

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

ROCK VALLEY COLLEGE BOARD OF TRUSTEES SPECIAL MEETING
(Rescheduled January 23, 2024 Regular Meeting)
5:45 p.m., January 30, 2024

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 (Performing Arts Room) in the Educational Resource Center (ERC) on Tuesday, January 30, 2024. The meeting was called to order by Board Chair Gloria Cardenas Cudia at 5:45 p.m.

Roll Call

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

Ms. Gloria Cardenas Cudia	Mr. Bob Trojan
Mr. Paul Gorski	Ms. Kristen Simpson
Mr. Richard Kennedy	Student Trustee Juan Noguera

The following trustees were absent at roll call: Mr. John Nelson (arrived at 5:53 p.m.) and Ms. Crystal Soltow

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Academic Affairs/Chief Academic Officer; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Dr. Hansen Stewart, Vice President of CTE and Workforce Development; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Mr. Jim Handley, Vice President Human Resources; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

Board Member Attendance by Means Other than Physical Presence

The anticipated request from a trustee to attend via teleconference was not needed.

Communications and Petitions (Public Comment)

There were no communications or petitions.

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 Trojan, seconded by Trustee Kennedy, to approve the minutes of the December 5, 2023 Committee of the Whole meeting and the December 19, 2023 Regular meeting. There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 8123 - Claims Sheet - December 2023

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 December 1, 2023 to December 31, 2023. The total is \$2,246,780.01.

A motion was made by Trustee Trojan, seconded by Trustee Simpson, to approve Board Report 8123. There was no discussion. The motion was approved by unanimous roll call vote.

2a. BR 8124-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 8124-A, Purchase Report-A.

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|--------------|--|
| \$ 40,000.00 | A. Carahsoft, Reston, VA |
| \$ 43,000.00 | B. Helm Service (formerly Mechanical Inc.), Freeport, IL |

A motion was made by Trustee Trojan, seconded by Trustee Simpson, to approve Board Report 8124-A. There was no discussion. The motion was approved by unanimous roll call vote.

2b. BR 8124-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 8124-B, Purchase Report-B.

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|------------------------------|--|
| \$ 12,000.00 - Not to exceed | A. Critical Environments Professional, Arlington Heights, IL |
| \$ 24,346.00 | B. Door Systems ASSA ABLOY US Inc., Naperville, IL |
| \$ 12,863.67 | C. Full Compass Systems LTD, Madison, WI |
| \$ 147,361.50 | D. Powerlink Electric, LLC, Veron Hills, IL |

A motion was made by Trustee Trojan, seconded by Trustee Simpson, to approve Board Report 8124-B. There was no discussion. The motion was approved by unanimous roll call vote.

3. BR 8125 - Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel actions listed on Board Report 8125.

A motion was made by Trustee Trojan, seconded by Trustee Kennedy, to approve Board Report 8125. Mr. Trojan asked why the Board of Trustees approves rather than acknowledges the Personnel Report below the President/Cabinet level. Dr. Spearman explained that changes would have to be made to the Board policy. However, the administration will provide the Board of Trustees a quantitative quarterly update reflecting personnel changes. Mr. Gorski would like to discuss this during a future Committee of the Whole meeting. The motion was approved by unanimous roll call vote.

5:53 p.m. Trustee Nelson arrived at the meeting.

4. BR 8126 - Lease Extension with The Iconic Building, LLC for Rock Valley College Downtown

The Board Report reads in part: It is recommended that the Board of Trustees approves the lease extension agreement with The Iconic Building LLC for the current RVC Downtown campus. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Trojan, to approve Board Report 8126. Dr. Spearman explained that the lease extension was until August 2026 with a one-year extension, if needed. Vice President Jenks explained that no other lease extensions need to be made for RVC's buildings. The motion was approved by unanimous roll call vote.

5. BR 8127 - Capital Projects Approval

The Board Report reads in part: It is recommended that the Board of Trustees approves the four projects listed on Board Report 8127 per the Statements of Final Completion of State, Local, Public Health, and Safety Funded Projects.

A motion was made by Trustee Trojan, seconded by Trustee Simpson, to approve Board Report 8127. There was no discussion. The motion was approved by unanimous roll call vote.

6. BR 8128 - Application for Permanent Approval of an Occupational Curriculum Cybersecurity Technician and Advanced Cybersecurity Technician

The Board Report reads in part: It is recommended that the Board of Trustees approves the submission of a proposal to the Illinois Community College Board (ICCB) to approve the Cybersecurity Technician and Advanced Cybersecurity Technician certificates. The ICCB Form 20 proposal includes a Part A. (Feasibility, Curriculum Quality and Cost Analysis) and a Part B. (Supportive Documentation and Data).

A motion was made by Trustee Nelson, seconded by Trustee Gorski, to approve Board Report 8128. Dr. Spearman clarified that the Cybersecurity courses would be taught at the Woodward Technology Center (WTC). The motion was approved by unanimous roll call vote.

7. BR 8129 - Board Policy 2:10.120 Americans with Disabilities Act (ADA)

The Board Report reads in part: The administration is requesting that the Board of Trustees adopts a new Board Policy for the Americans with Disabilities Act (ADA). This policy will address RVC's compliance with the ADA in their physical facilities, online digital presence, and employee, student, and community stakeholder needs. It will also ensure that applicable procedures are created to support the policy. **Attorney Reviewed.**

A motion was made by Trustee Trojan, seconded by Trustee Kennedy, to approve Board Report 8129. There was no discussion. The motion was approved by unanimous roll call vote.

8. BR 8130 - Board Policy 5:10.120 Purchasing

The Board Report reads in part: It is recommended that the Board of Trustees approves and ratifies the updated Purchasing Board Policy 5:10.120 to align with the Illinois Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27. **Attorney Reviewed.**

Discussion ensued. The Trustees' questions and comments included:

- Mr. Gorski explained how he would like the Responsible Bidder Compliance section of the Purchasing Board Policy amended, which states that construction contracts over \$150,000.00 shall require submission of proof of compliance. Mr. Gorski would like the amount of the contract to be reduced to \$25,000.00, so that the College is in alignment with other community colleges in the region.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to amend Board Report 8130. The motion failed by a tied roll call vote. Trustees Gorski, Kennedy, and Nelson voted yes. Trustees Simpson, Trojan, and Cudia voted no. Student Trustee Noguera voted no (advisory).

Discussion ensued. The Trustees' questions and comments included:

- Attorney Matthew Gardner explained that the bidder must be responsible for them to be awarded the contract for a construction project. The College has previously advised the Board of Trustees of this subject in 2018. Reducing the amount may reduce the pool of bidders and may reduce the candidate pool for the Business Enterprise Program (BEP) which focuses on businesses owned by minority groups, women, and people with disabilities.
- Vice President Olson reinforced what the Attorney Gardner stated. Ms. Olson explained her concerns of how amending the policy will affect the BEP mandate by the state, and how it has the potential to reduce the bidder pool for the smaller project amounts because they do not have training programs.
- Trustees Cudia and Simpson would like more information before they vote on the Responsible Bidder Compliance language in the Purchasing Policy.

A motion was made by Trustee Gorski, seconded by Trustee Trojan to table Board Report 8130 to the next Board of Trustees' meeting. The motion was approved by unanimous roll call vote.

- Trustee Cudia asked the College attorney what the protocol is for when a trustee would like something amended. The College attorney explained that if trustees have questions, then they can submit them via Board Chair Cudia.
- Mr. Gorski will send Trustee Cudia and the College attorney the information regarding the community college background to be distributed to the Board of Trustees.

9. **BR 8131 - Closed Session Minutes Through December 2023**

The Board Report reads in part: It is recommended that the Board of Trustees approves the following:

1. That the minutes of the closed session meetings of June 13, 2023 through December 19, 2023 shall be approved.
2. That the need for confidentiality still exists for the closed meeting minutes for the period of June 13, 2023 through December 19, 2023.
3. That the verbatim recordings shall be maintained pursuant to an existing litigation hold on College records.
4. The minutes identified in this document shall continue to be confidential until further action of the Board of Trustees.
5. That the Board's legal counsel shall, after consulting with the Board's chair, have the ability to review any closed session meeting minutes that the Board previously approved to remain confidential, to respond to any Freedom of Information Act request, litigation discovery requests, or as otherwise required by court order, and to produce any said closed session meeting minutes or parts thereof where the need for confidentiality no longer exists.

A motion was made by Trustee Trojan, seconded by Trustee Kennedy, to approve Board Report 8131. Trustees Kennedy, Simpson, Trojan, and Cudia voted yes. Trustees Gorski and Nelson voted no. Student Trustee Noguera voted yes (advisory). The motion was approved by majority roll call vote.

Other Business

1. **New Business**
There is no new business.
2. **Unfinished Business**
There is no unfinished business.

Updates / Reports

1. **President's Update**
President Spearman provided an update on various activities and events:
 - RVC hosted the annual Rumble in the Rock basketball tournament with the Rockford Public School (RPS) District.
 - Attended the Spring 2024 New Student Welcome Week event.
 - Met with a ComEd representative to discuss their Communities of the Future Initiative and how they can align with the College's Downtown West project.
 - Attended the Annual Alpha Phi Alpha Fraternity Inc. breakfast at Rockford University which highlighted five African-American male high school seniors.
 - Participated in Rockford Ministers Fellowship Annual Education Program where Dr. Spearman's son led everyone in singing the song "Lift Every Voice and Sing."
 - Thanked the Board of Trustees and members of Cabinet for participating and coordinating a successful combined January Committee of the Whole and Board Retreat.
 - In February, Dr. Spearman will attend the ACCT Legislative Summit in Washington D.C. with Jennifer Thompson, executive director of college communications. This is an opportunity to meet with national leaders and share the needs and concerns of community colleges.
 - Lastly, RVC will be hosting the Illinois High School Sectional Boys Basketball Tournament on February 27 and 28.

2. **Leadership Team Updates**

- Vice President Keith Barnes invited the Board of Trustees to the Ebony Breakfast on Friday, February 2 in the Student Center Atrium to kick off Black History Month with students and staff.
- Vice President Heather Snider gave an enrollment update. The College has met its annual enrollment goal at 110,501 credits, which is 8% above the Spring semester enrollment goal. She also stated that the Townhall for employees will be held on January 31.
- Vice President Dr. Hansen Stewart gave a grant update. He explained how the College was awarded \$425,000 through the Electric Vehicle grant to further advance the program. In addition, the College was awarded \$100,000 through the Leadership Perkins grant which impacts middle school students. The students have the opportunity to learn about the Career Technical Education (CTE) program.
- Vice President Dr. Amanda Smith explained that Faculty Development Day was rescheduled from Friday, January 12 to Friday, March 1 due to the weather.
- Vice President Ellen Olson gave an update on the Employee Retention Credit which the College filed with the IRS on January 24, 2024.

3. **Trustee Comments**

- Trustee Cudia thanked everyone for all of their work during the last few weeks.
- Trustee Gorski thanked the Trustees who supported the time adjustment for this meeting. He also explained that he is not against the Construction Manager at Risk model for the Downtown West Project. However, because of the type of project, he would have liked the opportunity to vote on the type of model that was used.
- Trustee Trojan appreciated the format for the State of the College on January 20. During the retreat, the Culture survey results were shared with the Board of Trustees, and the comments were enlightening. The survey results showed a lack of understanding from employees on the role of the Board of Trustees. To be proactive, the College could send the Board of Trustees meeting minutes to the employees on a monthly basis. Mr. Trojan also stated that the College needs to look at Artificial Intelligence (AI) to make sure that students or employees do not misuse it. Mr. Trojan would like AI to be discussed at a future Committee of the Whole meeting.
- Trustee Simpson stated that she wanted everyone to stay healthy and get through the winter.
- Trustee Nelson explained that the Board of Trustees has an important role in the governance of the College and should not shy away from making policy decisions. Mr. Nelson also stated that he looks at AI as a modern and powerful tool for students to use. Lastly, he is glad to know that the courses for the Cybersecurity Certificates will be taught in the Woodward Technology Center (WTC).

Dr. Spearman clarified the College's faculty have developed strategies for how students are using AI in the classroom.

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

Mr. Nelson explained that the next ICCTA meeting will be the first week of March at Kankakee Community College, and he will be in attendance.

5. **Student Trustee Report**

Student Trustee Noguera gave an update on the different ceremonies held in May and the Spring Semester Welcome Week activities which gives students an opportunity to be engaged on campus. In addition, he explained that the Illinois Community College Board (ICCB) Advisory Committee meeting was rescheduled due to the weather. Lastly, Mr. Noguera stated that the spring semester marks the

beginning of his second term as RVC's Student Trustee. Mr. Nogueta has enjoyed representing and serving the student body and he plans to share his goals with the Board of Trustees.

6. RVC Foundation Liaison Report

Trustee Trojan explained that last year 60,000 mailers were sent to RVC alumni to gather donations. In addition, he stated that the spring scholarship application season opens on February 14 and closes on April 1, 2024.

7. Freedom of Information Act (FOIA) Report

The FOIA report was accepted as presented.

Closed Session

A closed session was not held.

Next Meeting

The next Committee of the Whole Meeting will be held on February 13, 2024, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus.

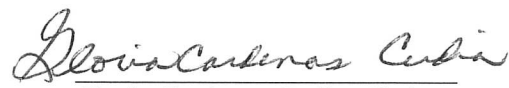
The next Regular meeting will be held Tuesday, February 27, 2024, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus.

Adjournment

At 6:57 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Betsy Saucedo.


Robert Trojan, Secretary


Gloria Cardenas Cudia, Chairperson