

**Rock Valley College Board of Trustees  
Community College District No. 511  
3301 N. Mulford Road, Rockford, IL 61114  
Room 0214, Performing Arts Room, Educational Resource Center**

**November 21, 2023, 5:15 p.m.**

**AMENDED  
REGULAR MEETING AGENDA**

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by Means Other than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. Recess to Truth-in-Taxation Hearing**

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**TRUTH-IN-TAXATION HEARING**

- 1. Open Hearing
- 2. Presentation by Vice President of Finance/Chief Financial Officer – Mrs. Ellen Olson
- 3. Receive Oral Testimony from the Public, if any
- 4. Close Hearing

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**REGULAR MEETING AGENDA, Continued**

- G. Reconvene Open Meeting**
- H. General Presentations**
- I. Approval of Minutes**
  - 1. October 17, 2023 Special Meeting-RVC Downtown-West Update
  - 2. October 17, 2023 Committee of the Whole meeting
  - 3. October 24, 2023 Regular meeting
- J. Action Items**
  - 1. Approve Claims Sheet (Check Register-October 2023) (BR 8100)
  - 2. Approve Purchase Report
    - a. Purchase Report-A – FY2024 Amendments (BR 8101-A)
    - b. Purchase Report-B – FY2024 Purchases (BR 8101-B)
  - 3. Approve FY2023 Annual Comprehensive Financial Audit Report (BR 8102)
  - 4. Approve Summary of FY2024 Estimated Revenues by Source (BR 8103)
  - 5. Approve 2023 Tax Levy and Certify Compliance (BR 8104)
  - 6. Approve Resolution expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the District (BR 8105)
  - 7. Approve Personnel Report (BR 8106)
  - 8. Approve 2023-2024 Revised Academic Calendar (BR 8107)
  - 9. Approve 2024-2025 Revised Academic Calendar (BR 8108)
  - 10. First Reading: Updated Solicitation (Acceptance of Contributions) Board Policy 2:10.100 (BR 8109)
  - 11. First Reading: New Cyber and Information Security Board Policy 2:30.060 (BR 8110)
  - 12. Approve Settlement Agreement and Release (BR 8111)

**K. Other Business**

1. New Business
2. Unfinished Business

**L. Updates / Reports**

1. President's Update
2. Leadership Team Updates
3. ICCTA Report
4. Trustee Comments
5. Student Trustee Report
6. RVC Foundation Liaison Report
7. Freedom of Information Act (FOIA) Report

**M. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

**N. Reconvene Open Session**

**O. Date of Next Committee of the Whole Meeting:** December 5, 2023, 5:15 p.m. Meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus

**P. Date of Next Decennial Committee Meeting:** December 19, 2023, 5:15 p.m. Meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus

**Q. Date of Next Regular Meeting:** December 19, 2023, 5:45 p.m. Meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus

**R. Date of Board of Trustees Retreat:** January 20, 2024, 8:30 a.m. Meeting will be held in Room 1308 of the Woodward Technology Center on the main campus. *Note change of location.*

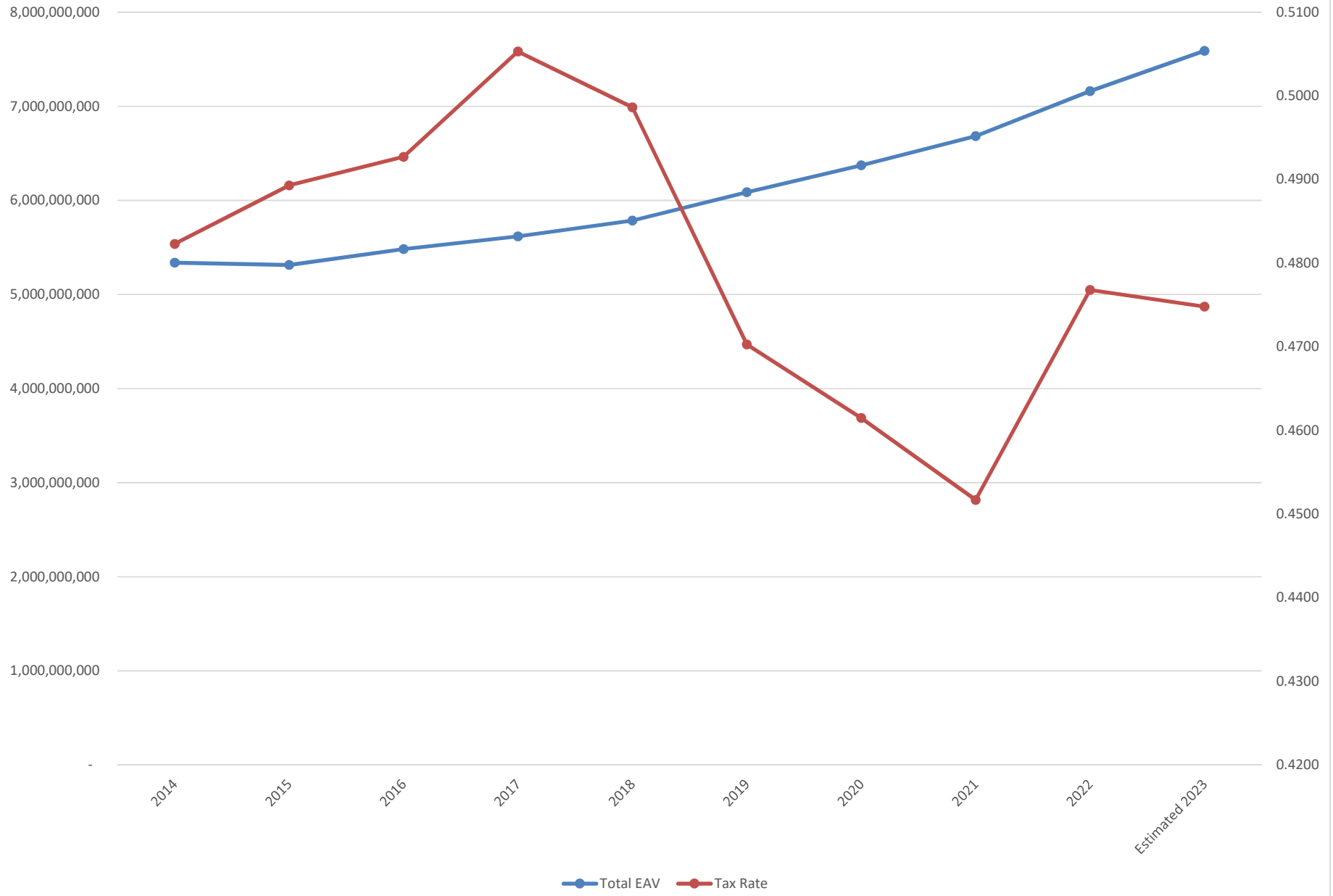
**S. Adjourn**

Gloria Cardenas Cudia, Board Chair

Fund	Fund Description	Levy Year 2022		Levy Year 2023	
		Rate	Extension 2022	Maximizes Fund 01 & 02 rate	
				6.00% Estimated Increase	
	2021 EAV Actual		6,683,597,509		
	2022 EAV Actual		7,160,941,744		
	2023 EAV Estimate			7,590,598,249	
01	Educational Current maximum \$.23	0.2300	16,294,608	0.2300	17,458,376
02	Operations & Maintenance Current maximum \$.04	0.0400	2,833,845	0.0400	3,036,239
12	Tort:				
	Insurance & Tort/Risk Management	0.0219	1,570,000	0.0207	1,570,000
	Social Security	0.0060	430,000	0.0057	430,000
11	Financial Audit	0.0009	64,000	0.0008	64,000
03	Protection, Health & Safety \$.05	0.0209	1,500,000	0.0198	1,500,000
	Revenue Recapture		-		
	Total Property Tax Extension	0.3198	22,692,453	0.3170	24,058,615
04	Bond & Interest				
	2015C Bonds	0.0020	141,950	0.0019	141,950
	2015D Bonds	-	-	-	-
	2015E Refinancing	0.0376	2,694,825	-	-
	2017C Bonds	0.0305	2,183,228	-	-
	2022A Bonds	0.0904	6,473,900	0.1495	11,350,500
	2022B Bonds	0.0000	1,130	0.0064	489,411
	Total Debt Service Extension	0.1605	11,495,033	0.1579	11,981,861
	COMBINED EXTENSION	0.4803	34,187,486	0.4748	36,040,476

\$ Increase over Levy Year 2022 1,852,990  
 % \$ Increase over Levy Year 2022 5.42%  
 Rate Increase / (decrease) over Levy Year 2022 (0.0055)

Equalized Assessed Valuation (EAV) and Tax Rate



**Illinois Community College District #511  
Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114**

**Board of Trustees Special Meeting – RVC Downtown-West Update  
October 17, 2023, 5:15 p.m.**

**MINUTES**

**Call to Order**

The Special meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened in Room 0214, known as the Performing Arts Room (PAR), in the Educational Resource Center (ERC) on the main campus of Rock Valley College on Tuesday, October 17, 2023. Board Chair Gloria Cudia called the meeting to order at 5:15 p.m.

**Roll Call**

The following trustees were present at roll call:

Ms. Gloria Cardenas Cudia	Mr. Bob Trojan
Mr. Paul Gorski	Mr. John Nelson
Mr. Richard Kennedy	Ms. Crystal Soltow
Student Trustee Juan Noguera	

The following trustee was absent: Ms. Kristen Simpson

Board Secretary Trojan announced there was a quorum and the meeting continued.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic Officer; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Dr. Hansen Stewart, Vice President Industry Partnerships and Community Engagement; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

**Communications and Petitions (Public Comments)**

1. Ms. Cathy Brown , representing WGC (Westgate), spoke in favor of the new Rock Valley College downtown location.
2. Ms. Ann Thompson Kelly, former Rockford alderwoman, spoke in favor of building the new RVC downtown campus. On behalf of the Westgate Coalition, NAACP and Eliminating Racism, she offered to host an evening meeting for the Board of Trustees.
3. Alderman Jeff Bailey, representing Rockford's 13<sup>th</sup> ward, spoke in favor of building the new RVC downtown campus.

### **Presentation: RVC Downtown-West Update**

Dr. Howard Spearman opened the discussion by stating the purpose of the special meeting is to have an in-depth discussion about the RVC Downtown-West project. In preparation for the meeting, Administration solicited questions from trustees, and received 10 from Trustees Trojan and Gorski. All of the trustees have received the presentation, a summary and the questions posed by trustees via email. Due to the complexity of the presentation, Dr. Spearman requested that trustees ask any additional questions after each section. He added that he has been invited over the last several weeks to speak to constituents about the new downtown facility, and thanked the community members for participating in tonight's meeting. Speakers for the Downtown-West Update will be:

- Mr. Rick Jenks, vice president of operations
- Ms. Heather Snider, vice president of institutional effectiveness and communications
- Dr. Hansen Stewart, vice president of industry partnerships and community engagement
- Dr. Amanda Smith, vice president of liberal arts and adult education
- Ms. Ellen Olson, vice president of finance

### **Facilities Renovation and Maintenance History**

Dr. Spearman introduced Chief Operations Officer Rick Jenks who reviewed the Facilities Renovation and Maintenance History including the following:

- The history of the College's downtown campus commitments
- New RVC Downtown Cost Estimate
- Stenstrom Center for Career Education (SCCE) Notes
- Allocated Expenses for Past, Present and Future
- Top Construction Priorities
- Cost Increases for RVC Downtown
- CLII Used for Automotive Location

### **Questions, Comments and Answers:**

1. For the benefit of community members who are present, Trustee Gorski explained that the Stenstrom Center has been sold to RPS 205. He noted that trustees have reviewed this subject often in the past, and although trustees are not against the downtown location; they're dealing with sticker shock due to the increased estimate of the projected cost. He thanked Administrators for bringing this information to trustees as soon as they knew about it.
2. What is the cost per square foot for CLII and the Performing Arts Venue? The estimated cost is \$475 per square foot for new construction, \$350 per square foot for remodel.
3. Can you show a net cost change? Yes, we can add the cost to add cost of POM, police, and other personnel.
4. If construction begins in 2024-2025, what years are the architects using to calculate their cost estimate? The DKA architects based their projected calculations on 2024 and 2025.
5. What is the total cost of bond amount? Ellen will cover that later.
6. Adding Police, Fire and Automotive downtown is a surprise. Would automotive be a better fit on property adjacent to the Advanced Technology Center? If there is not much in CLII now, are we better off tearing it down? During the 8-9 months of negotiations with RPS 205 to purchase the Stenstrom Center, placing Automotive downtown was explained to the Board numerous times. Placing Police and Fire training has also been mentioned several times. The Belvidere property was purchased for other reasons. Although the Automotive program could go in the ATC, having it in downtown Rockford will place it closer to that part of the community. Previous direction from the Board and Dr. Spearman indicated that Automotive would be in the downtown area. Although there

- have been conversations by previous Board members and administrators about putting Automotive at the ATC, there is not enough existing space for both Automotive and E-vehicle training. It also has been shared with the Board that E-vehicle training would stay with Automotive at the downtown location. College personnel have visited other community colleges and confirmed that E-vehicle training is an add-on component to automotive training.
7. Student Trustee Noguera commented that he has surveyed students regarding the Automotive and E-vehicle programs. Students have responded that having Automotive in downtown Rockford and E-vehicles at the ATC in Belvidere would create an undue hardship for students having to travel between locations.
  8. Are you comfortable with other cost estimates in the Facilities Master Plan? Although they were done by a different architect, Mr. Jenks is confident in the estimates.
  9. Wouldn't Automotive fit better at the ATC than downtown Rockford? Expanding the College's footprint to our underrepresented constituents on the west side of Rockford is part of the Access and DEI (Diversity, Equity and Inclusion) components in the College's Strategic Plan. Placing Automotive at the ATC would require new construction, which may not be a cost savings.
  10. Since the College is consolidating its footprint in Rockford, where will the Cold Forming program go? The College is not sure as of now, but it will be downtown.

### **Data Trends and Enrollment Projections**

Ms. Heather Snider, vice president of institutional effectiveness and communications, reviewed Data Trends and Enrollment Projections, including the following:

- Outcomes of Past investments
- Labor Market Demand for Downtown Programs
- Enrollment Trends and Projections
- Community Outlook

### **Questions, Comments and Answers:**

1. Trustee Trojan would like to see the enrollment trend for the aviation and engineering programs further back than three years following the opening of those new buildings. Complete information on this was presented to trustees about this time last year.
2. Since aviation, engineering, and the ATC required additional staff and programming following the opening of the new buildings, what will be added programming downtown and will additional staff be needed? New programs may include Fire Science, Human Services, Diesel Service Mechanics and Collision Repair.
3. What is in adult education? This includes GED programs and English as a Second Language that would help constituents in the surrounding zip codes of downtown Rockford.

### **Career and Technology Educations (CTE) Programs**

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, then presented information on Career and Technology Education (CTE) Programs including:

- Auto Body and Collision Repair Trends
- Automotive Service Trends
- Electric Vehicle Service Trends
- Diesel Service Trends

Questions, Comments and Answers:

1. Will fewer workers be needed to do repair work on electric vehicles compared to gas-powered vehicles. Dr. Stewart will check with the advisory board to get their thoughts.
2. Dr. Spearman added that the College needs to be flexible in order to provide training for both non-credit and credit programs. For example, the Rockford Mass Transit asked the College to provide training for their employees, and we were able to respond.

**Liberal Arts and Adult Education Programs**

Dr. Amanda Smith, vice president of liberal arts and adult education, presented information regarding Liberal Arts and Adult Education Programs proposed for the new downtown site including:

- Early Childhood Education
- Human Services
- Public Safety
- Community Services
- Community Space

Questions, Comments and Answers:

1. Dr. Smith confirmed that the goal is to create a space for internal and external events for the community to build up the culture of education.
2. Winnebago County's one percent sales tax created the Winnebago County Mental Health Board, and grant and partnership opportunities may be available for additional funding.

**Debt Service – Bonds**

Ms. Ellen Olson, vice president of finance/chief financial officer, presented information on Debt Service – Bonds including:

- Existing debt service
- Current debt service payment

Questions, Comments and Answers:

1. As of June 30, 2022, the legal debt margin of the College was \$134,429.97. With the principal bond repayment in FY2023 of \$10,670,000, thus reducing outstanding bond indebtedness to \$45,055,000, the legal debt margin of the College as of June 30, 2023 is \$160,822.075.
2. Does the existing debt service include any Capital Development Board (CDB) money for downtown? No. The College has been waiting about 10 years for the CDB to release funds for Classroom Building II (CLII).
3. If we get funds from CDB while we're building downtown, how do we handle fixing CLII at same time? We have no answer for that right now.
4. What is cost to move staff and programs out of CLII if we cannot use it? The College has adequate funds so that staff can be moved out of CLII without bonding.
5. Can the College start the needed work on CLII now rather than wait for CDB? The Board needs to understand the seriousness of the needed work on CLII, as it may require \$35 million.
6. What percentage of CLII is being used? If it's not many, there's no need to renovate it. The building is used by both credit and non-credit programs.
7. Due to the high occupancy rate in the Student Center, some programs would be moved to CLII to give students more space in the Student Center.
8. Is there value to keep CLII up and running? CLII is about 80% to 90% full with office space, not classroom space. An effort was made to use it following COVID, as we've



learned that if we want students to stay on campus, we need to give them space. We've found that many high school students hated online learning during COVID, and, as a result, there is an increase in face-to-face classes.

Vice President Olson announced that in November, a resolution will be brought for trustees' consideration that will permit the College to reimburse itself for a portion of the capital expenditures associated with the new facility in downtown Rockford. These items may include design costs, architecture and engineering services, demolition and potential EPA mitigation costs.

### **10-Year Projections and 10-Year Forecast Assumptions**

Vice President Ellen Olson continued her presentation by explaining the 10-Year Projections and 10-Year Forecast Assumptions.

#### Questions, Comments and Answers:

1. Is the College looking to legislators for additional funding? Yes. Local legislators have been invited to attend a legislative breakfast to be held Wednesday, October 18 to hear more about the College's Facilities Master Plan and RVC downtown.
2. A flat 110,000 credit hours indicates no increase in downtown enrollment. Dr. Spearman agrees that the College needs to increase non-credit student enrollment; the increased enrollment will be a combination of both credit and non-credit hours, as the 110,000 is only credit hours.
3. Can we afford bonding for downtown? How? Yes, the College can afford bonding \$52 million for downtown. Bonds are paid from the tax levy and would increase the levy by three cents.
4. How do we pay for CLII? The total cost is estimated at \$35 million if trustees decide to renovate CLII. Because this is a CDB project, the College's cost would be about \$13 million to renovate both CLII and the Performing Arts Venue (PAV). (CLII-25% and PAV 25% = \$13 million)
5. Since the College's funding comes from taxes, tuition and state, and based on hours over 10 years, what is the projection of the overall population of students the College is looking for? The number of high school graduates is decreasing, which is why we're looking at ways to upskill adults in the workforce.
6. Is the College looking at any downtown partnerships that would help that? Yes, the College is building with the adult community in mind. Remember, the Rockford area has an estimated 35,000 adults who do not have a high school education.
7. What percent of students need financial aid? Approximately 50% receive grants and/or loans.
8. Funds 01 and 02 show a net loss in FY2028; what are your concerns about that? The College is looking at identifying enrollment growth and patterns, especially the need to focus on adult education and short-term credentials.
9. Why do projections go to 2034? It seems too far. Three years isn't enough. Trustee Gorski added that he appreciates the longer report, as it shows a shortfall in FY2028, only four years out.

Board Chair Cudia thanked administrators for answering the many questions and expressed her appreciation for the 10-year projections.

In summing up the presentations, Dr. Spearman identified possible next steps.

1. Trustees need to reach a consensus on how to move forward.
2. The College can ask the architects to create different building designs.
3. The architect team will reach out to the community for input.
4. Determine the bonding amount, with or without CLII.

Vice President Ellen Olson added that bonding is a six-month process and will need at least a two-month discussion at the Board level.

Trustee Trojan added that he would like to see how Automotive could fit into the Advanced Technology Center, especially if Stellantis is there.

**Date of Next Decennial Committee Meeting:** October 24, 2023, 5:15 p.m. The meeting will be held in Room 1300, Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL. ***Location for this meeting only.***

**Date of Next Regular Meeting:** October 24, 2023, 5:45 p.m. The meeting will be held in Room 1300, Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL. ***Location for this meeting only.***

**Date of Next Committee of the Whole Meeting:** November 7, 2023, 5:15 p.m. The meeting will be held in Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC) on the main campus.

#### **Adjournment**

There being no further business to come before the Board, at 7:30 p.m. a motion to adjourn was made by Trustee Nelson, seconded by Trustee Trojan. The motion was approved by unanimous roll call vote.

Submitted by Ann L. Kerwitz

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Robert Trojan, Secretary

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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**  
**6:00 p.m. Tuesday, October 17, 2023 (Rescheduled from October 3, 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 Noguera, RVC Student Trustee
Mr. Paul Gorski	

The following Trustee was absent at roll call: Ms. Kristen 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.

#### **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 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 5:45 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.

#### **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

**Illinois Community College District No. 511  
Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114  
Advanced Technology Center, Room 1300 For This Meeting Only**

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING  
October 24, 2023, 5:45 p.m.**

**MINUTES**

**Call to Order**

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois convened in Room 1300 in the Advanced Technology Center (ATC) , 1400 Big Thunder Blvd., Belvidere, IL, on Tuesday, October 24, 2023. Board Chair Gloria Cardenas Cudia called the meeting to order at 5:45 p.m.

**Roll Call**

Ms. Gloria Cardenas Cudia  
Mr. Paul Gorski  
Student Trustee Juan Nogueta

Mr. Bob Trojan  
Mr. John Nelson  
Ms. Crystal Soltow arrived at 5:55 p.m.

The following trustees were absent: Mr. Richard Kennedy, Ms. Kristen Simpson.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic Officer; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Dr. Hansen Stewart, Vice President Industry Partnerships and Community Engagement; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

**Communications and Petitions (Public Comment)**

RVC President Dr. Howard Spearman announced that Ms. Kay Ostberg had signed in to address the Board of Trustees, but since she had not yet returned from a tour of the Advanced Technology Center, the Public Comment section of the meeting would be delayed until her return.

**Recognition of Visitors**

There were no visitors to be recognized.

**General Presentations**

There were no general presentations.

**Approval of Minutes**

A motion was made by Trustee Nelson, seconded by Trustee Trojan, to approve the minutes of the September 12, 2023 Committee of the Whole meeting and the September 26, 2023 Regular meeting.

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



**Action Items**

**1. BR 8094 – Claims Sheet**

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from September 1, 2023 to September 30, 2023. The total is \$3,568,870.39.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8094.

Vice President Ellen Olson confirmed that no changes have been made since the October 17, 2023 Committee of the Whole meeting. There was no further discussion. The motion was approved by unanimous roll call vote.

**2a. BR 8095-A – Purchase Report-A – FY2024 Amendments**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8095-A, Purchase Report-A.

- |             |  |
|-------------|--|
| \$ 4,000.00 | A. Marco Technologies, LLC, Rockford, IL |
| \$ 319.32   | B. Meridian, Loves Park, IL              |

A motion was made by Trustee Gorski, seconded by Trustee Trojan, to approve Board Report 8095-A, Purchase Report-A.

Vice President Ellen Olson confirmed that no changes have been made since the October 17, 2023 Committee of the Whole meeting. There was no further discussion. The motion was approved by unanimous roll call vote.

**2b. BR 8095-B – Purchase Report-B – FY2024 Purchases**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8095-B, Purchase Report-B.

- |               |  |
|---------------|--|
| \$ 16,331.46  | A. B & H Photo, New York, NY                       |
| \$ 12,452.35  | B. Duclos Lenses, Chatsworth, CA                   |
| Not to Exceed |  |
| \$ 19,635.00  | C. Midwest Commercial Fitness, Aurora, IL          |
| \$ 15,000.00  | D. Southern Illinois University, Carbondale, IL    |
| Not to Exceed |  |
| \$ 10,000.00  | E. NCS Pearson, Inc., Bloomington, MN              |
| Not to Exceed |  |
| \$ 12,950.00  | F. UWorld, LLC, Coppell, TX                        |
| Not to Exceed |  |
| \$ 13,448.00  | G. Midwest Painting and Decorating, Loves Park, IL |
| \$ 55,156.39  | H. SEPS, Inc., Burr Ridge, IL                      |
| Not to Exceed |  |
| \$ 12,436.02  | I. SEPS, Inc., Burr Ridge, IL                      |
| Not to Exceed |  |
| \$ 60,000.00  | J. Mechanical Inc., DBA Helm Service, Freeport, IL |
| Not to Exceed |  |
| \$ 49,680.00  | K. Benchmark Flooring Inc., Loves Park, IL         |
| \$ 11,726.72  | L. Mutual of Omaha, Omaha, NE                      |

A motion was made by Trustee Gorski, seconded by Trustee Trojan, to approve Board Report 8095-B.

Vice President Ellen Olson described the changes made to Items A., J., and K. since the October 17, 2023 Committee of the Whole meeting. There was no further discussion. The motion was approved by unanimous roll call vote.

**3. BR 8096 – Levy Year 2023 Estimated Taxes Required and Setting Hearing Date for Truth-in-Taxation Hearing**

The Board Report reads in part: It is recommended that the Board of Trustees approves the estimates for the amount of taxes necessary to be raised by taxation for the year 2023 as follows:

Educational Purposes – Fund 01	\$17,458,376
Operations and Maintenance Purposes – Fund 02	3,036,239
Protection, Health, Life, or Safety – Fund 03	1,500,000
Financial Audit Purposes – Fund 11	64,000
Liability Protection Settlement Fund – Fund 12	0
Liability Insurance/Tort & Risk Management	1,570,000
Social Security and Medical Insurance	430,000
<b>Total Tax Levy</b>	<b>\$24,058,615</b>

This 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, at 5:15 p.m. in the Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), on the main campus of Rock Valley College at 3301 N. Mulford Road, Rockford, Illinois. Rock Valley College will publish the Notice of said hearing as required by Statute.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 8096.

Vice President Olson confirmed that no changes have been made since the October 17, 2023 Committee of the Whole meeting. She added that the purpose of this board report is to provide advance notice and to set the date for the Truth in Taxation Hearing on November 21, 2023. Following the hearing, the Board will be asked to vote on the final 2023 tax levy. There was no further discussion. The motion was approved by unanimous roll call vote.

**4. BR 8097 – 2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU) Between Pecatonica Community Unit School District #321 and Rock Valley College**

The Board Report reads in part: It is recommended that the Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding (MOU) between Pecatonica Community Unit School District #321 and Rock Valley College beginning August 1, 2023 and ending June 30, 2024.

**Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8097. There was no discussion. The motion was approved by unanimous roll call vote.

**5. BR 8098 – 2023-2024 Running Start Intergovernmental Agreement – Pecatonica Community Unit School District #321**

The Board Report reads in part: It is recommended that the Board of Trustees approves the Running Start Intergovernmental Agreement with Pecatonica Community unit School District #321 effective upon approval and signature of both parties. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8098. There was no discussion. The motion was approved by unanimous roll call vote.

## **6. BR 8099 – 2023-2024 Running Start Intergovernmental Agreement (IGA) – Durand Community Unit School District #322**

The Board Report reads in part: It is recommended that the Board of Trustees approves the Running Start Intergovernmental Agreement with Durand Community Unit School District #322 effective upon approval and signature of both parties. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8099. There was no discussion. The motion was approved by unanimous roll call vote.

### **Communications and Petitions (Public Comment)**

The public comment portion of the meeting was presented at this time, as the speaker, Kay Ostberg, returned to the meeting following a tour of the Advanced Technology Center. Ms. Ostberg represented a group to eliminate racism, and spoke in support of the proposed new location in downtown Rockford.

Trustee Crystal Soltow arrived at 5:55 p.m.

### **Other Business**

#### **1. New Business**

1. President Spearman announced that the Administration would like to hold a Board retreat and the State of the College presentation on Saturday, January 20, 2024. A secondary date is January 27. The meeting will be held in person on campus, and breaks will be built into the agenda. As done in the past, a video of the State of the College will be sent to trustees in advance of the meeting to allow time to review the presentation and submit their questions, which will be addressed at the retreat.

2. Dr. Spearman also noted that Saturday, April 20, 2024 is a possible date for the Board retreat from the Association of Community College Trustees (ACCT). The College was awarded the complimentary retreat in a nationwide, random drawing. Board Chair Cudia will contact trustees regarding possible topics to be covered.

3. Board Chair Cudia announced that although it may seem early, as the reorganization meeting is not until April 2024, she will be contacting trustees to ascertain interest in holding an officer position.

#### **2. Unfinished Business**

Dr. Spearman introduced Chief Operations Officer Rick Jenks who provided a presentation to help determine the best location for the Automotive program. This is in response to questions that trustees asked at the October 17 Special Meeting regarding whether to put the Automotive program in the new downtown Rockford facility or at the Advanced Technology Center.

#### **Questions, Answers and Comments:**

- Trustee: Does Automotive need its own classrooms, or could the program use classrooms already in the ATC? No, Automotive could not use existing classroom space at the ATC, as it is full. Finding available classroom space at the ATC is currently a challenge.

- Trustee: Can a mobile unit be used for off-site classrooms? Yes, that is in the cost/sq. ft. area.

- Administration: The two architect finalists used different analysis to determine cost per square foot. OPM used 2023 values for construction projects, using four of five projects done outside of Illinois. DKA used 2024-2025 projected values using community colleges in Illinois that they worked on, some of which were CDB projects which are more expensive.

- Administration: DKA's estimate was \$475 per square foot, based on the idea that half of the proposed downtown Rockford building would be traditional classroom and community space, while the other half would be more mechanical. The cost could be reduced by using cheaper materials and technology.

- Administration: \$52 million is an estimated all-in cost. As the College goes through the process, the architects will hold focus meetings with stakeholders, then put that information into a systematic design drawing for trustees to review.

- Trustee: Why does Electric Vehicle training need to be with Automotive? Why can't Electric Vehicle training be at the ATC? College staff visited several colleges currently teaching both programs, and they recommended that both programs be in the same location, as both combustion and electric components must be

taught in the program. Having both in the same location would reduce travel time for students to get from one campus to another. It would also eliminate the need to duplicate equipment in two locations.

- Trustee: The \$52 million estimate for downtown is not palatable; \$20 million is preferred. Trustee wants to hear an explanation from the architects why the huge increase, as he's not comfortable with the explanation provided. Automotive should be at the ATC. What are the plans for the Stellantis plant?

- Trustee: Ford and GM are moving their combustion lines to electric, and thinks both will be in the same facility. Trustee also explained to the community visitors in the audience that the trustees are not debating whether or not there will be a downtown facility, but they are trying to determine how much to spend on a new building downtown as well as pay for the renovations of Classroom Building II (CLII) and still have sufficient operational funds in 2028 to run the College.

- Student Trustee: Students prefer that the Automotive and E-Vehicle programs be in the same location. Although he is pursuing a Fire Science degree, he works part-time as an automotive technician and has contacted his peers in the automotive program. These students have stated that it would be much harder for them to complete their program if they had to travel to different cities to take their classes.

- Trustee: Would like to see the E-Vehicle portion as part of a "technology center."

- Administration: Thanked trustees for their input and commented that this may not be a perfect solution, but the goal is to be transparent. As Administration identifies issues such as deferred maintenance projects that need to be addressed now, they are sharing them with trustees and trying to find a solution. Not all current technical programs are in one location, as they can be found in the Advanced Technology Center (ATC), Woodward Technology Center, and the Stenstrom Center for Career Education. Administrators are trying to find an efficient way to build a downtown location and also renovate CLII. The College is looking for the best way to serve its constituents.

- Administration: The community space planned for the Rockford downtown location could be viewed as an academic flex lab, similar to the ATC flex lab that has been used for Belvidere community events. This space can be used to attract non-traditional students, reach the underserved population of Rockford, and offer space for community engagement. Remember, K-12 has declining enrollment.

- Administration: A previous Board rejected putting the Automotive program at the ATC.

- Trustee: The Board will have some tough decisions to make in the next four to five years. Collective Bargaining Agreements will be up for renewal, and projections show the College will run out of money.

- Administration: Current bonds will be paid off in 2028. Bonding could be layered to keep the tax levy as flat as possible.

- Administration: CLII has been on the Capital Development Board (CDB) list for nearly 10 years, and the building is in dire need of renovation due to the failing HVAC system. Due to this safety hazard, the College could ask CDB to move the project to emergency status. Dr. Spearman has been speaking with local legislators to have them encourage CDB to release the funds to renovate CLII.

- Trustee: How would the College change its approach if Stellantis announces they will build E-Vehicles in Belvidere? We would meet with them to see how the College can help with customized training, just as we do when other new companies move into the area. The College is included in preliminary conversations with Growth Dimensions and may be informed of plans before they're officially announced. The College's strong relationships with industry partners are also beneficial.

- Trustee: With all Illinois colleges fighting for state funds, wouldn't it be helpful for RVC to hire its own lobbyist? Trustee spoke with State Representative Maurice West at the Legislative Breakfast, who thought it's not a bad idea. Trustee knows someone who would be good and will talk to the board chair about that.

- Trustee: The College has been working on a downtown Rockford presence since 2015, but the goal tonight is to determine the cost of putting Automotive in downtown Rockford or at the ATC in Belvidere. The staff has worked very hard to provide detailed information on this subject. The College has a commitment to non-traditional students, and Automotive should be in downtown Rockford.

- Trustee: The College was recognized nationally at the ACCT Leadership Congress in Las Vegas earlier this month. While preparing to return to Rockford, the board chair of another community college stopped Dr. Stewart in the airport and complimented him on what RVC is doing as evidenced by the high-quality presentation at the ACCT conference.

- Administration: The College watches its budget carefully and has worked to be conservative in its spending.

- Trustee: Do not stop the process while trustees are discussing these unresolved issues.

- Trustee: Administrators provide all the information trustees ask for. Mr. Jenks has always given accurate information and is trusted.

## Updates / Reports

### 1. President's Update

President Howard Spearman provided highlights of recent college and community engagement activities.

- October 10 was Rock Valley College's 59th birthday.
- Thank you to trustees for volunteering much of their time to RVC in October. Tonight is the fourth meeting this month in addition to regular RVC events.
- The Brother to Brother conference, formerly known as the Minority Male Leadership Conference, was held October 20 with 96 participants from nine area high schools and Youth Build. Trustee Kennedy was able to attend.
- Dr. Tyrone Bledsoe, founder and CEO of the Student African American Brotherhood (SAAB), was on campus yesterday facilitating an orientation and training for SAAB.
- Trustees Cudia, Kennedy, Trojan and Nelson attended the Legislative Breakfast held October 18 in the Atrium. A two-student panel discussion was moderated by Executive Director of College Communications Jennifer Thompson.
- The RVC Foundation hosted another Alumni and Retiree Breakfast October 19 featuring a four-student panel discussion. Trustees Cudia and Trojan were able to attend.
- Compliments to Student Trustee Juan Noguera for attending so many RVC events.
- Dr. Amanda Smith, Dr. Hansen Stewart, and Trustee Cudia joined Dr. Spearman to present "Manufacturing Success Through Industry Partnerships" at the ACCT Leadership Congress in Las Vegas earlier this month. Trustees Kristen Simpson and John Nelson also attended the conference.
- Thank you to the RVC staff who have put in many hours to facilitate all of these special events and still keep the campus functioning at same time.
- Congratulations to Trustee Bob Trojan who has been nominated for the Outstanding Philanthropist award by the Rockford chapter of AFT to be announced November 14. Dr. Spearman thanked Mr. Trojan for showing his heart and support for RVC as evidenced by the door plaque noting this classroom space as the Bob and Norma Trojan room.

### 2. Leadership Team Updates

- Vice President Jim Handley announced that the Golden Eagles Professional Development Academy will begin Friday, October 27 with senior leaders. The three-tiered plan is part of the Human Resources Strategic Plan.
- Vice President Dr. Amanda Smith announced that the RVC Testing Center offers FAA tests for all levels and received a perfect audit for the 20-plus FAA tests administered in FY2023.
- Vice President Rick Jenks reviewed completed projects around campus including repaving the SSB parking lot and the driveway to the Boiler House. Due to weather conditions, sealcoating will be done in the spring. Replacement of the drain inlets will be completed before the end of this week.
- Vice President Patrick Peyer announced that phase two of the Sales Force CRM tool has been launched and includes academic advising and tracking software. He also provided an update on fall sports including soccer tournaments to be hosted by RVC. National tournaments will be held in Arizona for soccer, and in Iowa for volleyball.
- Vice President Heather Snider announced that enrollment is up 13% for Winterim and down 12% for spring compared to this time last year. The spring term will begin January 13, 2024. The RVC Marketing and Communications team attended the National Council for Marketing and Public Relations District 3 and 5 Conference last week and came home with three awards. Congratulations to all for their exceptional work! Congratulations also to Gabriela Mar-Gagula, communications and marketing specialist, for being accepted into the NCNCR National Leadership Institute. "Gabi" also won a scholarship that covers two-thirds of this year-long program. Also, Dr. Lisa Mehlig and Associate Professor Dr. Danielle Hardesty will give an assessment presentation at the national conference of the American Association of Colleges and Universities (AAC&U) later this month.
- Vice President Ellen Olson announced that Rock Valley College has received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting

Award for the sixteenth consecutive year. This award is for completion of the College's Annual Comprehensive Financial Report (ACFR).

- Vice President Dr. Hansen Stewart announced that the area event celebrating October as Manufacturing Month was held at Rockford Career College this year. Due to low response, the College's manufacturing-related event planned for middle school students will be rescheduled. RVC's Traffic Safety Department has been named recipient of the 2022 Excellence in Driver Safety Training Center award by the National Safety Council. RVC was recognized for this prestigious national award on October 22 in New Orleans.

### **3. Trustee Comments**

- Trustee Gorski commented that he thinks the Board made decisions on Stenstrom and acquisition of property before they had all information on downtown. They should have asked more questions, had all information up front and thinks the Board may have done things out of order. However, he appreciates the time staff has put in on this project and the information provided.
- Trustee Nelson reviewed the 10 sessions, as well as the community college lawyers' roundtable, that he attended at the Association of Community College Trustees (ACCT) Leadership Congress in Las Vegas October 9-12.
- Trustee Trojan commented that he attended the 30<sup>th</sup> anniversary luncheon for the Center for Learning in Retirement (CLR), noting that CLR has about 1,200 members. He acknowledged Dr. Spearman's comments on transparency that trustees have heard many times. He also appreciates Rick Jenks' presentations, noting that everyone's goal is to make the college better.
- Trustee Soltow commented that she took her daughter to a volleyball game at RVC, and her daughter had an excellent experience.
- Board Chair Cudia thanked Ann Kerwitz for her work coordinating attendance at the ACCT Leadership Congress in Las Vegas earlier this month. She also described several sessions that emphasized "the more you learn, the more you earn" and how community colleges can look at different ways of pitching how to be a better employer. She commended everyone on their hard work.

### **4. Illinois Community College Trustees' Association (ICCTA) Report**

Trustee Nelson commented that the ICCTA delegation had a very nice hospitality reception at the Association of Community College Trustees (ACCT) Leadership Congress that he attended along with Trustees Cudia and Simpson in Las Vegas October 9-12.

### **5. Student Trustee Report**

Student Trustee Juan Noguera reported on Student Life, Student Government Association (GSA) and events related to the celebration of October as Hispanic Heritage Month. He has been working with the Belvidere Fire Department as part of his Fire Science program. He added that he is so proud to be a Golden Eagle, as he knows students will get a good quality education. To illustrate the positive impact of Rock Valley College on students, he showed a video of student club representatives explaining how being involved in student clubs has helped their educational journey.

### **6. RVC Foundation Liaison Report**

Trustee Trojan reported that the Foundation's board did not meet this month, but he did sit in on the finance committee meeting. The Foundation has received a clean audit, with no problems.

### **7. Freedom of Information Act (FOIA) Report**

The Freedom of Information Act (FOIA) report was accepted as presented.

### **Adjourn to Closed Session**

At 8:02 p.m., a motion was made by Trustee Trojan, seconded by Trustee Soltow, to adjourn to closed session for the purpose of discussing: 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) Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably

potential danger to the safety of employees, students, staff, the public, or public property, per Section 2 (c) (8), all in accordance with the Illinois Open Meetings Act.

The motion was approved by majority roll call vote. Trustees Cudia, Soltow, and Trojan voted yes. Trustees Gorski and Nelson voted no. Student Trustee Noguera voted yes (advisory).

**Reconvene Open Session**

At 8:02 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the closed session and reconvene to open session. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

**Next Meeting**

The next Committee of the Whole meeting will be held on Tuesday, November 7, 2023 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

The next Regular meeting will be held on Tuesday, November 21, 2023 at 5:45 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

**Adjournment**

At 8:28 p.m., a motion was made by Trustee Gorski, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Ann L. Kerwitz

\_\_\_\_\_  
Robert Trojan, Secretary

\_\_\_\_\_  
Gloria Cardenas Cudia, Chairperson

**Claims Sheet**

**Recommendation:**

It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from October 1, 2023 to October 31, 2023.

The total is \$2,224,177.61.

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Howard J. Spearman, Ph.D.  
President

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



**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. 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

**Purchase Report-B - FY2024 Purchases**

F. Charter Bus Transportation – (Participant Travel – Athletics)

<b>South of the Border Tours</b>	<b>Tucson, AZ</b>	<b>\$13,000.00*(6)</b>
		<b>Not to exceed</b>

6. This expense is for the charter bus transportation of Rock Valley College’s Women’s Soccer and Men’s Soccer teams during their stay in Tucson, Arizona from November 10 through November 18, 2023. Both teams qualified for the NJCAA national championships, and this bus service will transport them between the airport, the hotel and the tournaments. The final cost will depend on how the teams fare in the tournaments. This is a not to exceed.

FY2024 Budgeted Expense

\_\_\_\_\_  
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

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FY2024 Budgeted Expense

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

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FY2024 Budgeted Expense

Purchase Report-B - FY2024 Purchases

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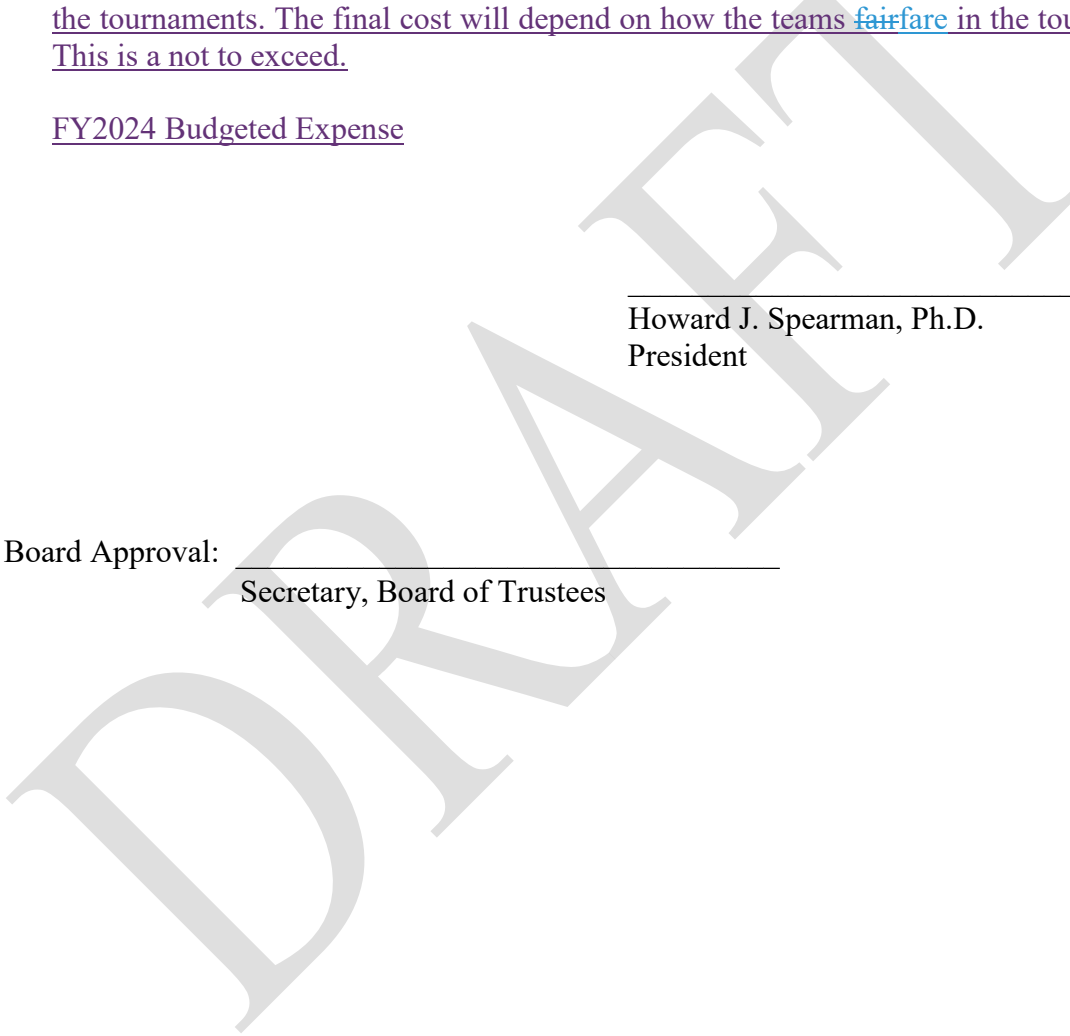
<u>South of the Border Tours</u>	<u>Tucson, AZ</u>	<u>\$13,000.00*(6)</u>
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FY2024 Budgeted Expense

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

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





**Fiscal Year 2023 Audit  
Annual Comprehensive 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 their 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

**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. **Attorney Reviewed.**

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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

**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.*

**REVISED Academic Calendar for 2024-2025**

**Background:** Rock Valley College is seeking approval for revision of the 2024-2025 Academic Calendar to reflect the change approved by the Board of Trustees (BR #8043, approved May 23, 2023) for the closure of the College between December 24, 2024, through January 1, 2025.

The College is submitting a full calendar beginning with Summer Session 2024 and ending with Summer Interim 2025, allowing a fiscal and academic year alignment.

**Recommendation:** It is recommended that the Board of Trustees approves these revisions to the 2024-2025 Academic Calendar.

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Howard J. Spearman, Ph.D.  
President

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

# 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
<del>November 5 (Tuesday)</del>	<del>No Classes/College Closed</del>
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**

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January 10 (Friday) ..... Faculty Development Day/College Open  
January 11 (Saturday)..... Weekend Classes Begin  
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**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

Attachment: Board Policy 2:30.060 Cyber and Information Security Policy



## **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:

**Approval of Settlement Agreement and Release**

**Background:**

On January 24, 2023, former student Breenah Seivert filed a single-count complaint against the Rock Valley College Board of Trustees for injuries allegedly sustained in a trip and fall on the College's campus. In connection with her complaint, Seivert sought in excess of \$50,000.00 in damages and litigation expenses (including attorney's fees). The Administration reported the complaint to the College's insurance carrier, which appointed the law firm of Robbins Schwartz as defense counsel through the carrier's third-party administrator. Following a finding from Winnebago County Circuit Court that the lawsuit could not be dismissed as a matter of law and the exchange of initial written discovery, counsel negotiated a settlement and release of claims for \$15,000.00. The insurance carrier's third-party administrator approved the settlement considering the anticipated costs required to further defend the lawsuit. For the same reason, counsel recommends approval of the accompanying Settlement Agreement and Release by the Board of Trustees.

**Recommendation:**

It is recommended that the Board of Trustees approve the Settlement Agreement and Release with Seivert, at which time Seivert's claims against the College will be dismissed. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Seivert Settlement Agreement

**Rock Valley College Student Trustee Report**  
**Juan Noguera, Student Trustee**  
**Board of Trustees Meeting, November 21, 2023**

1. The RVC Foundation hosted its annual Scholarship Donor and Recipient Luncheon on November 3rd. Students had the opportunity to have a positive interaction with their scholarship donor. The event supported building a bridge between students and their donors by students being able to discuss their gratitude and commitment to their college journey with their donor.
2. On Friday November 17, the Multicultural Club and the Intercultural Student Services department collaborated to host the annual International Showcase. Students had the opportunity to showcase an attribute pertaining to their culture. This varied from music, dance, singing, and/or reciting a poem, thus empowering our students to represent and express their valuable culture not just for this event but in their everyday life. The International Showcase event was not only open to the community, but also a reflection of our community.
3. RVC Student Professionals Day was hosted by the SGA on November 16th. This event was a combined effort with multiple departments (Career Services, Marketing, First Year Experience, and Small Business Development Center) and included two buildings (SC Atrium and CLII). Students were able to attend a resume and entrepreneur workshop as well receiving a professional headshop.
4. As the Golden Eagles Athletic teams continue to strive in their respective sports, the Student Government Association is supporting the growth of Arvee's Army. Arvee's Army consists of a student section present on various game days positively supporting our Golden Eagles student athletes. SGA is working alongside the marketing team to promote themes for the various match days taking place throughout the season. The latest theme is wearing a mustache honoring men's mental health awareness month.

**Rock Valley College Board of Trustees  
Freedom of Information Act Report  
October 15 – November 15, 2023**

Date Received	FOIA#	Requestor	Request	Response Date
10/20/2023	2024-13	Anne Connors	list of people employed by Rock Valley College as part-time ESL Adult Education instructors from 2007 to 2009 (currently under Transitional Opp & Career Education)	11/8/2023
11/19/2023	2024-14	Belinda Keller, SPVA	<p>Pursuant to the Family Educational Rights and Privacy Act (FERPA), we request access to the following FERPA designated Directory Information as it pertains to your currently enrolled students (both online and on-campus students, across all campuses based upon Fall 2023 data):</p> <ul style="list-style-type: none"> <li>· Student's name</li> <li>· Address</li> <li>· Telephone listing</li> <li>· Electronic mail address</li> <li>· Major field of study</li> <li>· Dates of attendance</li> <li>· Anticipated graduation date</li> <li>· Grade level</li> <li>· Participation in officially recognized activities and sports</li> <li>· Degrees, honors, and awards received</li> <li>· Other recent educational agencies or institutions attended</li> </ul>	11/13/2023; approved in part – pursuant to FERPA