

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, November 7, 2023
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, November 7, 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 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. Kristen Simpson joined the meeting at 5:19 p.m.
Mr. Robert Trojan	Mr. Juan Noguera, RVC Student Trustee
Mr. Paul Gorski	

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

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 Joseph Perkoski, 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

Ms. Ellen Olson, vice president of finance, introduced Mr. Anthony Cervini and Mr. Ray Krouse from Sikich, LLP, RVC's auditor. Ms. Olson stated that she had emailed the audit report on Friday, November 3, 2023, to the Trustees and that Mr. Cervini and Mr. Krouse would give a brief synopsis of the Annual Comprehensive Financial Report (ACFR), Single Audit Report, Auditors Communications to the Board of Trustees, and RVC's Enrollment data, that is sent to the Illinois Community College Board (ICCB). Mr. Krouse discussed the Federal Single Audit Compliance and that Rock Valley College spent over \$16,000,000 in federal funds. Sikich tested 82% of those funds, totaling over \$13,000,000 in Financial Aid and the HEERF program. There was only one minor finding for \$200 with the Pell Grant. Mr. Cervini and Mr. Krouse stated that the audit was clean and unmodified opinions across the board. Discussion ensued.

Mr. Gorski wanted to know if any HEERF funds would be spent in FY2024, and Ms. Olson stated nothing after July 1, 2023.

Review of Minutes

There were no comments on the minutes from the October 17, 2023, Board of Trustees Committee of the Whole meeting.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2024 enrollment update. Ms. Snider stated that when the report was run, Fall enrollment was 103% to budget, Winterim term was 132%, and Summer II, Fall, Winterim, and Spring combined were 85% to budget. Some dates in the future will cause the enrollment numbers to fluctuate: December 13, 2023, students will be dropped from Spring for non-payment; December 16, 2023, the Fall semester ends and the Winterim semester begins; and Spring semester begins January 13, 2024. Discussion ensued.

2. 2023-2024 Academic Calendar Update

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the 2023-2024 Academic Calendar update. Dr. Smith stated that the Board of Trustees approved the 2023-2024 Academic Calendar with Board Report #7905 dated February 22, 2022. On April 25, 2023, the Board of Trustees approved Board Report #8034, allowing the College to close with no classes between December 22, 2023, and January 1, 2024. The College is seeking approval to amend the 2023-2024 Academic Calendar.

3. 2024-2025 Academic Calendar Update

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the 2024-2025 Academic Calendar update. Dr. Smith stated that the Board of Trustees approved the 2024-2025 Academic Calendar with Board Report #7998 dated December 13, 2022. On May 23, 2023, the Board of Trustees approved Board Report #8043, allowing the College to close with no classes between December 24, 2024, through January 1, 2025. Dr. Smith added that the College has received confirmation that it is not required to be closed for Election Day on November 5, 2024, so that line will be deleted on a redlined calendar to be presented for approval at the November 21 regular Board of Trustees meeting. The College is seeking approval to amend the 2024-2025 Academic Calendar.

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. Transportation – (TRiO Grant Program – Upward Bound)
 - 1. First Student Belvidere, IL \$ 5,000.00 (1)*

- B. Wellness Program – (Healthcare Benefits – Mental Healthcare)
 - 2. The Guardian Life Insurance New York, NY \$ 12,000.00 (2)*

- C. Online Proctoring Software – (Other Contractual Services – Online Learning)
 - 3. Honorlock Boca Raton, FL \$ 4,592.80 (3)*

Purchase Report B – FY2024 Purchases:

- A. Membership Fees – (Membership and Dues – President’s Office)
 - 1. American Association of Community Colleges Washington, DC \$ 10,994.00 (1)*

- B. Textbooks – (Instructional Supplies General – ECACE Grant)
 - 2. Barnes and Noble Rockford, IL \$ 69,539.97 (2)*
Not to Exceed

- C. Laptops and Carts – (Instructional Equipment – Communications and Humanities)

3.	CDW-G Entre Computer Solutions Paragon Development Systems	Chicago, IL Machesney Park, IL Brookfield, WI	\$ 21,126.59 (3)* \$ 22,216.02 \$ 24,156.00
D. Commencement Regalia – (Other Contractual Services – Graduation and Commencement)			
4.	Jostens, Inc. Oak Hall Herff Jones	Chicago, IL Salem, VA DeKalb, IL	\$ 19,969.70 (4)* Not to Exceed \$ 28,659.75 Declined to submit
E. Concessions – (Purchases for Resale – Starlight Theatre)			
5.	Nothing Bundt Cakes	Rockford, IL	\$ 12,000.00 (5)* Not to Exceed

On Purchase Report A, Trustee Nelson had a question on item B, and Mr. Gorski had a question on item C. On Purchase Report B, item C, Trustees Nelson and Gorski asked if the contract could be awarded to the second-lowest bidder, Entre Computer Solutions since the quotes are relatively close and Entre is a local vendor. Trustee Trojan stated he would like to see the amounts rounded up on Purchase Reports in the future.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through October 31, 2023. Total operating cash is \$40,711,419. Total operating cash and investments are \$86,279,617. Total capital funds are \$20,962,436. Since September 30, 2023, the change in capital funds is \$1,208,893. The operating cash and investments change since September 30, 2023, is <\$1,742,140>. Ms. Olson stated that the total operating cash and investment funds were 80.38% of the Fiscal Year 2024 operating budget.

3. FY2024 First Quarter Vital Signs

Ms. Olson presented the first quarter vital signs. The total revenues as of September 30, 2023, was \$18,993,300 when you exclude SURS on behalf, and RVC is 35.67% to the Fiscal Year 2024 budget. As of September 30, 2023, the total operating expenses were \$9,857,563, or 19.63% of the Fiscal Year 2024 budget, excluding SURS on behalf. Ms. Olson explained that the Fiscal Year 2024 actuals for payroll are trending just above the Fiscal Year 2023 actuals because in September 2023, the payroll process was converted from manual to electronic time entry, paying in arrears and contractual increases. Ms. Olson also discussed the health care costs and that RVC's claims are running below the Fiscal Year 2024 budget. Trustee Nelson wanted to know if some of the large claims have been resolved, and Ms. Olson stated that they are ongoing claims.

Mr. Gorski said he would like a breakout of the Contractual Services for 2021 – 2024 Actuals and Budget matching the Operating Funds Expense chart. Discussion ensued.

4. FY2023 Financial Audit Report

Ms. Olson presented the FY2023 Financial Audit Report. Ms. Olson sent the 2023 Audit packet and video to the Board of Trustees on November 3, 2023. Ms. Olson stated that RVC is required to have an external audit performed at the end of the Fiscal Year. The College's Fiscal Year 2023 audit was performed by Sikich, LLP, and was discussed earlier in the meeting under General Presentations. The administration is recommending that the Board of Trustees accepts the Fiscal Year 2023 Financial Audit.

5. Summary of FY2024 Estimated Revenues by Source

Ms. Olson presented the Summary of FY2024 Estimated Revenues by Source. Ms. Olson stated that RVC is required annually to certify the upcoming year's estimated revenues by their source. Ms. Olson gave the figures from the following sources: Local – Real Estate Taxes, the State of Illinois, the Federal Government, Student Tuition and Fees, other fees, and investment income, coming to a total of \$119,509,612. Discussion ensued.

6. 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 by more than five percent for the previous levy year, 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. Trustee Trojan asked what newspapers Ms. Olson would publish the notice, and Ms. Olson stated the Rock River Times and the Belvidere Daily Republican.

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.

7. Classroom Building II (CLII) Project Update

Mr. Richard Jenks, vice president of operations, presented the Classroom Building II project update. Mr. Jenks stated that RVC commissioned the IMEG Engineering firm to assess the heating, ventilation, and air conditioning (HVAC) system in CLII. IMEG's report indicated that the building's HVAC system is nearing a failure status and needs to be replaced. On October 27, 2023, RVC sent an emergency funding request to the Capital Development Board (CDB) regarding CLII. The letter requested that the Governor's Office of Management and Budget (GOMB) review our emergency request. Dr. Spearman sent the same information to RVC's legislators and the RVC Board of Trustees, requesting their assistance securing the funding. Discussion ensued.

Financing Capital Projects: Ms. Olson presented the Financing Capital Projects presentation. Ms. Olson discussed the rules and regulations of the Working Cash Fund Bonds, noting that this type of bond will provide flexibility to cover capital projects. She also reviewed the possible timeline for Debt Certificates to funding bonds issued in 2024. Discussion ensued.

8. Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed From Proceeds of an Obligation to be issued by the District

Ms. Olson presented the Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be issued by the District. Ms. Olson stated that RVC will construct and equip a new District facility in Downtown Rockford, IL and will issue debt obligations to pay for the capital project. The resolution's intent is in anticipation of the obligation to permit RVC to reimburse itself for a portion of the capital expenditures associated with the project. The items for reimbursement may include design costs, architecture and engineering services, demolition, and potential EPA mitigation costs. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Jenks presented the November Personnel Report. Mr. Jenks stated that there are five title changes with no Grade or Salary changes. Samantha Flygare was hired as the Program Director for Respiratory Care, and Ellen Njolstad-Oksnevad accepted the position of Director of Nursing, effective January 1, 2024. Trustee Trojan stated that the turnover seems to be slowing. Mr. Jenks and Mr. Jim Handley, vice president of Human Resources, responded yes, it is slowing. Trustee Gorski asked if there were any appointments or departures that were not included on the Personnel Report, and Mr. Handley responded no. Discussion ensued.

2. 2023 Campus Safety and Security Report (Clery Act Report)

Chief of RVC Police, Mr. Tom Yehl, presented the Clery Act Report. Chief Yehl stated that the purpose of the Campus Safety and Security Report is 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. 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. Chief Yehl stated that the crime statistics are gathered for the main and satellite campuses. Chief Yehl noted there were only three reportable Cleary crimes for 2022: a burglary, a stalking case, and domestic violence. Chief Yehl stated that The Annual Clery Report is available on the RVC website. Trustee Trojan inquired if RVC received any fines, and Chief Yehl said there were no fines to RVC.

3. Solicitation Board Policy Update 2:10.100 / First Reading

Mr. Jenks presented the Solicitation Board Policy update. Mr. Jenks stated that RVC has an existing Board Policy 2:10.100, Solicitation. This policy addresses solicitations and acceptance of gifts and political events on campus, citing the Election Code, 10 ILCS 5/9-25.1. The policy will be renamed Acceptance of Contributions and will update 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. Mr. Jenks explained that the 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. The political events on campus language will be addressed through the College's facilities use policy, Board Policy 2:40.010, Facilities and Grounds Rental. Discussion ensued.

4. Cyber and Information Security New Board Policy 2:30.060 / First Reading

Mr. Jenks presented the Cyber and Information Security New Board Policy. Mr. Jenks stated that the need for a secure network and information technology (IT) infrastructure is critical to the success of any organization in today's world. Over the past few years, RVC's IT Department has started to implement many improvements in its cybersecurity efforts and will continue to strengthen its defenses against any cybersecurity threat or attack. Mr. Jenks stated that the Cyber and Information Security 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. Some examples Mr. Jenks mentioned were account management guidelines, confidentiality statements, credit card procedures, firewall-router-switch guidelines, etc. Discussion ensued.

Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for November 2023 and highlighted several upcoming events. November 10 is the Veterans Day celebration at RVC, and November 17 is the International Showcase. This is a multi-cultural celebration with dance, music, art, history, and lifestyles of a variety of countries throughout the World and the United States.

New Business/Unfinished Business

Mr. Gorski referred back to Purchase Report B, item C. Mr. Gorski stated when Trustee Nelson requested to go with a different vendor for an IT project. The comment was made that the College had to go with the lowest responsible bidder. Mr. Gorski stated that if there was a reasonable difference in cost, RVC could go with different vendors. Mr. Gorski thanked the administration for going out to bid and doing the responsible thing. Mr. Jenks said he would check with legal, find out what RVC can and cannot do, and get their opinion. Discussion ensued.

Mr. Gorski requested that the Board members be assigned an official RVC email address to facilitate FOIA requests better and lock down information. Mr. Gorski stated that if RVC's licensing/software through Microsoft allowed it, RVC should put a litigation hold on the email addresses. Discussion ensued.

Adjourn to Closed Session

At 7:35 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) 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. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 8:49 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on 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.

Next Committee of the Whole Meeting

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

Next Decennial Committee Meeting

The next Decennial Committee Meeting will be held on 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.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on December 19, 2023, at 5:30 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 January 9, 2024, 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.

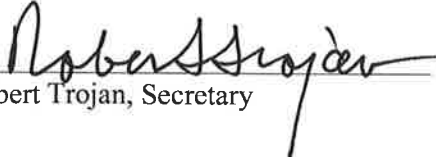
Next Board of Trustees Retreat


The next Board of Trustees Retreat will be held on 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. The location changed for this meeting only.

Adjourn

At 8:52 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


Robert Trojan, Secretary

Gloria Cardenas Cudia, Chairperson

Vice-Chairperson