total Operating Cash and Investments on October 31, 2023</b>	<b><u>86,279,617</u></b>
<b>Total Operating Cash and Investments on October 31, 2022</b>	<b><u>79,115,154</u></b>
<b>% of Operating Budget</b>	<b>80.38%</b>
<b>Change in Operating Cash and Investments since September 30, 2023</b>	<b>(1,742,140)</b>

*\*Illinois School District Liquid Asset Fund*

Month End Balance

Capital Funds

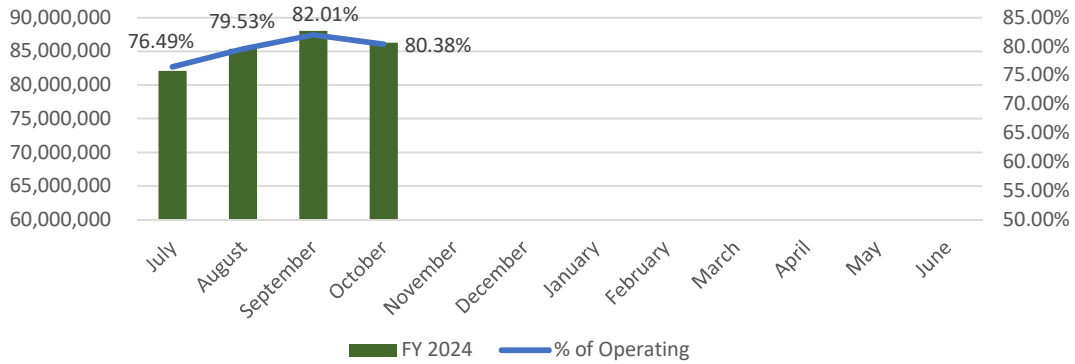
Debt Service	8,409,614
Life Safety	3,266,889
CDB Escrow	4,315,466
Building Funds	4,191,545
ATC Capital	778,922

**Total Capital Funds:** 20,962,436

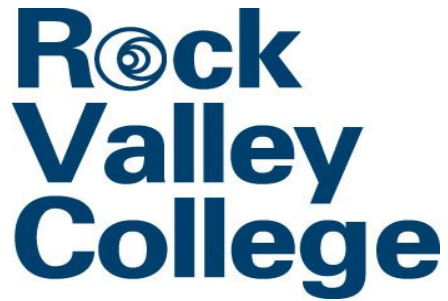
<b>Total Capital Funds on September 30, 2023</b>	<b><u>19,753,543</u></b>
<b>Total Capital Funds on October 31, 2023</b>	<b><u>20,962,436</u></b>
<b>Change in Capital Funds since September 30, 2023</b>	<b>1,208,893</b>



### Operating Cash Balance and % Coverage of FY'24 Operating Budget



Month / Year	Cash & Investments	Capital	Total
October 2023	86,279,617	20,962,436	107,242,052
October 2022	79,115,154	18,105,076	97,220,230
September 2023	88,021,757	19,753,543	107,775,300
September 2022	75,483,681	19,659,183	95,142,864
August 2023	85,365,989	18,758,217	104,124,206
August 2022	72,609,823	20,355,497	92,965,321
July 2023	82,104,819	17,993,199	100,098,019
July 2022	73,227,608	19,835,297	93,062,906
June 2023	83,887,036	16,942,490	100,829,526
June 2022	72,894,073	20,046,781	92,940,854
May 2023	76,503,790	13,085,170	89,588,960
May 2022	67,022,029	14,717,680	81,739,710
April 2023	75,375,546	11,330,563	86,706,108
April 2022	64,250,129	13,129,795	77,379,925
March 2023	76,720,650	11,325,913	88,046,563
March 2022	63,583,011	13,360,996	76,944,007
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



3301 North Mulford Road  
Rockford, IL 61114

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State of Illinois

Rock Valley College

Community College District 511

1st Quarter Y-T-D Financial Report

9/30/2023

Submitted: November 7, 2023

Prepared by: Ellen Olson, Vice President of Finance and Chief Financial Officer

Presented by: Ellen Olson, Vice President of Finance and Chief Financial Officer



Table of Contents

Page #

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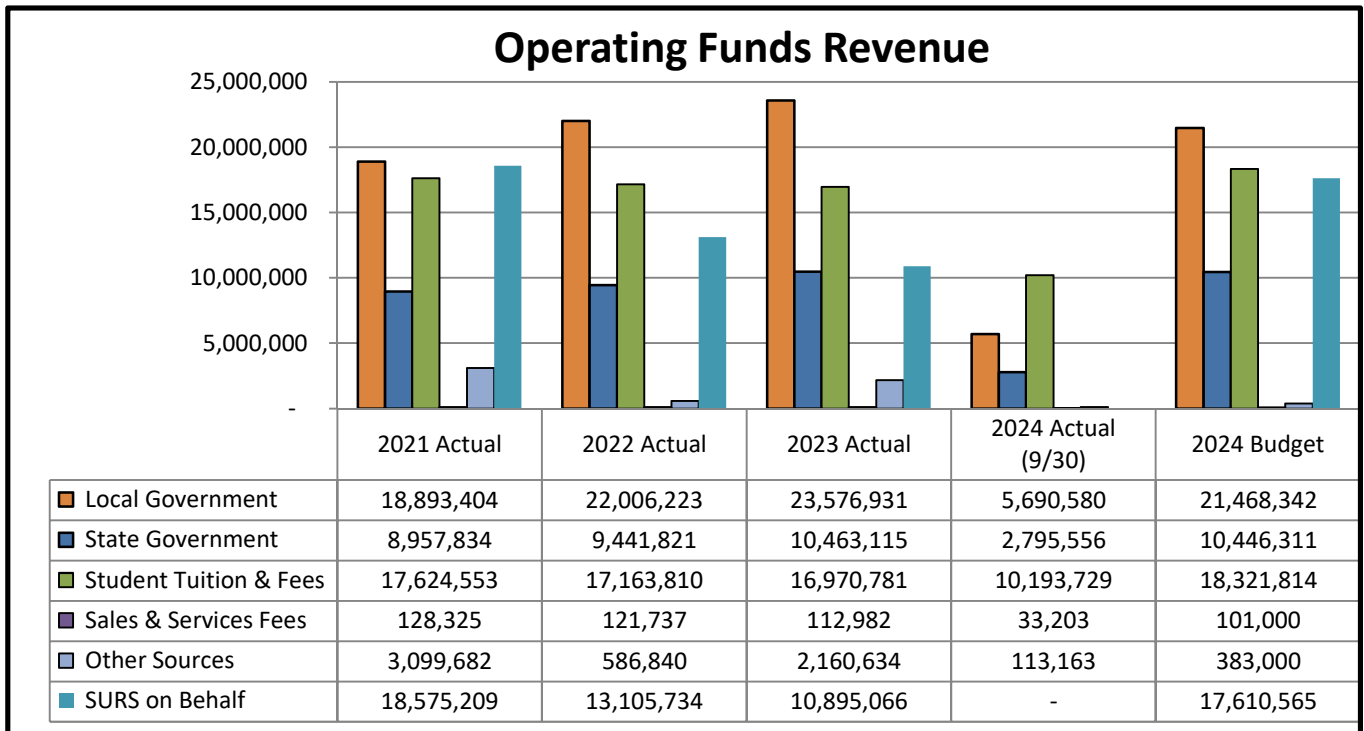
Cover Sheet	1
Table of Contents	2
Operating Funds (01 & 02)	3 - 6
Payroll Vital Signs	7 - 8
Health Care Vital Signs	9 - 10

**Rock Valley College**  
**FY24 Operating Funds 1st Qtr Y-T-D**

*Operating (Funds 01 & 02)*

<b>Revenues by Source</b>	Fund 01 Actual 9/30/2023	Fund 02 Actual 9/30/2023	Total Operating Revenue 9/30/2023	2024 Operating Revenue Budget	% Actual to Budget
41 Local Government	\$ 4,747,358	\$ 943,222	\$ 5,690,580	\$ 21,468,342	26.51%
42 State Government	2,593,512	202,044	2,795,556	10,446,311	26.76%
43 Federal Governmental	-	-	-	-	
44 Student Tuition & Fees	9,919,478	274,250	10,193,729	18,321,814	55.64%
45 Sales & Services Fees	33,203	-	33,203	101,000	32.87%
46 Facilities Revenue	-	285,879	285,879	968,000	29.53%
47 Investment Revenue	(211,036)	-	(211,036)	1,207,000	-17.48%
48 Gifts, Grants, & Bequests	92,227	-	92,227	346,555	26.61%
49 Other Sources	63,691	49,473	113,163	383,000	29.55%
SURS on Behalf	-	-	-	17,610,565	0.00%
<b>Total Revenues</b>	<b>\$ 17,238,433</b>	<b>\$ 1,754,867</b>	<b>\$ 18,993,300</b>	<b>\$ 70,852,587</b>	<b>26.81%</b>

Revenues excluding SURS on Behalf \$ 17,238,433 \$ 1,754,867 \$ 18,993,300 \$ 53,242,022 35.67%

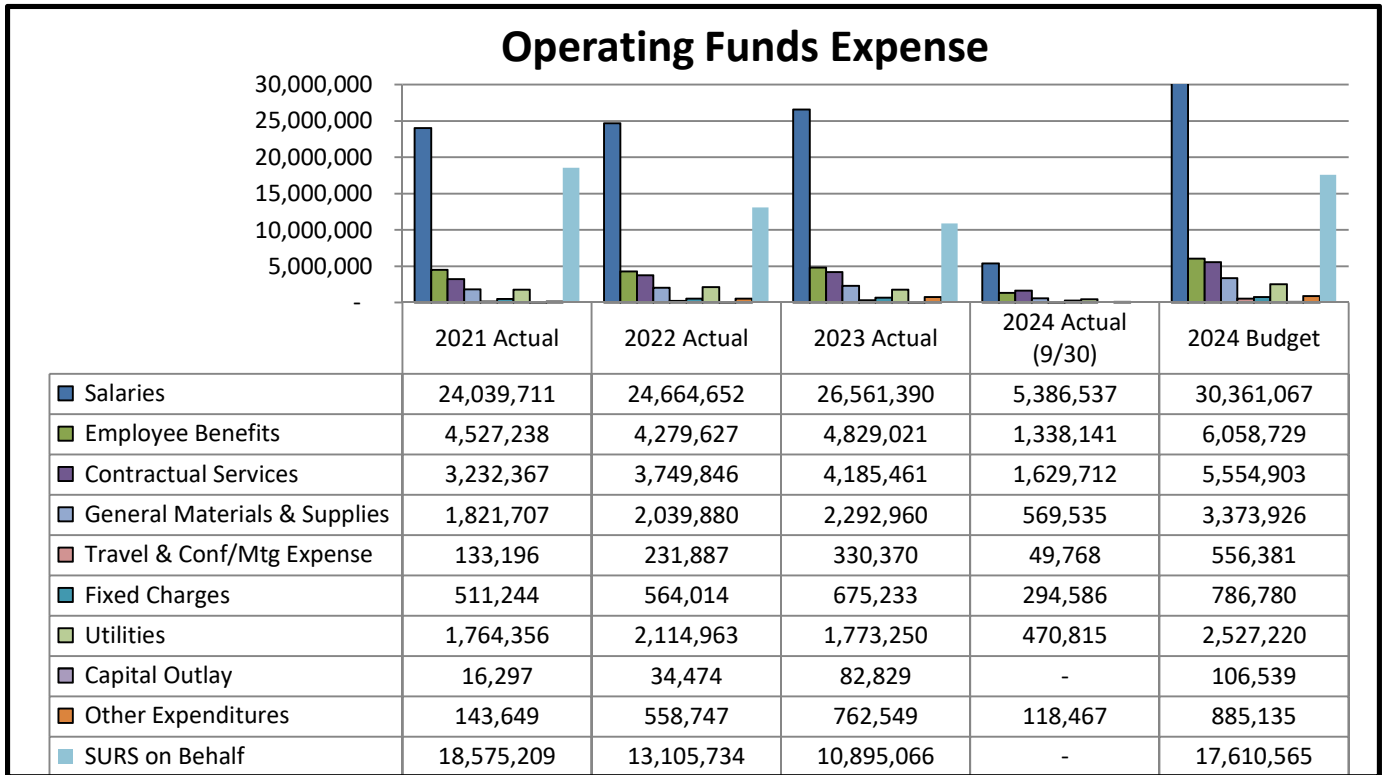


**Rock Valley College**  
**FY24 Operating Funds 1st Qtr Y-T-D**

*Operating (Funds 01 & 02)*

<b>Expenses by Source</b>	Fund 01 Actual 9/30/2023	Fund 02 Actual 9/30/2023	Total Operating Expense 9/30/2023	2024 Operating Expense Budget	% Actual to Budget
51 Salaries	\$ 4,859,810	\$ 526,728	\$ 5,386,537	\$ 30,361,067	17.74%
52 Employee Benefits	1,218,596	119,545	1,338,141	6,058,729	22.09%
53 Contractual Services	1,254,100	375,612	1,629,712	5,554,903	29.34%
54 General Materials & Supplies	494,918	74,617	569,535	3,373,926	16.88%
55 Travel & Conf/Mtg Expense	52,299	(2,530)	49,768	556,381	8.95%
56 Fixed Charges	109,583	185,003	294,586	786,780	37.44%
57 Utilities	(5,077)	475,893	470,815	2,527,220	18.63%
58 Capital Outlay	-	-	-	106,539	N/M
59 Other Expenditures	118,467	-	118,467	885,135	13.38%
SURS on Behalf	-	-	-	17,610,565	0.00%
<b>Total Expenses</b>	<b>\$ 8,102,696</b>	<b>\$ 1,754,867</b>	<b>\$ 9,857,563</b>	<b>\$ 67,821,245</b>	<b>14.53%</b>

*Expenses excluding SURS on Behalf*                      8,102,695.87                      1,754,866.86                      9,857,563                      50,210,680                      19.63%



<b>Other Financing Sources (Uses)</b>	Fund 01 Actual 9/30/2023	Fund 02 Actual 9/30/2023	Total Operating Expense 9/30/2023	2024 Operating Expense Budget	% Actual to Budget
Transfers from Other Funds					
Transfer to Other Funds	-	-	-	-	N/M
<b>Total Other Financing Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/M</b>
<b>Total Expenses, Including Transfers</b>	<b>\$ 8,102,696</b>	<b>\$ 1,754,867</b>	<b>\$ 9,857,563</b>	<b>\$ 67,821,245</b>	<b>14.53%</b>

## Fund 01 Education-Detail

*The Education Fund is established by Section 3-1 of the Public Community College Act. It is used to account for the revenues and expenditures of the academic and service programs of the college.*

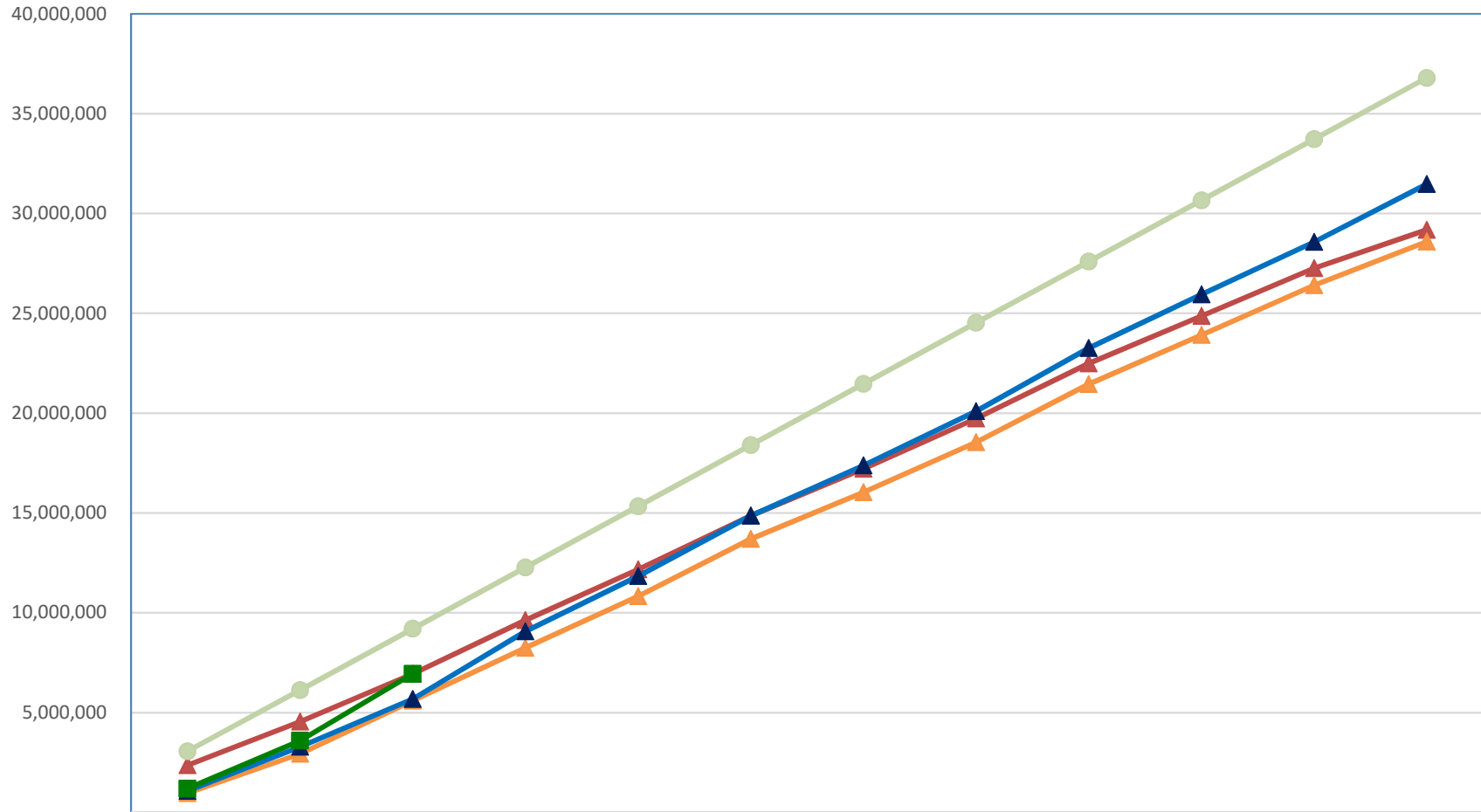
	(Target % = 25%)						
	FY 2021 Actuals	FY2022 Actuals	FY 2023 Actuals	FY 2024 Actuals (9/30/2023)	% of 2023 Actuals	FY 2024 Budget	% of 2024 Budget
<b>Revenue</b>							
Local Government	\$ 16,093,106	\$ 18,136,578	\$ 19,564,767	\$ 4,747,358	26.18%	\$ 18,038,403	26.32%
State Government	8,303,462	8,759,445	9,686,656	2,593,512	29.61%	9,669,852	26.82%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	16,135,139	16,002,715	15,925,015	9,919,478	61.99%	14,917,447	66.50%
Sales & Service Fees	128,325	121,737	112,982	33,203	27.27%	101,000	32.87%
Facilities Revenue	-	-	-	-		-	
Investment Revenue	95,063	(20,405)	2,725,032	(211,036)	N/M	1,207,000	-17.48%
Gifts, Grants & Bequests	237,359	228,504	323,346	92,227	40.36%	346,555	26.61%
Other Revenue	2,846,338	369,383	1,864,879	63,691	17.24%	136,500	46.66%
SURS on Behalf	17,045,429	11,885,594	9,898,231	-	0.00%	16,190,016	0.00%
<b>Total Revenue</b>	<b>\$ 60,884,221</b>	<b>\$ 55,483,551</b>	<b>\$ 60,100,910</b>	<b>\$ 17,238,433</b>	<b>31.07%</b>	<b>\$ 60,606,773</b>	<b>28.44%</b>
<b>Expenses</b>							
Salaries	\$ 22,063,594	\$ 22,476,246	24,123,291	4,859,810	21.62%	\$ 27,932,170	17.40%
Employee Benefits	4,118,476	3,899,236	4,452,853	1,218,596	31.25%	5,580,523	21.84%
Contractual Services	1,874,496	2,209,868	2,391,346	1,254,100	56.75%	3,238,573	38.72%
General Materials & Supplies	1,427,947	1,583,239	1,777,917	494,918	31.26%	2,611,661	18.95%
Travel & Conf/Meeting Exp	129,560	227,071	330,821	52,299	23.03%	546,308	9.57%
Fixed Charges	347,293	370,456	485,456	109,583	29.58%	534,780	20.49%
Utilities	3,351	6,471	7,928	(5,077)	-78.46%	6,265	-81.04%
Capital Outlay	16,297	34,474	37,844	-	0.00%	50,000	0.00%
Other Expenditures	129,014	554,735	761,049	118,467	21.36%	885,135	13.38%
SURS on Behalf	17,045,429	11,885,594	9,898,231	-	0.00%	16,190,016	0.00%
<b>Total Expenses</b>	<b>\$ 47,155,458</b>	<b>\$ 43,247,390</b>	<b>\$ 44,266,736</b>	<b>\$ 8,102,696</b>	<b>18.74%</b>	<b>\$ 57,575,431</b>	<b>14.07%</b>
<b>Contingency</b>			-	-		3,031,342	
<b>Other Financing Sources (Uses)</b>							
Transfers from Other Funds						-	
Transfer to Other Funds		(13,371,085)	(12,240,000)	-		-	
<b>Total Other Financing Sources (Uses)</b>	-	(13,371,085)	(12,240,000)	-		-	
<b>Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)</b>							
	\$ 13,728,763	\$ (1,134,924)	\$ 3,594,174	\$ 9,135,737		\$ -	
Beginning Fund Balance	\$ 23,216,732	\$ 36,945,495	\$ 35,810,571	\$ 39,404,745		\$ 39,404,745	
Change in Fund Balance	13,728,763	(1,134,924)	3,594,174	9,135,737		-	
<b>Ending Fund Balance</b>	<b>\$ 36,945,495</b>	<b>\$ 35,810,571</b>	<b>\$ 39,404,745</b>	<b>\$ 48,540,482</b>		<b>\$ 39,404,745</b>	

## Fund 02 Operations & Maintenance-Detail

*The Operations & Maintenance Fund is used to account for the expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the costs of interior decorating, installation and repair of fixtures, rental of building and property, payment of insurance premiums upon buildings, and utilities.*

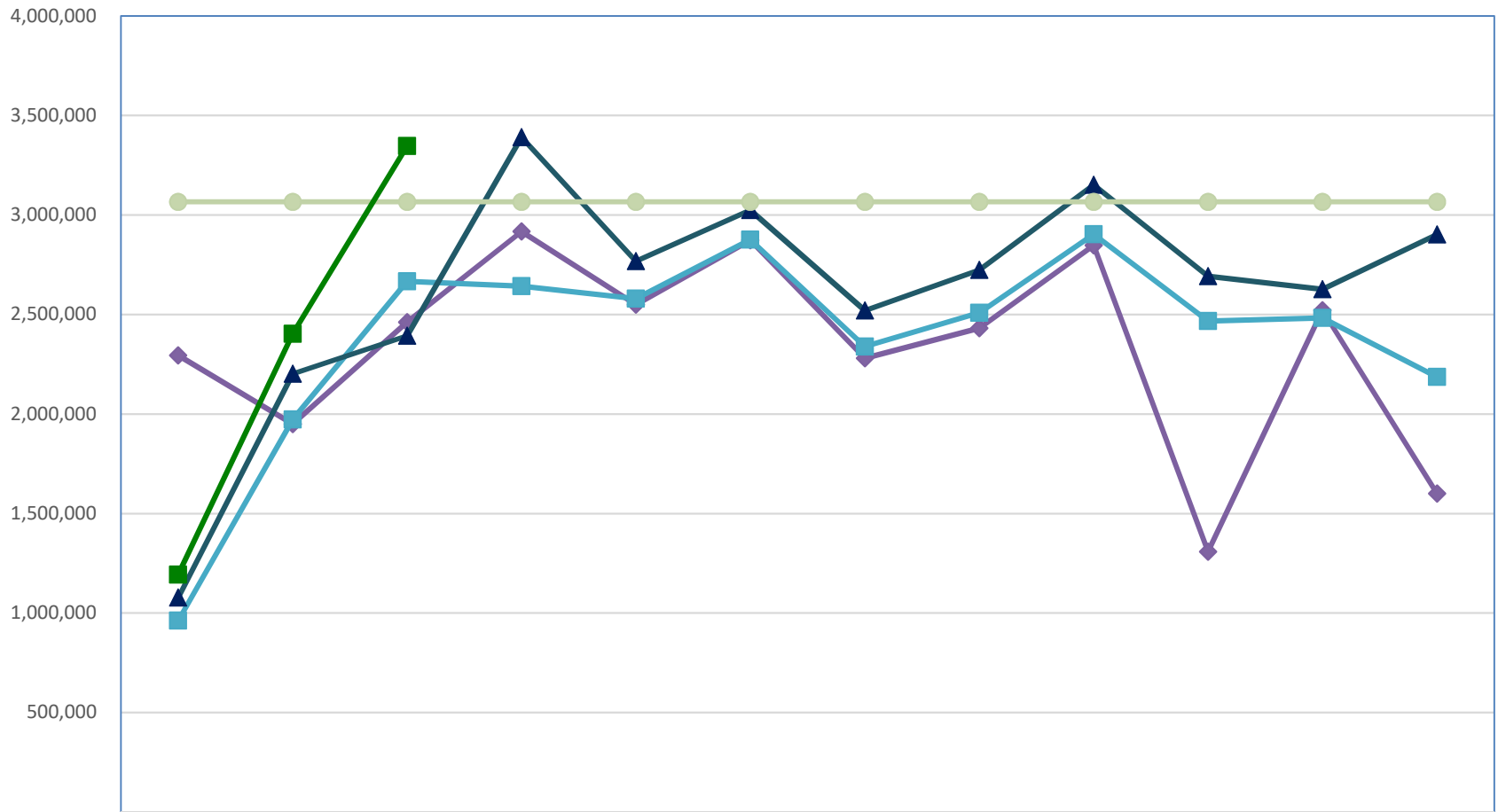
	FY 2021 Actuals	FY2022 Actuals	FY 2023 Actuals	FY 2024 Actuals (9/30/2023)	% of 2023 Actuals	(Target % = 25%) FY 2023 Budget	% of 2024 Budget
<b>Revenue</b>							
Local Government	\$ 2,800,298	\$ 3,869,644	\$ 4,012,164	\$ 943,222	24.37%	\$ 3,429,939	27.50%
State Government	654,371	682,376	776,459	202,044	29.61%	776,459	26.02%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	1,489,414	1,161,095	1,045,767	274,250	23.62%	3,404,367	8.06%
Sales & Service Fees	-	-	-	-	N/M	-	N/M
Facilities Revenue	882,193	782,452	864,892	285,879	36.54%	968,000	29.53%
Investment Revenue	117	163,270	128,022	-	0.00%	-	N/M
Gifts, Grants & Bequests	-	-	1,500	-		-	
Other Revenue	253,343	217,456	295,755	49,473	22.75%	246,500	20.07%
SURS on Behalf	1,529,780	1,220,140	996,835	-	0.00%	1,420,549	0.00%
<b>Total Revenue</b>	<b>\$ 7,609,516</b>	<b>\$ 8,096,435</b>	<b>\$ 8,121,393</b>	<b>\$ 1,754,867</b>	<b>21.67%</b>	<b>\$ 10,245,814</b>	<b>17.13%</b>
<b>Expenses</b>							
Salaries	\$ 1,976,117	\$ 2,188,406	\$ 2,438,099	\$ 526,728	24.07%	\$ 2,428,897	21.69%
Employee Benefits	408,762	380,390	376,168	119,545	31.43%	478,206	25.00%
Contractual Services	1,357,871	1,539,978	1,794,115	375,612	24.39%	2,316,330	16.22%
General Materials & Supplies	393,760	456,641	515,043	74,617	16.34%	762,265	9.79%
Travel & Conf/Meeting Exp	3,636	4,816	(451)	(2,530)	-52.54%	10,073	-25.12%
Fixed Charges	163,951	193,558	189,777	185,003	95.58%	252,000	73.41%
Utilities	1,761,006	2,108,493	1,765,322	475,893	22.57%	2,520,955	18.88%
Capital Outlay	-	-	44,985	-	N/M	56,539	N/M
Other Expenditures	14,635	4,013	1,500	-	N/M	-	N/M
SURS on Behalf	1,529,780	1,220,140	996,835	-	0.00%	1,420,549	0.00%
<b>Total Expenses</b>	<b>\$ 7,609,516</b>	<b>\$ 8,096,435</b>	<b>\$ 8,121,393</b>	<b>\$ 1,754,867</b>	<b>21.67%</b>	<b>\$ 10,245,814</b>	<b>17.13%</b>
<b>Contingency</b>			-	-		-	
<b>Other Financing Sources (Uses)</b>							
Transfers from Other Funds						-	
Transfer to Other Funds	-	-	-	-		-	
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	
<b>Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)</b>							
	\$ 0	\$ 0	\$ (0)	\$ (0)		\$ -	
Beginning Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
Change in Fund Balance	0	0	(0)	(0)		-	
<b>Ending Fund Balance</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>		<b>\$ 0</b>	

### Rock Valley College FY24 Payroll Year-to-Date



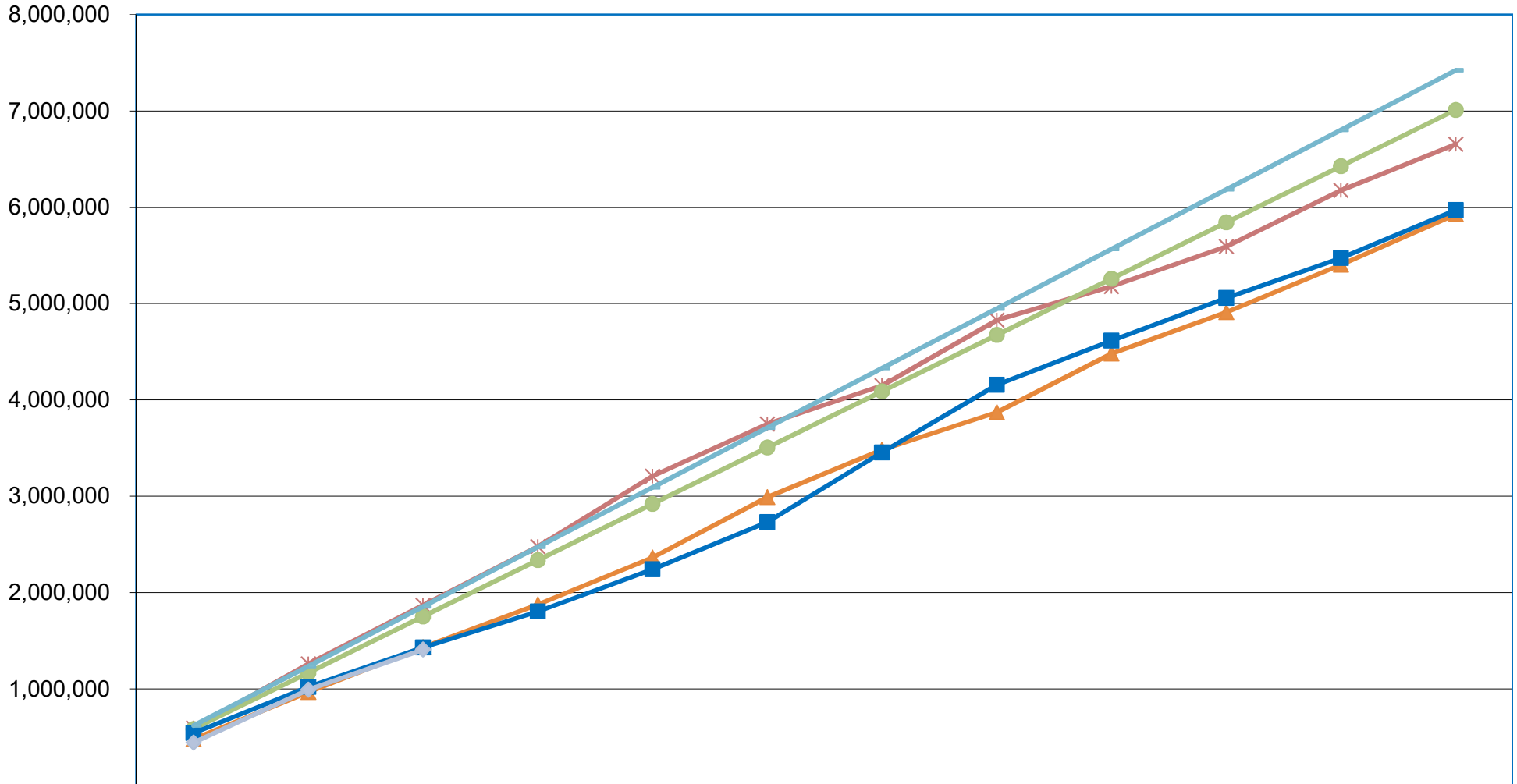


### Rock Valley College FY24 Payroll by Month



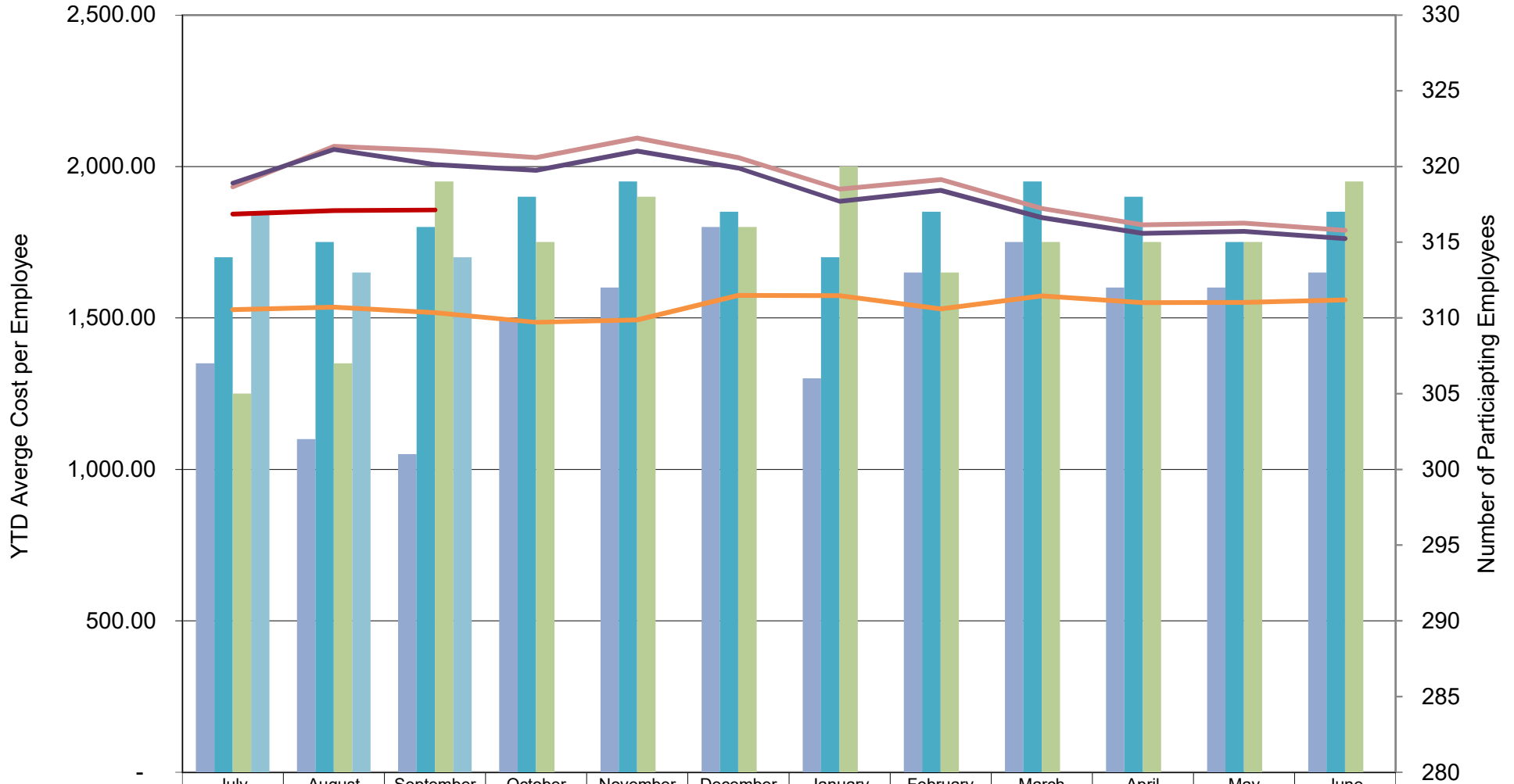
	July	August	September	October	November	December	January	February	March	April	May	June
<span style="color: purple;">◆</span> FY21 Actual	2,294,726	1,950,092	2,462,026	2,916,990	2,550,209	2,872,814	2,279,917	2,431,184	2,847,274	1,308,544	2,520,823	1,599,983
<span style="color: cyan;">■</span> FY22 Actuals	962,081	1,972,666	2,666,456	2,642,055	2,579,329	2,876,612	2,338,916	2,508,243	2,903,537	2,467,625	2,482,334	2,185,972
<span style="color: darkblue;">▲</span> FY23 Actual	1,077,558	2,202,371	2,392,953	3,390,772	2,767,877	3,024,350	2,520,000	2,724,105	3,150,920	2,691,909	2,626,219	2,901,748
<span style="color: olive;">●</span> FY24 Budget	3,066,297	3,066,297	3,066,297	3,066,297	3,066,297	3,066,297	3,066,297	3,066,297	3,066,297	3,066,297	3,066,297	3,066,297
<span style="color: green;">■</span> FY24 Actuals	1,192,998	2,402,681	3,346,155									

## Rock Valley College Health Care Costs - Year-To-Date



	July	August	September	October	November	December	January	February	March	April	May	June
<span style="color: orange;">—▲</span> FY21 Actual	479,727	966,029	1,433,663	1,876,231	2,363,336	2,989,928	3,482,475	3,870,226	4,480,190	4,910,989	5,401,861	5,925,591
<span style="color: red;">—✱</span> FY22 Actuals	593,383	1,258,512	1,868,230	2,476,271	3,207,723	3,750,252	4,147,476	4,827,490	5,178,109	5,592,533	6,175,279	6,655,021
<span style="color: green;">—●</span> FY23 Budget	584,203	1,168,406	1,752,609	2,336,812	2,921,015	3,505,218	4,089,421	4,673,624	5,257,827	5,842,030	6,426,233	7,010,436
<span style="color: blue;">—■</span> FY23 Actuals	541,426	1,021,168	1,431,027	1,803,738	2,240,380	2,731,416	3,454,818	4,156,422	4,614,784	5,056,952	5,472,292	5,970,719
<span style="color: lightblue;">—</span> FY24 Budget	618,478	1,236,956	1,855,434	2,473,912	3,092,390	3,710,868	4,329,346	4,947,824	5,566,302	6,184,780	6,803,258	7,421,736
<span style="color: lightblue;">—◆</span> FY24 Actuals	443,324	992,629	1,408,596									

## Rock Valley College Health Care Costs - Year-To-Date Average Cost per Participating Employee



	July	August	September	October	November	December	January	February	March	April	May	June
FY22 Participants	307	302	301	310	312	316	306	313	315	312	312	313
FY21 Participants	314	315	316	318	319	317	314	317	319	318	315	317
FY23 Participants	305	307	319	315	318	316	320	313	315	315	315	319
FY24 Participants	317	313	314									
FY21 Actuals	1,527.79	1,535.82	1,517.10	1,485.53	1,493.89	1,574.47	1,573.64	1,529.73	1,572.55	1,550.68	1,551.37	1,559.78
FY22 Actuals	1,932.84	2,066.52	2,053.00	2,029.73	2,093.81	2,029.36	1,925.48	1,956.83	1,861.29	1,807.54	1,813.06	1,789.47
FY23 Actuals	1,945.52	2,056.39	2,006.69	1,987.38	2,050.97	1,994.81	1,885.22	1,921.01	1,831.01	1,779.36	1,785.80	1,761.99
FY24 Actuals	1,842.91	1,854.61	1,856.58									

**Fiscal Year 2023 Audit  
Comprehensive Annual Financial Report**

**Background:**

Pursuant to Section 3-22.3 of the Illinois Community College Act, each district is required to have an external audit performed at the end of its fiscal year. The College's Fiscal Year 2023 audit was performed by the independent auditing firm of Sikich, LLP, and was presented at the College's Committee of the Whole meeting on November 7, 2023.

**Recommendation:**

It is recommended that the Board of Trustees accepts the Fiscal Year 2023 Financial Audit prepared by the independent auditing firm of Sikich, LLP.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_

Secretary, Board of Trustees

**Summary of Fiscal Year 2024 Estimated Revenues by Source for Community College District  
No. 511 Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois  
(Rock Valley College)**

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

**Recommendation:** It is recommended the Board of Trustees approves the Summary of Fiscal Year 2024 Estimated Revenues by Source for Rock Valley College and requests that Ellen K. Olson, the Treasurer for the College, sign the attached report.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Summary of Fiscal Year 2024 Estimated Revenues by Source for Community College District  
No. 511 Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois  
(Rock Valley College)**

Local- Real Estate Taxes (including Corporate Personal Property Taxes and others)	\$36,527,093
State of Illinois (Credit Hour, Grants, Vocational Ed. Rehabilitation, SURS, on behalf of)	\$36,212,335
Federal Government	\$10,770,526
Student Tuition and Fees	\$20,943,211
Other Fees and Investments Income (Includes Auxiliary Enterprises)	<u>\$15,056,447</u>
Total	\$119,509,612

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

Subscribed and sworn to before me this 21st day of November, 2023

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Notary Public

**Levy Year 2023 Estimated Taxes Required and  
Certificate of Compliance for Truth-In-Taxation Hearing**

**Background:** The Rock Valley College Board of Trustees approved the estimated taxes required for the upcoming levy year at the October 24, 2023, Board Meeting. The final 2023 tax levy did not change from the estimated taxes.

The total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 6.02%; therefore, a Truth-in-Taxation Hearing is required. A Truth-in-Taxation Hearing was held on November 21, 2023, at 5:15 p.m. A notice was published within 14 days of the Truth-in-Taxation Hearing in accordance with the Truth-in-Taxation Law.

This does not include the bond and interest amounts, as those are filed with the counties upon issuance of the bonds.

**Recommendation:** It is recommended that the Board of Trustees approves the following estimates for the amount of taxes necessary to be raised by taxation for the year 2023 as follows:

Educational Purposes – Fund 01 (\$.2300)	\$17,458,376
Operation and Maintenance Purposes – Fund 02 (\$.0400)	\$3,036,239
Protection, Health, Life or Safety – Fund 03 (\$.0198)	\$1,500,000
Financial Audit Purposes – Fund 11	\$64,000
Liability Protection Settlement Fund – Fund 12	
Liability Insurance/Tort & Risk Management	\$1,570,000
Social Security and Medical Insurance	<u>\$430,000</u>
<b>Total Tax Levy</b>	<b>\$24,058,615</b>

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**CERTIFICATE**

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois, (Rock Valley College); he further certifies that the attached “Levy Year 2023 Certificate of Tax Levy and Certificate of Compliance for the Truth-in-Taxation Hearing” is a true and authentic copy of the Board Report adopted on November 21, 2023, by the Board of Trustees.

Dated this 21st day of November, 2023.

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

Subscribed and sworn to before me  
this 21st day of November 2023.

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Notary Public



**CERTIFICATE OF TAX LEVY**

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

We hereby certify that we require:

the sum of	\$17,458,376	to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of	\$3,036,239	to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1)
the sum of	-0-	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of	\$1,570,000	to be levied as a special tax for purposes of the Local Governmental, and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of	\$430,000	to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of	\$64,000	to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of	\$1,500,000	to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of	-0-	to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2022.

Signed this 21st day of November 2023

\_\_\_\_\_  
 Chair of the Board of Said Community College District

\_\_\_\_\_  
 Secretary of the Board of Said Community College District

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

Number of bond issues of said community college district which have not been paid in full (3) three.

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

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

This is to certify that the Certificate of Tax Levy for Community College District No. 511 County(ies) of Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2023 was filed in the office of the County Clerk of this county on \_\_\_\_\_, \_\_\_\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as Authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purposes for the year 2023 is \$11,981,861.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 County Clerk and County



# Classroom Building II Project Update

Presented to the RVC Board of Trustees Committee of the Whole Meeting  
November 7, 2023

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Rick Jenks, Vice President of Operations/Chief Operations Officer

## Current Status of Funding Request

- Classroom Building II (CLII) is in need of repair. The Heating, Ventilation, and Air Conditioning (HVAC) system has deteriorated to a level that could require RVC to remove personnel and classes from the building.
- In late summer, RVC commissioned Jeff Oke, Principal/Client Executive from IMEG Engineering firm, to conduct an assessment of the HVAC system. His report indicated that the building's system is nearing a failure status and needs to be replaced.

## Current Status of Funding Request

- Utilizing this report, on October 27, 2023, RVC sent an Emergency Funding Request to the Capital Development Board (CDB) regarding the CLII project.
- This letter requested that the Governor's Office of Management and Budget (GOMB) review our emergency request. CDB has advised that the letter has been sent to the GOMB.
- Dr. Spearman sent this same information to our legislators and Board of Trustees, requesting their assistance in securing the funding.



# Financing Capital Projects

Rock Valley College Board of Trustees Committee of the Whole  
November 7, 2023

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Presented by:

Ellen Olson, Vice President of Finance / Chief Financial Officer

# Working Cash Fund Bonds

- ▶ Authorized by Section 3-33.2 of the Public Community College Act
- ▶ Proceeds of Working Cash Fund (WCF) Bonds are deposited to Working Cash Fund
- ▶ Subject to limitation as to WCF Bonds outstanding
- ▶ Subject to limitation as to WCF size
- ▶ Not subject to a 30-day petition period
- ▶ Subject to Bond Issue Notification Act (BINA)
- ▶ Can now be issued to finance capital projects
- ▶ Public Act 103-0278 eliminates the referendum requirement to create the Working Cash Fund

# Working Cash Bond Limit

## I. MAXIMUM AMOUNT OF WORKING CASH FUND BONDS OUTSTANDING

Current equalized assessed valuation (Including TIF)			\$7,325,074,705
Times the maximum educational fund and O&M fund tax rates	\$0.2700	x	0.00270
Equals			<u>\$19,777,702</u>
Plus, the lesser of the actual amount of replacement taxes received by the District during 2023 or the estimated amount of replacement taxes to be received by the District during 2024.		+	\$3,700,512
Equals			<u>\$23,478,214</u>
Times 75%		x	75%
Equals			<u>\$17,608,660</u>
Less the amount of working cash fund bonds outstanding		-	\$0.00
<b><i>TOTAL (Authorized Issue Size) (1)</i></b>			<b><u>\$17,608,660</u></b>

(1) The District is authorized to issue the lesser of the final "Total" figure determined under Part I and under Part II. If the bonds are to be tax-exempt, this amount may be reduced by the provisions of the federal arbitrage regulations.

# Working Cash Bond Limit

## II. MAXIMUM SIZE OF WORKING CASH FUND

Current equalized assessed valuation (Including TIF)			\$7,325,074,705
Times the maximum educational fund and O&M fund tax rates	\$0.2700	x	0.00270
Equals			<u>\$19,777,702</u>
Plus the lesser of the actual amount of replacement taxes received by the District during 2023 or the estimated amount of replacement taxes to be received by the District during 2024.		+	\$3,700,512
Equals			<u>\$23,478,214</u>
Times 90%		x	90%
Equals			<u>\$21,130,392</u>
Plus the amount of monies to be received by the District in the current year for educational or operations and maintenance purposes from the State or Federal government or other sources (except property or replacement taxes)		+	\$10,446,311
Less the amount presently to the credit of the working cash fund (including amounts loaned to the educational or operations and maintenance funds)		-	\$0
<b>TOTAL (Authorized Fund Size) (1)</b>			<b><u>\$31,576,703</u></b>

(1) The District is authorized to issue the lesser of the final "Total" figure determined under Part I and under Part II. If the bonds are to be tax-exempt, this amount may be reduced by the provisions of the federal arbitrage regulations.



# Working Cash Formulas

- ▶ The current Working Cash fund formulas indicate the College may not issue more than \$17.6 million of Working Cash Bonds
- ▶ This authority may be preserved for future use, including the potential CDB project, possibly in 2025, or other purposes

## Working Funds Bonds Cash Flow

- Bond proceeds are deposited in a new fund – Working Cash Fund for capital projects.
- Board of Trustees approves fund transfer to the Capital Fund for capital projects.
- The College then uses those funds to pay for approved capital projects.
- Bond principle and interest are paid by the tax levy.

# Scenario

Levy Year	Fiscal Year	Prior Bonds Debt Service	Community College Bonds, Series 2015C	Taxable GO Comm College Refunding Bonds, Series 2022A	\$23,675,000 GO Comm College Refunding Bonds, Series 2022B	PROPOSED GO Bonds, Series 2024 (1)	PROPOSED GO Bonds, Series 2025 (Funding) (1)	PROPOSED GO Bonds, Series 2025 (WC) (1)	PROPOSED GO Bonds, Series 2026 (1)	Capitalized Interest	Total General Obligation Bonds Debt Service	EAV	Growth Rate	B&I Tax Rate
2017	2019	\$ 11,536,749	\$ 605,370	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 12,142,119	\$ 5,617,226,123	2.43%	0.2162
2018	2020	11,538,689	605,370	—	—	—	—	—	—	—	12,144,059	5,786,184,094	3.01%	0.2099
2019	2021	11,538,766	605,370	—	—	—	—	—	—	—	12,144,136	6,087,389,555	5.21%	0.1995
2020	2022	11,538,573	605,370	—	—	—	—	—	—	—	12,143,943	6,373,157,084	4.69%	0.1905
2021	2023	11,537,425	605,370	—	—	—	—	—	—	—	12,142,795	6,683,597,509	4.87%	0.1817
2022	2024	4,878,053	141,950	6,473,900	647,750	-	-	-	(646,620)	11,495,033	7,160,871,153	7.14%	0.1605	
2023	2025	-	141,950	11,350,500	647,750	-	-	-	(158,339)	11,981,861	7,304,088,576	2.00%	0.1640	
2024	2026	-	141,950	6,715,600	5,282,750	2,352,771	-	-	-	-	14,493,071	7,450,170,348	2.00%	0.1945
2025	2027	-	3,400,595	-	8,736,000	639,000	1,666,422	766,043	699,449	(1,413,663)	14,493,846	7,599,173,755	2.00%	0.1907
2026	2028	-	874,620	-	-	639,000	3,574,500	2,679,250	6,727,750	-	14,495,120	7,751,157,230	2.00%	0.1870
2027	2029	-	-	-	-	639,000	4,851,250	2,579,250	6,427,750	-	14,497,250	7,906,180,374	2.00%	0.1834
2028	2030	-	-	-	-	4,434,000	3,863,250	3,519,250	2,682,750	-	14,499,250	8,064,303,982	2.00%	0.1798
2029	2031	-	-	-	-	4,434,250	6,540,250	3,522,250	-	-	14,496,750	8,225,590,061	2.00%	0.1762
2030	2032	-	-	-	-	5,250,000	5,731,000	3,517,500	-	-	14,498,500	8,390,101,863	2.00%	0.1728
2031	2033	-	-	-	-	-	4,257,750	-	-	-	4,257,750	8,557,903,900	2.00%	0.0498
2032	2034	-	-	-	-	-	-	-	-	-	-	8,729,061,978	2.00%	0.0000
2033	2035	-	-	-	-	-	-	-	-	-	-	8,903,643,217	2.00%	0.0000
2034	2036	-	-	-	-	-	-	-	-	-	-	9,081,716,082	2.00%	0.0000
2035	2037	-	-	-	-	-	-	-	-	-	-	9,263,350,403	2.00%	0.0000
2036	2038	-	-	-	-	-	-	-	-	-	-	9,448,617,411	2.00%	0.0000
2037	2039	-	-	-	-	-	-	-	-	-	-	9,637,589,760	2.00%	0.0000
2038	2040	-	-	-	-	-	-	-	-	-	-	9,830,341,555	2.00%	0.0000
2039	2041	-	-	-	-	-	-	-	-	-	-	10,026,948,386	2.00%	0.0000
2040	2042	-	-	-	-	-	-	-	-	-	-	10,227,487,354	2.00%	0.0000
2041	2043	-	-	-	-	-	-	-	-	-	-	10,432,037,101	2.00%	0.0000
2042	2044	-	-	-	-	-	-	-	-	-	-	10,640,677,843	2.00%	0.0000
<b>Total DS From</b>														
<b>Current FY:</b>		\$ 4,878,053	\$ 4,701,065	\$ 24,540,000	\$ 15,314,250	\$ 18,388,021	\$ 30,484,422	\$ 16,583,543	\$ 16,537,699	\$ (2,218,622)	\$ 129,208,431			
<b>Net Proceeds:</b>						<b>\$ 14,250,000</b>	<b>\$ 23,500,000</b>	<b>\$ 13,000,000</b>	<b>\$ 14,250,000</b>	<b>\$ 65,000,000</b>				

(1) Rates based upon market conditions as of September 20, 2023, and recent bond sales, which PMA believes to be accurate and reliable plus 0.75%. Estimated 2024 TIC = 4.43%.

NOTE: Scenarios, where a greater portion of the overall debt is issued in advance of the expenditures of the proceeds will likely result in higher fees earned by the investment manager of the debt proceeds.

# Possible Timeline for Debt Certificates-to Funding Bonds Issued in 2024

<b>April 2024</b>	Board adopts parameters resolution for sale of Debt Certificates
<b>May 2024</b>	Debt Certificates sold; delegates approve final results
<b>June 2024</b>	Debt Certificates close; College receives proceeds
<b>July 2024</b>	Board adopts Notice of Intent Resolution and Resolution calling for Bond Issue Notification Act (BINA) hearing at regular meeting
<b>July 2024</b>	Legal notices published in the newspaper
<b>August 2024</b>	Board holds BINA hearing at regular meeting
<b>August 2024</b>	30-day petition period ends
<b>September 2024</b>	Board approves parameters resolution authorizing the bond sale at regular meeting
<b>September 2024</b>	Bonds sold; delegates approve final results
<b>October 2024</b>	Bonds close; Debt Certificates paid off

# Questions

**Reimbursement Resolution**

**Background:** Rock Valley College will be constructing and equipping a new District facility in downtown Rockford, Illinois.

It is expected that Rock Valley College will be issuing debt obligations in order to pay for this capital project.

The intent of this resolution is in anticipation of the obligation to permit Rock Valley College to reimburse itself for a portion of the capital expenditures associated with this project. These items may include design costs, architecture and engineering services, demolition, and potential EPA mitigation costs.

**Recommendation:** It is recommended that the Board of Trustees approves the resolution to permit reimbursement for a portion of the capital expenditures associated with the construction and equipping of the future downtown location not to exceed \$2,000,000.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois, held in the Performing Arts Room of the Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois, in said Community College District at 5:15 o'clock P.M., on the 21st day of November 2023.

\* \* \*

The meeting was called to order by the Chair, and upon the roll being called, Gloria~Cardenas Cudia, the Chair, and the following Trustees were physically present at said location: \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: \_\_\_\_\_

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

The Chair announced that the District has developed a list of capital projects for which it reasonably expects to reimburse itself for the expenditures related thereto with the proceeds of an obligation and that the Board of Trustees would consider the adoption of a resolution expressing its official intent with regard to such expenditures.

Whereupon Trustee \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:



RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry, and the State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois (the “*District*”), has developed a list of capital projects described in *Exhibit A* hereto (the “*Projects*”); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the “*Expenditures*”) (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS the District reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

NOW, THEREFORE, Be It, and It Is Hereby Resolved by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true, and correct and does incorporate them into this Resolution by this reference.

*Section 2. Intent to Reimburse.* The District reasonably expects to reimburse the Expenditures with proceeds of an obligation.

*Section 3. Maximum Amount.* The maximum amount of the Expenditures expected to be reimbursed with the obligation is \$2,000,000.

*Section 4. Ratification.* All actions of the officers, agents, and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed, and approved.

*Section 5. Severability.* If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

*Section 6. Repeal.* All resolutions or parts thereof in conflict herewith be, and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 21, 2023.

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Chair, Board of Trustees

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Secretary, Board of Trustees

## **EXHIBIT A**

### **DESCRIPTION OF CAPITAL PROJECTS**

Improving the site of and constructing and equipping a new District facility in downtown Rockford, Illinois, including design costs, architecture and engineering services, demolition, and potential EPA mitigation costs.

Trustee \_\_\_\_\_ moved, and Trustee \_\_\_\_\_ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: \_\_\_\_\_

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The following Trustees voted NAY: \_\_\_\_\_

Whereupon the Chair declared the motion carried and said resolution adopted, approved, and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and the State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded, and carried, the meeting was adjourned.

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Secretary, Board of Trustees

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF WINNEBAGO    )

**CERTIFICATION OF MINUTES AND RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois (the “Board”), and as such official, I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true, and complete transcript of the minutes of the meeting of the Board held on the 21st day of November, 2023, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry, and the State of Illinois.

A true, correct, and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 21st day of November, 2023.

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Secretary, Board of Trustees

**Personnel Report**

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

**A. Appointments**

Joseph Agbeko, Dean College Readiness & Learner Supports, Full-Time, ADM, effective December 1, 2023.

- *Title change only – no change to Grade or Salary*

Peter Held, Dean Non-Credit Programs, Full-Time, ADM, effective December 1, 2023.

- *Title change only – no change to Grade or Salary*

Grant Schubert, Executive Director Customized Training & Development, Full-Time, ADM, effective December 1, 2023.

- *Title change only – no change to Grade or Salary*

Amanda Smith, VP Academic Affairs/CAO, Full-Time, ADM, effective December 1, 2023.

- *Title change only – no change to Grade or Salary*

Hansen Stewart, VP CTE & Workforce Development, ADM, effective December 1, 2023.

- *Title change only – no change to Grade or Salary*

Samantha Flygare, Respiratory Care Faculty, Program Director, Full-Time, FAC, Lane I, Step 10, \$66,293, effective January 13, 2024.

Ellen Njolstad-Oksnevad, Director of Nursing, Full-Time, ADM, Grade P, \$93,130, effective January 1, 2024.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees



# 2023 Rock Valley College Clery Act Report

Presented to: Rock Valley College Board of Trustees Committee of the Whole  
November 7, 2023

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Police Chief Thomas Yehl

# The Clery Act

## **Purpose:**

- To provide the campus community with timely, accurate, and complete information about crime and the safety of the campus so that they can make informed decisions to keep themselves safe.
- The Clery Act is a campus security and crime prevention law with consumer information and protection focus.

## **Why do we have to comply?**

- Compliance with the Clery Act allows RVC to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work-Study Programs, Federal Perkins Loans, etc.
- Violations of the Clery Act can result in fines of \$62,689 per violation.



# Annual Security Report (ASR)

- The Clery Act requires colleges and universities that receive federal funding to disseminate a public Annual Security Report (ASR) to employees and students every October 1. The ASR must include campus crime statistics for the prior three calendar years and details about efforts to improve campus safety.
- Material published in this report also reflects requirements for the State of Illinois Security Enhancement Act.
- RVC policy statements such as crime reporting, educational programs, drug/alcohol, and emergency response are also included.
- The crime statistics are gathered for the main campus and all satellite campuses.

## “Clery Crimes” vs Other Offenses

Institutions of higher education must include four distinct categories of crime in their ASR crime data.

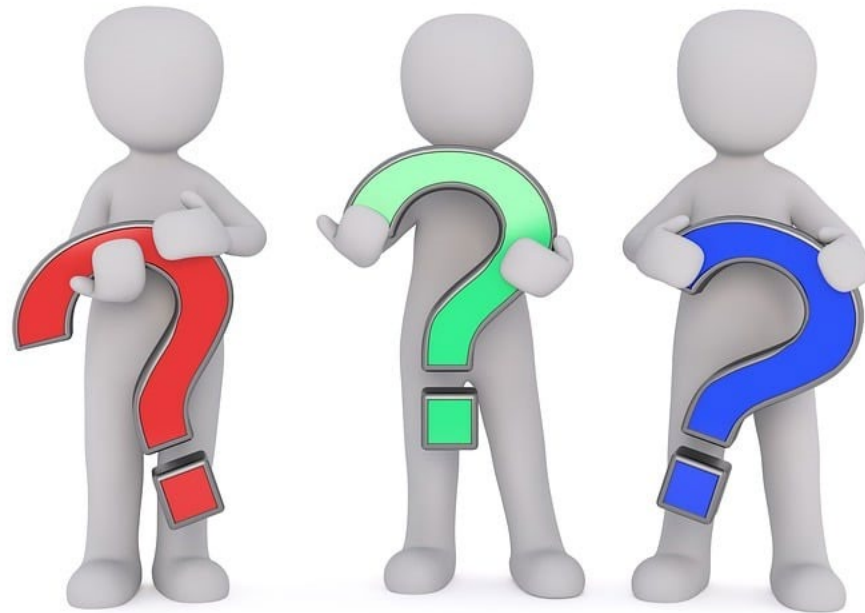
- Criminal offenses such as robbery, burglary, and arson.
- Hate crimes involving any of the above-listed crimes and certain other instances.
- Violence Against Women Act (VAWA): domestic violence, sexual assault, dating violence and stalking.
- Arrests and referrals for disciplinary action: weapons, drugs, and liquor violations.

Only Clery crimes are listed on the Clery report, not all crimes.

# Rock Valley College Annual Security Report

- There were three reportable Clery crimes for 2022.
- Two of the three crimes occurred at the main campus. The third crime happened on public property outside the Workforce Connection at 303 North Main Street, Rockford.
  - Burglary  
Occurred at the Physical Education Center (PEC). A \$30 ball pump was missing for 30 days.
  - Stalking  
Occurred on the main campus.
  - Domestic Violence  
Occurred on the sidewalk (public property) near The Workforce Connection. The Rockford police department handled the situation.
- Copies of The Annual Clery Report are available at:  
[https://rockvalleycollege.edu/\\_resources/files/RVC-Annual-Security-Report.pdf](https://rockvalleycollege.edu/_resources/files/RVC-Annual-Security-Report.pdf)

# Questions?



**Acceptance of Contributions (f/k/a Solicitation)  
First Reading**

**Background:**

Rock Valley College has an existing Board Policy 2:10:100, Solicitation. This policy addresses both: 1) solicitations and acceptance of gifts; and 2) political events on campus, citing the Election Code, 10 ILCS 5/9-25.1.

In its current form, the policy title and formatting fail to convey the primary purpose of the policy, which is compliance with statutes, rules, and regulations relating to appropriate solicitations and acceptance of gifts. Renaming the policy Acceptance of Contributions and revising the content are designed to separate the acceptance of gifts provisions from the use of College property for political events.

The renamed and revised Acceptance of Contributions policy updates the language to capture the requirements of statutes, rules, and regulations relating to solicitations and acceptance of gifts, namely, in consideration of the restrictions set forth in the State Officials and Employee Ethics Act, 5 ILCS 430/10-10 *et seq.*

Further, the renamed and revised Acceptance of Contributions policy removes mention of limitations on using College property for political purposes. Such limitations must be clearly articulated as they are subject to higher levels of scrutiny relative to constitutional issues concerning equal access and speech. As such, it is more effective to have the use of College property for political purposes addressed through the College's facilities use policy, Board Policy 2:40:010, Facilities and Grounds Rental.

**Recommendation:**

It is recommended that the Board of Trustees approves the renamed and revised Board Policy 2:10:100 Solicitation to affirm statutory compliance, remove the political events on campus language from the policy, and rename the policy as "Acceptance of Contributions." **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachments: Revised Board Policy 2:10.100 Acceptance of Contributions

## ACCEPTANCE OF CONTRIBUTIONS First Reading

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Rock Valley College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The College may seek external resources to meet identified needs. In addition, the Board of Trustees may accept contributions to the College to meet financial needs.

Reference: Board Report XXXX  
Implemented: April 8, 2014  
Revised:

**SOLICITATION**

**ACCEPTANCE OF CONTRIBUTIONS**

~~The Solicitation and Acceptance of Contributions (Gifts) and Exchange Transactions~~

Rock Valley College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The College may seek external resources to meet identified needs. In addition, the Board of Trustees may accept contributions to the College ~~and agrees to exchange transactions~~ to meet financial needs.

~~Political Events on Campus~~

~~Illinois law expressly prohibits the use of public funds to urge electors to vote for or against any candidate or proposition or be appropriated for political or campaign purposes to any candidate or political organization. *Election Code*, 10 ILCS 5/9-25.1. Candidates for public office and individuals who support or oppose propositions before the electorate must be advised by the sponsoring College groups that:~~

- ~~1. A speech or appearance on College premises does not constitute an endorsement by the College of a candidate or the advocacy by the College of a position on a public question;~~
- ~~2. No direct solicitation of funds or distribution of campaign fund raising literature is permitted on College premises; and~~
- ~~3. No campaign materials which state or imply that the College supports or opposes a candidate or a public proposition may be distributed on College premises or elsewhere.~~

**Board Policy 2.30.060**  
**Cyber and Information Security Policy**  
**First Reading**

**Background:**

The need to have a secure network and Information Technology (IT) infrastructure is critical to the success of any organization in today's world. Rock Valley College's IT Department has, over the past few years, started to implement many improvements in its cybersecurity efforts and will continue to work to strengthen its defenses against any cybersecurity threat or attack.

The need for increased cybersecurity is not only a desire for Rock Valley College but also a requirement of insurance companies to receive cybersecurity insurance. RVC has implemented multi-factor authentication, reduced and secured administrative access rights, and purchased software and hardware to assist in securing the RVC network.

One area that also needs improvement is the documentation of the College's IT policies and procedures. This requirement is not only needed for insurance but also to meet many regulatory requirements.

This Board policy will allow the administration to create procedures that will help document the equipment, software, and steps the IT department uses to secure the IT network. This includes but is not limited to the following items: account management guidelines, confidentiality statements, credit card procedures, firewall-router-switch guidelines, institutional data procedures, password procedures, resource end-of-life processes, and security awareness training.

**Recommendation:**

It is recommended that the Board of Trustees approves the creation of Board Policy 2:30.060 Cyber and Information Security Policy. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees



## **CYBER AND INFORMATION SECURITY POLICY**

### **First Reading**

The Rock Valley College (RVC) Board of Trustees authorizes the Administration to develop and implement procedures to ensure the confidentiality, integrity, and availability of Rock Valley College's information assets by providing protection against malicious or criminal actions, theft, fraud, and accidental threats responding to cyber incidents and attacks.

Cyber security and information security threats take advantage of weaknesses in technology, people, and processes in order to gain unauthorized access to the RVC's network or confidential, private, and/or proprietary information. They then cause harm by interrupting or impairing the RVC's network, disseminating or using the information, or other cyber-related attacks.

RVC manages cyber security risk to safeguard its mission and protect the interest of the people whose personal information it holds.

Management of cyber security risk requires a concerted effort across all of RVC and cannot be considered just an aspect of Information Technology.

Reference: Board Report #XXXX  
Implemented:

# ROCK VALLEY COLLEGE 2023 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
<b>November</b>					
11/1/2023	Native American Heritage Month Kick-off - SC Atrium, 1:30pm	x	x		
11/2/2023	RVC Annuitants Semi-annual Meeting - ATC 1308, 11am	x			x
11/2/2023	Day of the Dead Altar - SC Atrium, 12pm	x	x		
11/2/2023	HCCTP Completion Ceremony - ERC PAR, 3pm	x	x		x
11/2/2023	NIU Engineering @ RVC Info Session - WTC 1322, 5:30pm	x	x		x
11/3 - 11/05	Massage Therapy Workshop Training - SC Atrium, 7:30am	x	x		x
11/3/2023	Phi Theta Kappa Induction Ceremony - ERC PAR, 7pm	x	x		x
11/4/2023	Men's Basketball Game - PEC Gym, 3pm	x	x	x	x
11/6/2023	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
11/6/2023	Delta Alpha Pi Club Workshop - SC Atrium, 1:30pm	x	x		
11/7/2023	1st Tuesday Lecture Series - SC Atrium, 12pm	x	x		x
11/7/2023	Men's & Women's Basketball Games - PEC Gym, 5pm & 7pm	x	x	x	x
11/8/2023	Wellness Wednesday - SC Atrium, 12pm	x	x		x
11/8/2023	RVC Intramural Sports - PEC Gym, 12pm	x	x		
11/8/2023	NAHM showing of Gather - SC Atrium, 2pm	x	x		
11/10/2023	Veteran's Day Celebration - SC Atrium, 10am	x	x		x
11/11/2023	Men's & Women's Basketball Games - PEC Gym, 1pm & 3pm	x	x	x	x
11/13 - 11/21	Festival of Trees Decorating - SC Atrium, 11am	x	x		
11/13/2023	NFPA Workforce Student Connections Event - WTC Lobby, 1pm	x	x		x
11/14/2023	Understanding Credit Scores & Lending - SC Atrium, 5:30pm	x	x		x
11/15/2023	Rockford Promise Scholarship Workshop - SC Atrium, 1:30pm	x	x		
11/15/2023	Jazz Ensemble Concert - ERC PAR, 7pm	x	x		x
11/16/2023	Sense of Belonging in Higher Ed Panel - SC Atrium, 8am	x	x		x
11/16/2023	Mechatronics Fall Reverse Job Fair - ATC, 4pm	x	x		x
11/17/2023	DEI Digital Badge Foundation Level Training - SC Atrium, 8am	x			
11/17/2023	Human Services Advisory Committee - WTC 1308,	x			
11/17/2023	International Showcase - SC Atrium, 6pm	x	x		x
11/18/2023	Upward Bound Saturday Programming - PEC 0110, 9am	x	x		
11/27/2023	Festival of Trees Begins - SC Atrium, 8am	x	x		
11/28/2023	Men's & Women's Basketball Games - PEC Gym, 5pm & 7pm	x	x	x	x
11/28/2023	Community Orchestra Fall Concert - ERC PAR, 7pm	x	x		x
11/29/2023	Native American Heritage Month Close Out - SC Atrium, 11am	x	x		
<b>December</b>					
12/1/2023	Mental Health First Aid Training - CLI 1252, 8am	x	x		
12/3/2023	Songs of the Season - SC Atrium, 4pm	x	x		x
12/05 - 12/06	Fall Final Frenzy Week - SC 1306, 11am	x	x		x
12/7/2023	CAB & SGA Holiday Party - SC Atrium, 11am	x	x		x
12/08 - 12/09	Ole Towne Band Fall Concert - ERC PAR, 7:30pm	x	x		x
12/9/2023	Women's Basketball Game - PEC Gym, 1pm	x	x	x	x
12/12/2023	Men's & Women's Basketball Games - PEC Gym, 5:30pm & 7:30pm	x	x	x	x
12/13/2023	RVC Mass Comm Screening - ERC PAR, 6pm	x	x		x
12/14/2023	Nursing Pinning Ceremony - SC Atrium, 11am	x	x		x
12/16/2023	Upward Bound Saturday Programming - PEC 0110, 9am	x	x		
12/16/2023	WEI Commencement Ceremony - SC Atrium, 10am	x	x		x