

Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
Educational Resource Center (ERC), Performing Arts Room (PAR), Room 0214
Regular Meeting
February 27, 2024, 5:30 p.m.

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. General Presentations**
- G. Approval of Minutes**
 - 1. January 20, 2024 Committee of the Whole Meeting
 - 2. January 30, 2024 Special Meeting
- H. Action Items**
 - 1. Approve Claims Sheet (Check Register-January 2024) (BR 8132)
 - 2. Approve Purchase Report
 - a. Purchase Report-A – FY2024 Amendments (BR 8133-A)
 - b. Purchase Report-B – FY2024 Purchases (BR 8133-B)
 - 3. Approve FY2025 Student Activity Fee Increase and Out-of-District and Out-of-State Tuition Calculation Process (BR 8134)
 - 4. Approve Board Policy 5:10.120 Purchasing (Second Reading, Tabled 01/30/2024) (BR 8135)
 - 5. Approve Personnel Report (BR 8136)
- I. Other Business**
 - 1. New Business
 - 2. Unfinished Business
- J. Updates / Reports**
 - 1. Leadership Team Updates
 - 2. ICCTA Report
 - 3. Trustee Comments
 - 4. Student Trustee Report
 - 5. RVC Foundation Liaison Report
 - 6. Freedom of Information Act (FOIA) Report
- K. Date of Next Committee of the Whole Meeting:** March 12, 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.
- L. Date of Next Regular Meeting:** March 26, 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.
- M. Adjourn**

Gloria Cardenas Cudia, Board Chair

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
(Rescheduled from January 16, 2024)
8:30 a.m., Saturday, January 20, 2024
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Saturday, January 20, 2024, in Room 1308 of the Woodward Technology Center on the main campus. The meeting was called to order at 8:30 a.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	Ms. Kristen Simpson
Mr. Richard Kennedy	Mr. Juan Noguera, RVC Student Trustee
Mr. Robert Trojan	
Mr. John Nelson arrived at 9:00 a.m.	

The following Trustees were absent at roll call: Ms. Crystal Soltow, Mr. Paul Gorski (joined later via teleconference), Mr. John Nelson (arrived at 9:00 a.m.)

Also present: Dr. Howard J. Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Assistant to the President; Attorney Christopher Gorman, Robbins Schwartz.

Communications and Petitions (Public Comment)

There were no visitors who wished to make public comment.

Board Member Attendance by Means Other than Physical Presence

Trustee Trojan noted that there was a quorum due to the physical presence of four trustees, and made a motion, seconded by Trustee Simpson, to allow Trustee Gorski to participate in the meeting by teleconference. The motion was approved by unanimous roll call vote.

Recognition of Visitors

Dr. Spearman welcomed Dick and Ann Rundall, community visitors, to the meeting.

Review of Minutes

There were no comments on the minutes from the December 5, 2023, Board of Trustees Committee of the Whole meeting.

At 8:37 a.m., Trustee Gorski joined the meeting by telephone.

In regard to Item B., Vice President Olson explained that the five percent contingency for Helm Service is being added to cover any additional minor costs.

Purchase Report B – FY2024 Purchases:

A. Environmental Maintenance – (Risk Management Fund)			
1.	Critical Environments Professionals	Arlington Heights, IL	\$12,000.00* (1) Not to exceed
B. Door Repair – (Maintenance Services Buildings – Plant Operations)			
2.	Door Systems ASSA ABLOY US Inc..	Naperville, IL	\$24,346.00* (2)
C. Backstage Communication System – (Theatre Program – Foundation)			
3.	Full Compass Systems LTD	Madison, WI	\$12,863.67* (3)
	Sweetwater	Fort Wayne, IN	\$13,063.00
	ProSound and Stage Lighting	Westminster, CA	\$13,474.16
D. JCSM Generator – (Other Capital Outlay – Current Capital Needs))			
4.	Powerlink Electric, LLC	Vernon Hills, IL	\$147,361.50* (4)
	Helm Electric	Rockford, IL	\$149,990.96
	Ballard Engineering	Rockford, IL	\$152,900.00

On Item A., Vice President Olson explained that the labs in JCSM and WTC were not shut down and there was no danger to students.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through December 31, 2023. Total operating cash is \$40,090,908. Total operating cash and investments are \$86,619,649. Total capital funds are \$12,022,984. The change in operating cash and investments since November 30, 2023, is (\$776,682). Ms. Olson added that the total operating cash and investment funds were 80.70 percent of the Fiscal Year 2024 operating budget.

Vice President Olson explained that bond payments are made semi-annually on different dates based on the payment schedule set up when the bonds are issued. She estimated that annual bond payments are about \$14 million.

3. Purchase Policy Update Board Policy 5:10.120 Purchasing / Second Reading

Ms. Olson explained that this is a second reading and that copies of the old and new policies are in the meeting packet. Trustee Gorski added that he would like to see a review of the responsible bidder section of the Board Policy, as he sees no reason to put a limit on it. He believes it was last discussed in 2018 or 2019. Trustee Nelson suggested a \$25,000 limit and will propose an amendment to the policy at the next meeting.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Vice President Jim Handley explained that due to the absence of Vice President Rick Jenks and Vice President Keith Barnes, he will review the Operations section of the agenda. He noted that changes have been made to the January 2024 Personnel Report, and a redlined copy will be available at the next meeting. He added that because recruitment is a continual process, redlined reports are included in the packets, as administration wants to ensure that trustees are aware of the changes and updates.

2. Lease Extension with The Iconic Building, LLC for Rock Valley College Downtown

Vice President Handley reviewed the lease extension for the facility at 99 E. State Street in Rockford. There was no discussion.

3. Strategic Plan Update: IBHE Equity Plan Update

Vice President Handley presented an update on the IBHE Equity Plan that will be submitted to the Illinois Community College Board (ICCB) by May 31, 2024. There was no discussion.

4. Certified Project Completion Certifications – Capital Projects Approval

Vice President Handley presented a brief review of the certifications of four completed capital projects that will be submitted to Illinois Community College Board (ICCB). There was no discussion.

5. Americans With Disabilities Act (ADA) New Board Policy 2:10.120 / Second Reading

Vice President Handley presented a brief review of the proposed Board Policy 2:10.120, Americans With Disabilities Act. There was no discussion.

6. Rock Valley College Events Calendar

Vice President Handley presented the RVC on-campus events calendar for January 2024. Highlighted upcoming events included the January 17 Martin Luther King Day Celebration, Spring Welcome Week to be held January 22-25, and the Black History Month Ebony Breakfast to be held February 2.

7. Rock Valley College Downtown-West Campus Update

Due to the absence of Vice President of Operations Rick Jenks, Vice President Snider reviewed the RVC Downtown-West Update, which included a list of proposed programs, enrollment trends and projections, the Construction Manager at Risk Selection Committee process, a list of the Selection Committee members, and a design update.

Comments and Answers to Trustees' Questions:

- Extra enrollment recruiting will be implemented as we near completion of the building.
- Possible tuition help will be addressed as we near completion of the building.
- RVC is partnering with Rockford RPS 205, University of Illinois, and others to develop the curriculum for the Human Services program.
- The Electric Vehicle program is an extension of the Automotive program.
- Proposed programs are listed in alphabetical order, not by priority. The College has a process in place to determine how much space is needed for each program. In an effort to be more efficient, collaborative conversations are being held to determine how to share space.
- Following the Selection Committee's selection, the top Construction Manager at Risk will be presented at the February 27, 2024 regular Board meeting.
- The selection process is very similar to selecting a college president. Faculty and trustees are represented on the Selection Committee. Committee members met January 19, 2024 to determine the process. Members will review and rate each applicant on a matrix, looking for the right mix to meet all needs.
- DKA Architects designed the automotive facility at Waubensee Community College.

New Business/Unfinished Business

1. New Business:

- a.) Board Chair Cudia commented that she wanted to address something that has come to her attention, having received a copy of an email that Trustee Gorski sent to Project First Rate and Northern Illinois Building Contractors alerting them to the Downtown-West construction project and to sign up to receive bid alerts. Mr. Gorski confirmed that he was acting as an individual, not as a trustee, and he also sent a copy of a news article on Downtown-West, thinking there would be a short turnaround to the bidding process. A copy was not sent to the Board Chair nor all trustees. Board Chair Cudia noted that she was concerned that this might show preference by RVC and reflect poorly on the College's reputation. She added that she will forward the document to all trustees. Trustee Gorski added that he has asked several times to be put on the list to receive

all bid notices, but it has not been done. Trustee Trojan added that 87 companies have been alerted and/or contacted regarding the Downtown-West building project.

- b.) Chief Financial Officer Ellen Olson provided an update on the Employee Retention Credit (ERC) program., which provides a refundable tax credit for some organizations who had employees impacted by the COVID-19 pandemic. RVC originally was not qualified, but an amendment has been passed that makes RVC eligible. The College's auditor, Sikich LLC, is reviewing related documents and will advise on how the College should proceed. The new deadline to submit for reimbursement is January 31, 2024. Dr. Spearman added that Trustee Nelson heard about the program at the ACCT conference in October and brought it to Administration's attention. The advisory firm who will handle the submission will charge a 20 percent fee.
- c.) President Spearman reminded trustees of a request made last fall urging local legislators to push the Capital Development Board (CDB) and the Governor's Office of Management and Budget (GOMB) to release funds for Classroom Building II. A letter from a team of engineers at IMEG that identified the urgent HVAC issues with the building was sent to local legislators urging them to contact CDB and GOMB. As a result of the efforts by local legislators, the CDB has agreed to release \$17 million. Due to the reduced amount, the arts center extension will be eliminated from the current renovation plan, although CFO Ellen Olson confirmed the College has \$5.6 million set aside for the CLII project.

2. **Unfinished Business:** There was no unfinished business. Trustee Gorski commented that he will forward a copy of the RVC Downtown-West update to Project First Rate and the Northern Illinois Building Contractors.

At 10:25 a.m., the meeting recessed for a brief break.

At 10:41 a.m., the meeting reconvened.

Board of Trustees Retreat Discussion

1. State of the College

Vice President of Institutional Effectiveness and Communications Heather Snider reviewed the process for the State of the College, noting that trustees have received a video from Ms. Snider and Vice President of Finance Ellen Olson explaining the State of the College report. Trustees were invited to submit their questions, and this section of the meeting will be devoted to answering trustees' questions.

- a. The Questions and Answers document is attached hereto and made a part of these meeting minutes of January 20, 2024.
- b. With regard to job trends, the Stellantis announcement to reopen the Belvidere plant was made after data compiled historical projections were completed. Therefore, the Stellantis program is not included in the chart data.

2. 10-Year Financial Projections

Vice President of Finance Ellen Olson reviewed the six financial strategies, noting that for Fiscal Year 2025, the College will be implementing a budget goal of 110,000 credit hours and a stretch goal of 115,000 credit hours.

- a. The Questions and Answers document is attached hereto and made a part of these meeting minutes of January 20, 2024.
- b. The state of Illinois is anticipating a deficit, however the Illinois Community College Board (ICCB) has asked for a seven percent (7%) increase.
- c. RVC staff are being challenged to reduce expenses by five percent for the Fiscal Year 2025 operational budget.
- d. Program Reviews are conducted every five years and monitored annually to track program efficiency.

3. Strategic Plan Update

Vice President Heather Snider reminded trustees of the four pillars of the Strategic Plan: Access; Education; Training and Diversity, and that updates are given at each Committee of the Whole meeting. This process will continue in 2024 and will include quarterly updates.

Highlights of the past year include the SMART Camp, expanded Dual Credit programs and enrollment, and strong workforce development. Recent grant data shows that Illinois is a leader in the Midwest, and RVC is among the highest performing in the state of those that received that grant. The creation of the Golden Eagles Academy (exceptional training opportunities for employees) is a direct result of the previous culture survey done in 2021.

Ms. Snider then presented a brief biography of Dr. Julie Kunselman, research and development leader at Studer Education, and introduced Dr. Kunselman who would present an update on results of the 2023 culture survey.

4. Studer Education Update/Employee Culture Survey

Dr. Kunselman explained that RVC administered the first culture survey completed two years ago, and Studer Education administered the second survey done in 2023. Although the first survey was not shared, results of the second survey will be shared with all RVC staff, which will build accountability and connect to RVC's values and the four pillars of the Strategic Plan. Dr. Kunselman reviewed the ratings and categories, including Board leadership.

Highlights include:

- Cabinet leaders can see the results of those reporting to them and will share results.
- Response rate is 77 percent (77%), a very good rate. Normal rate is around 30 percent (30%).
- Overall results have improved since the first survey was done in 2021.
- Having employee stability is very important especially at the Cabinet level.
- Although there is no way of knowing who did or did not respond, all staff will participate in the rollout process.
- Intentional conversations about DEI (diversity, equity and inclusion) will help build collaboration.
- Consistent rollout and seeing survey results may help improve the number of participants in the next survey. Some companies offer an incentive to complete the survey.
- Anything above a zero is good for the Employee Net promoter score. Nearly 50% of RVC employees recommend RVC as a good place to work. The goal is to move from mid-range to improvement, and ask employees what a 10 would look like, as we don't want to lose them.
- Trustees were given paper copies of the report and a few minutes to review the Board of Trustees comments report from the culture survey.
- RVC staff may not understand the responsibilities of the Board of Trustees.
- There has been very little trust in the Board over the years, but it seems to be improving.
- Communication can be an issue. What can be done to inform employees of what the Board does? Should minutes be distributed to all employees? Or have a video of the meetings available?
- To help employees not familiar with the Board, maybe meeting minutes should be distributed or make available a video of the meetings.

Dr. Kunselman reviewed the next steps in the rollout of the 2023-2024 culture survey to all employees. Dr. Spearman added that an update of the action steps will be presented to trustees in June.

At the request of Trustee Gorski and after polling the other trustees, Board Chair Cudia announced that the meeting on January 30, 2024 would begin at 5:45 p.m. rather than 5:15 p.m.

Adjourn to Closed Session

A closed session was not held.

Next Committee of the Whole Meeting

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

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on January 30, 2024, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Adjourn

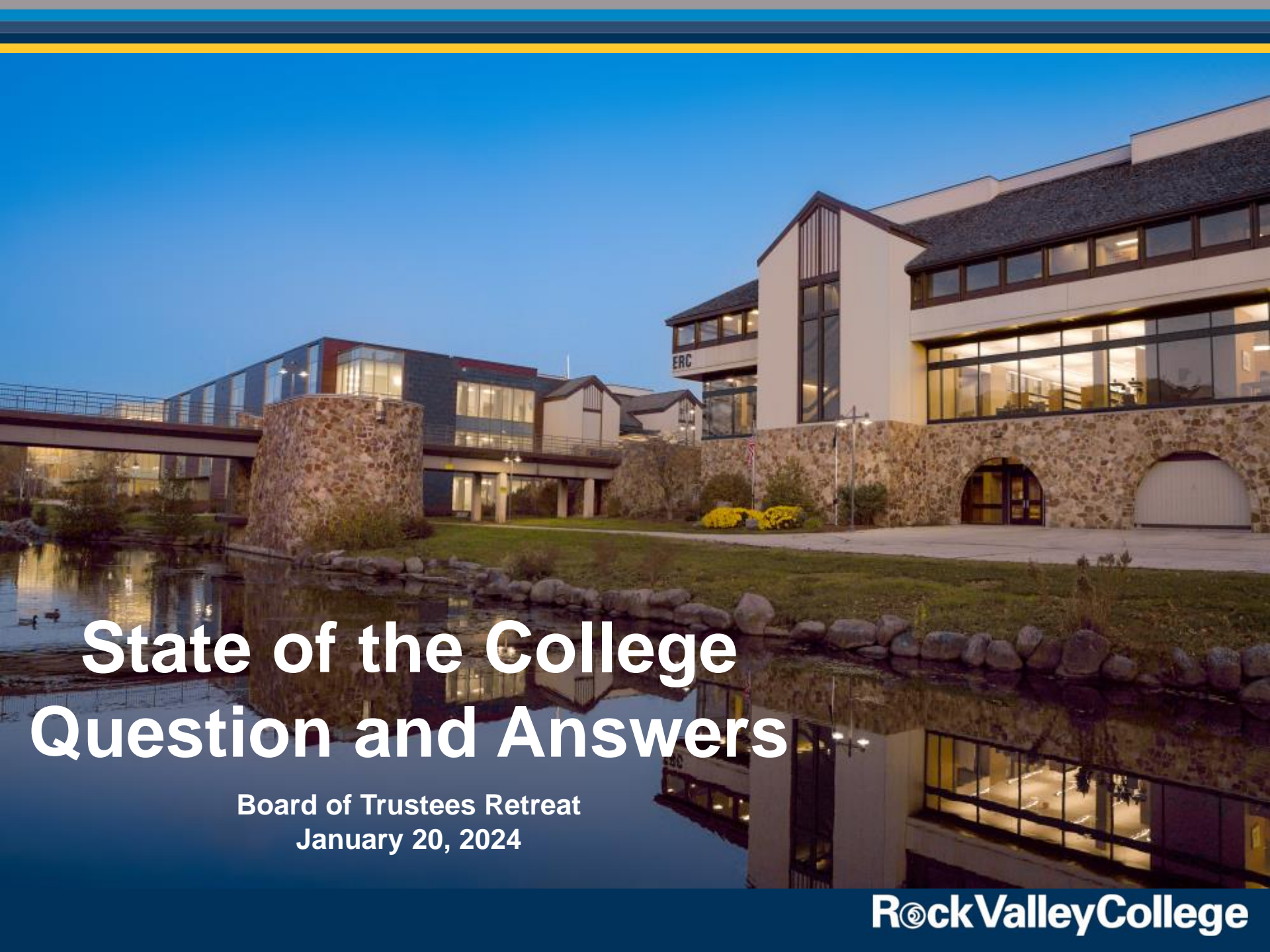
At 12:40p.m., a motion was made by Trustee Nelson, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Ann L. Kerwitz

Robert Trojan, Secretary

Gloria Cardenas Cudia, Chairperson

Attachment: State of the College Questions and Answers, January 20, 2024



State of the College Question and Answers

Board of Trustees Retreat
January 20, 2024



Process

January 5, 2024

Trustees received State of the College video and slides

January 12, 2024

Questions from Trustees submitted to President

January 20, 2024

Questions addressed as part of annual retreat



DISTRICT DEMOGRAPHICS



Population by Age

Projected Change in Population by Age Tri-county Region (Boone, Ogle, and Winnebago Counties)

Age Cohort	2023 Population	2028 Population	Change	% Change	2028 % of Cohort
Under 5 years	22,494	22,516	22	0%	5.8%
5 to 9 years	24,886	23,242	(1,644)	(7%)	5.9%
10 to 14 years	25,429	26,545	1,116	4%	6.8%
15 to 19 years	25,401	25,424	23	0%	6.5%
20 to 24 years	24,253	25,046	792	3%	6.4%
25 to 29 years	23,174	24,059	884	4%	6.1%
30 to 34 years	24,371	22,791	(1,580)	(6%)	5.8%
35 to 39 years	23,231	25,478	2,247	10%	6.5%
40 to 44 years	23,372	23,640	268	1%	6.0%
45 to 49 years	21,903	23,865	1,962	9%	6.1%
50 to 54 years	24,513	21,656	(2,858)	(12%)	5.5%
55 to 59 years	24,593	24,297	(296)	(1%)	6.2%
60 to 64 years	25,870	22,846	(3,024)	(12%)	5.8%
65 to 69 years	23,284	24,372	1,088	5%	6.2%
70 to 74 years	18,864	20,099	1,235	7%	5.1%
75 to 79 years	14,597	15,895	1,298	9%	4.1%
80 to 84 years	9,134	10,474	1,341	15%	2.7%
85 years and over	8,562	9,170	609	7%	2.3%
Total	387,931	391,414	3,483	1%	100.0%

Contains
Traditional
College-age
Students



Population by Age

Question: Comparing this year's and last year's Change in Age Groups under 5 through 30-34. Last year was (6495); this year (387). What has happened to cause such a swing?

Ogle County was added to Boone and Winnebago Counties to create a tri-county region for district demographics; however, this does not explain the difference in projected declines. In fact, this same question could be asked for the total population. The 2023 State of the College data projected declines in populations for both Boone and Winnebago Counties from 2022 to 2027. The 2024 State of the College projections indicate a decline for Winnebago County only. The populations of Boone and Ogle are projected to remain relatively flat.

Three factors impact population projections:

- Births
- Deaths
- Migrations



Job Trends: Top Industries

Question: The Manufacturing Projection shows flat, but what about the impact of the recently announced Stellantis programs adding many new jobs. If it is accounted for, then the rest of the manufacturing will decrease? Also, currently Aerospace is in a down market but hopefully will recover within the forecasted timeframe.

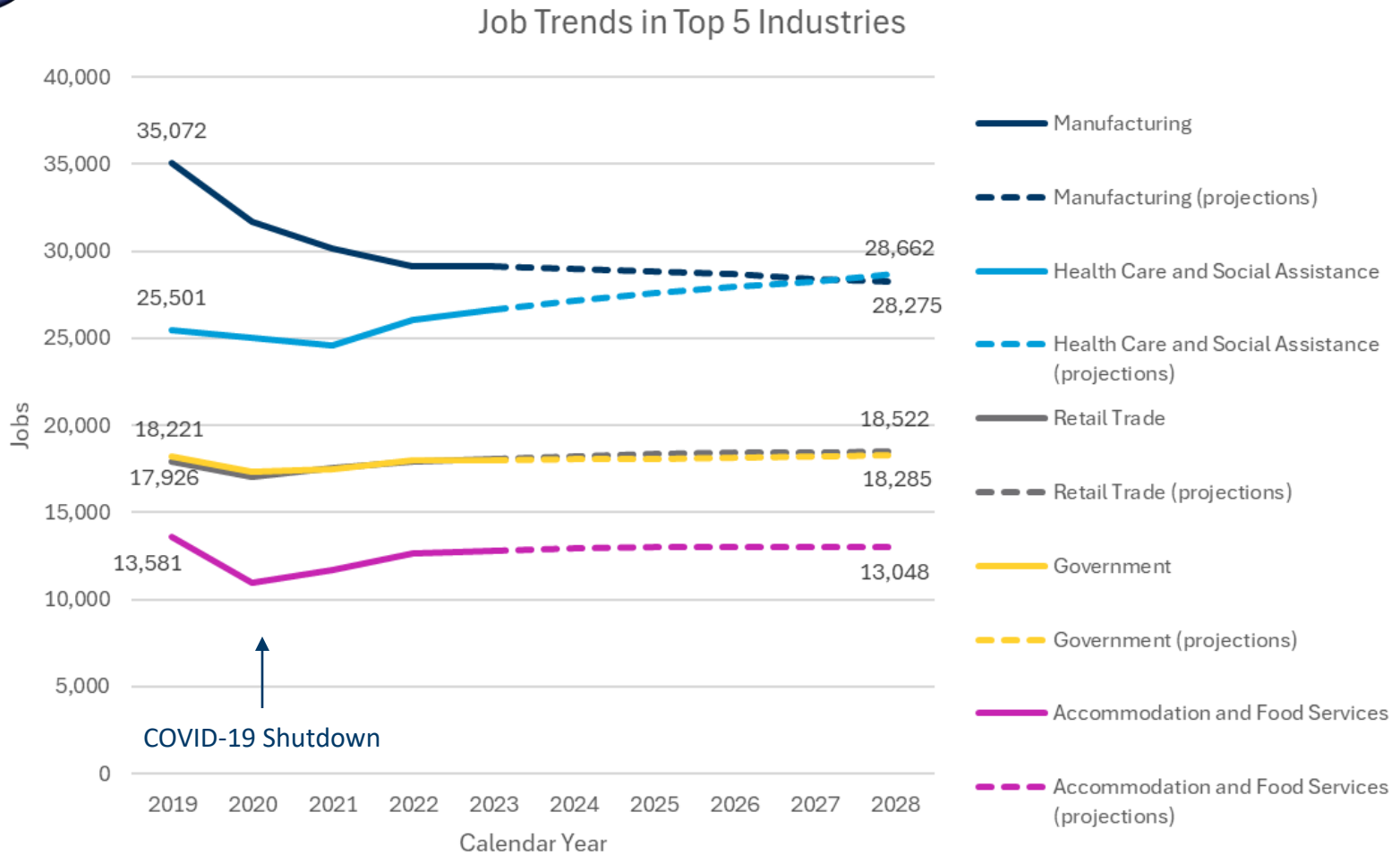
Lightcast industry projections are based on:

- Final Lightcast industry data from the Bureau of Labor Statistics' (BLS) Quarterly Census of Employment and Wages (QCEW) dataset
- BLS National Industry-Occupation Employment Matrix (NIOEM)
- Long-term industry projections published by each state

None of these specifically account for the programs recently announced by Stellantis.



Job Trends: Top Industries



Source: Lightcast Economy Overview, Q4 2023 Data Set

Note: Projections are based on historical data and do not account for plans to increase (e.g., Stellantis or Hard Rock Casino) or reduce jobs opportunities.



ENROLLMENT



Enrollment Target 2: Non-credit Enrollment

Enrollment/Growth					
Pillar	Strategic Goal	5 Year Target	FY2022 Outcome	FY2023 Outcome	Related Metric(s)
Access	I.2: Provide district residents improved accessibility to noncredit programs, certificates, and training.	Achieve 20,000 seats sold by 2027.	10,767 seats sold	12,971 seats sold	<ul style="list-style-type: none">Noncredit enrollment by category

1 = Alert

2 = Area of Concern

3 = Met Goal

4 = Stretch Goal

5 = Super Stretch Goal



Enrollment Target 2: Non-credit Enrollment

Question: Five-year target 20,000...is that per year?

The goal increases incrementally each year.

Fiscal Year	Goal (Seats Sold)	% Annual Increase
2023	12,517	16%
2024	14,267	14%
2025	16,017	12%
2026	17,767	11%
2027	20,000	13%

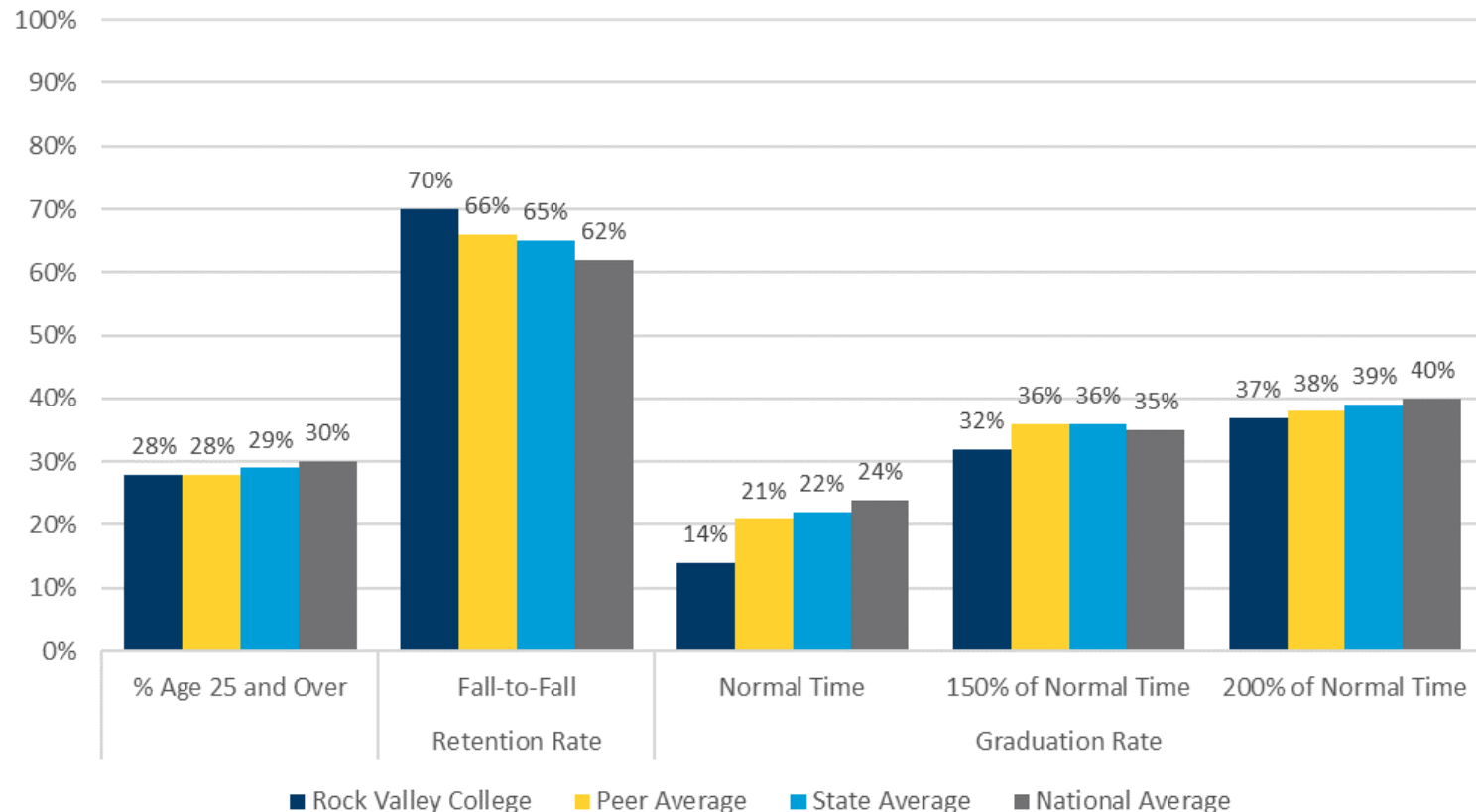


STUDENT SUCCESS



Retention & Graduation Rates

Question: Retention and Graduation Rates with Peer, State and National. How does our student age of 26 compare and does it have an impact on retention and graduation?



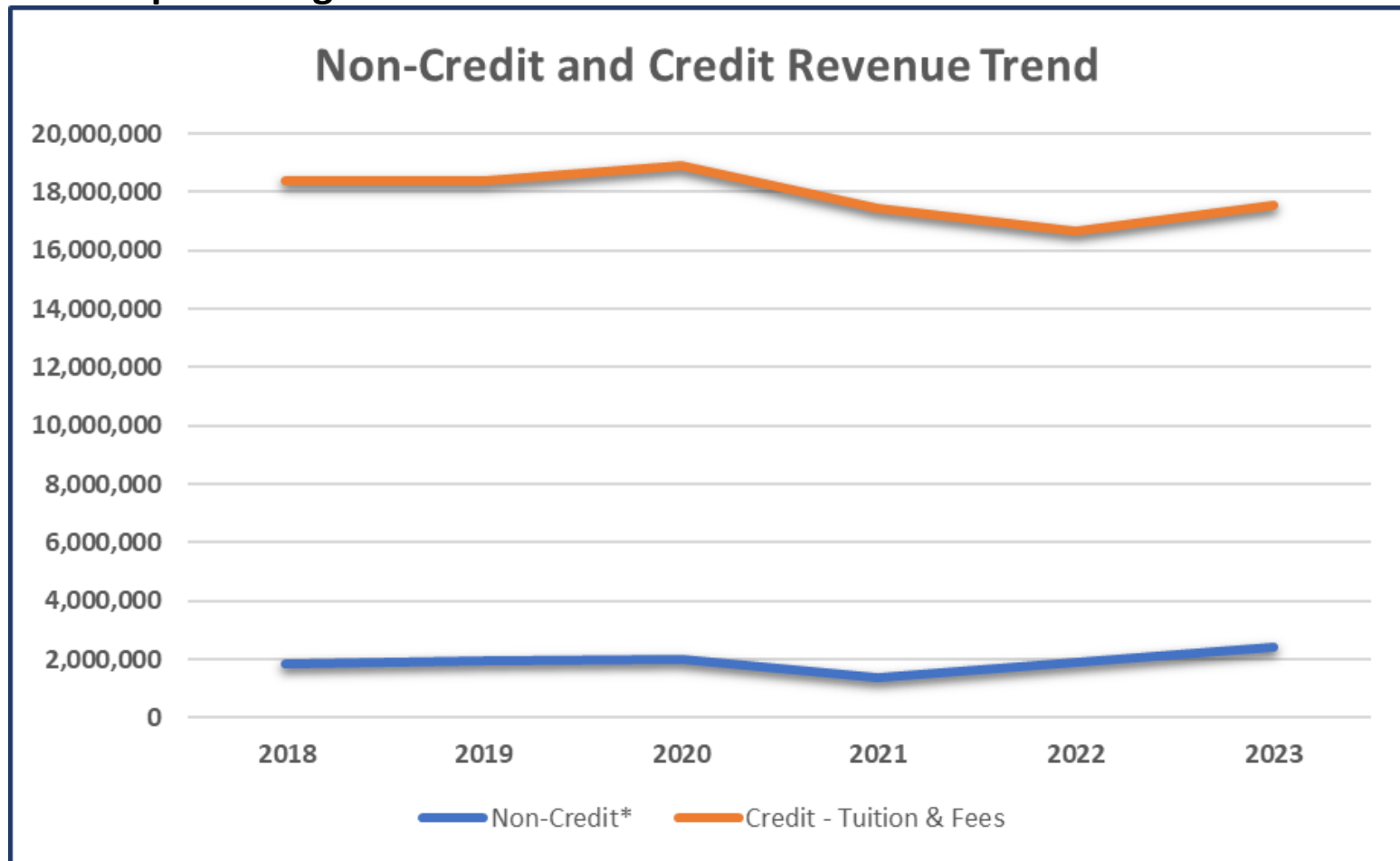


FINANCE



Non-credit Revenue

Question: Net Non-Credit Revenue shows loss. But what is the gross revenue as compared to gross credit revenue.



10-YEAR FINANCIAL FORECAST





10-year Financial Forecast: Financial Strategies

- Implement stretch goals for credit hour attainment.
- Create a culture of cost awareness.
- Continue to transfer funds to OPEB so that any transfer to the Colleges will not have an immediate impact.
- Continue to transfer to O&M restricted to maintain existing campus facilities and for replacement of capital equipment.
- Maintain Fund Balance between 35% and 50%.
- Create an Emergency Savings and invest accordingly.



Revenue Assumptions: Property Tax

Question: Property Tax revenue, hard to predict, but at some point, maybe property EAV will decrease or flatten, then increase in our rate?

- The levy rates for Education and Operations & Maintenance (Funds 01 and 02) are capped by previous referendum at .23 and .04, respectively. The College has been levying at the maximum for over the past 20 plus years.
- For Tort (Fund 12), Audit (Fund 11) and Protection, Health & Safety (Fund 03), if the College keeps the dollar levy amount flat, the levy rate would increase if the EAV declined.
- The levy rate for Bonds is dependent on the scheduled debt service payments. As we try to keep the dollar amount flat, if EAV should decline, the levy rate would increase.



Revenue Assumptions: Credit Hour Enrollment

Question: Stretch Goal...does this become the Budget?

- The budget for FY25 will be 110,000 credit hours. The stretch goal of 115,000 credit hours is the goal for Student Affairs.
- Additional revenue will be applied toward deferred maintenance. The College will have a report to measure actual credit hours against both the budget and stretch goal.
- The stretch goal of 115,000 may become the budget goal once we start meeting it consistently year over year.



Revenue Assumptions: Tuition Rates

Question: What are the average \$/hour of CTE and LAS?

- Current tuition rates are \$125 per credit hour for LAS and \$150 per credit hour for CTE.
- Based on the assumption of 75% LAS and 25% CTE, the weighted tuition rate is \$131.25 per credit hour.



Operating Funds 01 and 02: Revenue Assumptions

Question: Last year showed Revenues over Expenses at a loss starting in 2028; now Net Income. Which assumptions caused this swing?

Changes to revenue assumptions:

- Increased the number of credit hours from 110,000 to 115,000, which offset the \$5 per credit hour annual increase previously forecasted. The new assumption is a \$10 per credit hour increase in FY 2027, 2030 and 2033.
- Modified the rates of EAV increase, FY25 moved from 3% to 6%, FY26 increased from 2% to 4%, FY27 increased from 2% to 3% and FY28 increased from 1.5% to 3%.
- State appropriation assumption changed from a flat 2% annually to 5% in FY25 & FY26 and 4% in FY27 through FY29.



Operating Funds 01 and 02: Expense Assumptions

Question: Last year showed Revenues over Expenses at a loss starting in 2028; now Net Income. Which assumptions caused this swing?

Changes to Expense Assumptions - Factored in expense management

- The two items with the largest impact are Salaries and Benefits as they make up 73% of total expenses when excluding SURS On-Behalf.
 - Factored in a 5% vacancy rate for salaries and reduced salary increases from 3.5% to 3%
 - Anticipate that benefit expenses will not be at the same rate, reduced from 10% in FY25 and 7% thereafter to a more modest 7% in FY25 and 6% thereafter
- Updated the following assumptions with expectation of cost containment:
 - Contractual Services from 5% annual increase to 3% increase in FY25 and flat thereafter
 - Materials & Supplies from 5% annual increase to 5% reduction in FY25 and hold flat thereafter
 - Travel & Conference, reduce 5% in FY25 and hold flat thereafter
 - Utilities previously had a 5% annual increase, updated it to hold flat



Bonds

Question: no projection for Bonds for Downtown and impact on Tax Rates?

- Bond tax levy projection was presented at the November Committee of the Whole Meeting, including tax levy rates.
- Until the College has a better estimate of total project costs and timing, a better estimate is not available.
- The goal is to schedule debt service repayment to keep the levy amount as flat as possible.



Bonds

General Obligation Debt Service

Lew Year	Fiscal Year	Prior Bonds Debt Service	\$23,675,000			PROPOSED GO Bonds, Series 2024 (1)	PROPOSED GO Bonds, Series 2025 (Funding) (1)	PROPOSED GO Bonds, Series 2025 (WC) (1)	PROPOSED GO Bonds, Series 2026 (1)	Capitalized Interest	Total General Obligation Bonds Debt Service		Growth Rate	B&I Tax Rate
			Community College Bonds, Series 2015C	Taxable GO Comm College Refunding Bonds, Series 2022A	\$17,805,000 GO Comm College Refunding Bonds, Series 2022B						\$12,955,000 GO Comm College Refunding Bonds, Series 2022B	EAV		
2017	2019	\$ 11,536,749	\$ 605,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,142,119	\$ 5,617,226,123	2.43%	0.2162	
2018	2020	11,538,689	605,370	-	-	-	-	-	-	12,144,059	5,786,184,091	3.01%	0.2099	
2019	2021	11,538,766	605,370	-	-	-	-	-	-	12,144,136	6,087,389,555	5.21%	0.1995	
2020	2022	11,538,573	605,370	-	-	-	-	-	-	12,143,943	6,373,157,081	4.69%	0.1905	
2021	2023	11,537,425	605,370	-	-	-	-	-	-	12,142,795	6,683,597,509	4.87%	0.1817	
2022	2024	4,878,053	141,950	6,473,900	647,750	-	-	-	(646,620)	11,495,033	7,160,871,153	7.14%	0.1605	
2023	2025	-	141,950	11,350,500	647,750	-	-	-	(158,339)	11,981,861	7,304,088,576	2.00%	0.1640	
2024	2026	-	141,950	6,715,600	5,282,750	2,352,771	-	-	-	14,493,071	7,450,170,348	2.00%	0.1945	
2025	2027	-	3,400,595	-	8,736,000	639,000	1,666,422	766,043	(1,413,663)	14,493,846	7,599,173,755	2.00%	0.1907	
2026	2028	-	874,620	-	-	639,000	3,574,500	2,679,250	-	14,495,120	7,751,157,230	2.00%	0.1870	
2027	2029	-	-	-	-	639,000	4,851,250	2,579,250	-	14,497,250	7,906,180,374	2.00%	0.1834	
2028	2030	-	-	-	-	4,434,000	3,863,250	3,519,250	-	14,499,250	8,064,303,982	2.00%	0.1798	
2029	2031	-	-	-	-	4,434,250	6,540,250	3,522,250	-	14,496,750	8,225,590,061	2.00%	0.1762	
2030	2032	-	-	-	-	5,250,000	5,731,000	3,517,500	-	14,498,500	8,390,101,863	2.00%	0.1728	
2031	2033	-	-	-	-	-	4,257,750	-	-	14,498,500	8,557,903,900	2.00%	0.0498	
2032	2034	-	-	-	-	-	-	-	-	14,498,500	8,729,061,978	2.00%	0.0000	
2033	2035	-	-	-	-	-	-	-	-	-	8,903,643,217	2.00%	0.0000	
2034	2036	-	-	-	-	-	-	-	-	-	9,081,716,082	2.00%	0.0000	
2035	2037	-	-	-	-	-	-	-	-	-	9,263,350,403	2.00%	0.0000	
2036	2038	-	-	-	-	-	-	-	-	-	9,448,617,411	2.00%	0.0000	
2037	2039	-	-	-	-	-	-	-	-	-	9,637,589,760	2.00%	0.0000	
2038	2040	-	-	-	-	-	-	-	-	-	9,830,341,555	2.00%	0.0000	
2039	2041	-	-	-	-	-	-	-	-	-	10,026,948,386	2.00%	0.0000	
2040	2042	-	-	-	-	-	-	-	-	-	10,227,487,354	2.00%	0.0000	
2041	2043	-	-	-	-	-	-	-	-	-	10,432,037,101	2.00%	0.0000	
2042	2044	-	-	-	-	-	-	-	-	-	10,640,677,843	2.00%	0.0000	
Total DS From Current FY:		\$ 4,878,053	\$ 4,701,065	\$24,540,000	\$15,314,250	\$ 18,388,021	\$30,484,422	\$16,583,543	\$ 16,537,699	\$ (2,218,622)	\$ 129,208,431			
Net Proceeds:						\$14,250,000	\$23,500,000	\$13,000,000	\$14,250,000	\$65,000,000				

(1) Rates based upon market conditions as of September 20, 2023 and recent bond sales which PMA believes to be accurate and reliable plus 0.75%. Estimated 2024 TIC = 4.43%.
 NOTE: Scenarios where a greater portion of the overall debt is issued in advance of the expenditures of the proceeds will likely result in higher fees earned by the investment manager of the debt proceeds.



Thank you



**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 Nogueta

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.

- | | |
|--------------|--|
| \$ 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.

- | | |
|------------------------------|--|
| \$ 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 Nogueta 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 Nogueta 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. Nogueta stated that the spring semester marks the

beginning of his second term as RVC's Student Trustee. Mr. Noguera 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

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from January 1, 2024 to January 31, 2024.

The total is \$1,766,000.74.

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. Software Maintenance – (Operations & Maintenance Fund, Plant Operations Maintenance Administration, Administrative Software)

Brightly (formerly Dude Solutions) **Cary, NC** **\$2,500.00*(1)**

1. This expense is for the software program utilized by the campus for the inventory of assets and work order tickets in the Facilities, Plant Operations, and Maintenance department. The work order tickets were formerly entered on the Dude Solutions software, and we are transitioning to the newer, more robust Asset Essentials software. This expense increase is needed to cover the interim of using both software versions while work order tickets are transitioned to the new module.

Original approved amount \$40,000.00
Increase requested \$ 2,500.00
New total expenditure \$42,500.00 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR #8049-E

B. Environmental Maintenance – (Risk Management Fund)

Critical Environments Professionals **Arlington Heights, IL** **\$6,000.00*(2)**

2. This increase is for an emergency replacement of a second computer board that controls one of the fume hoods in the Jacobs Center for Science and Math. The fume hoods are necessary to maintain safe environments in the science labs by controlling and exhausting hazardous odors and chemicals. The annual inspection of the fume hoods in January 2024 identified the failing computer board and the need to replace it.

Original approved amount \$12,000.00
Increase requested \$ 6,000.00
New total expenditure \$18,000.00 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR #8124-B

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. Flooring – (Facilities, Plant Operations, and Maintenance – Capital Expense)

Boss Carpet One	Dixon, IL	\$221,700.00*(1)
Benchmark Flooring	Loves Park, IL	\$ 237,519.00
Tiles in Style DBA Taza Supplies	South Holland, IL	No Bid

1. This expense is for the removal and replacement of existing flooring and wall base in the Stenstrom Student Center (SSC) per Bid #24-08 SSC Flooring Upgrade. The amount requested for the award of this contract includes a ten percent (10%) contingency. Two submittals were received and opened on January 17, 2024. FedEx delivered a third submittal later that day from Tiles in Style DBA Taza Supplies, but RVC had to reject the bid unopened because it was received after the bid opening deadline.

FY2024 Budgeted Expense

B. Curriculum Modules – (RAISE Program – CFNIL Grant Expense)

Education Associates, Inc	Louisville, KY	\$13,300.00*(2)
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2. This expense is for the Education Associates curriculum which will be used by students with intellectual disabilities participating in the RAISE Program. RAISE currently uses curriculum modules from Education Associates and continuing with this vendor will maintain consistency across the modules. This particular curriculum was designed specifically for young adults with intellectual disabilities and the topics align with the Program’s courses, goals, and objectives. The modules’ ability to adapt to multiple learning styles and a hands-on approach will be especially beneficial to the students. The request for funding for these modules has been approved by the Community Foundation of Northern Illinois.

FY2024 Grant Expense

C. Truck and Trailer Branding – (Truck Driver Training – Rental Equipment)

L&L Graphic Solutions	Itasca, IL	\$28,275.00*(3)
Brands Imaging	Philadelphia, PA	\$ 32,010.00

3. This expense is for the vinyl wrapping and branding of the three (3) trucks and trailers used by the Truck Driver Training Program. Bid #24-09 TDT Truck & Trailer Branding received two submittals which were opened on January 19, 2024. L&L Graphic Solutions was the lowest responsible bidder and included a warranty coverage of six months for the installation and five years for the materials. Rock Valley College’s Communications and Marketing Department is providing the design for the wrap which will align with state regulations, enhance safety and visibility, and directly contribute to the College’s strategic goals.

FY2024 Budgeted Expense

Purchase Report-B - FY2024 Purchases

D. Healthcare Services – (Workforce Equity Initiative Grant – Other Contractual Services)

Physician’s Immediate Care	Carol Stream, IL	\$11,000.00*(4) Not to Exceed
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4. This expense is for the healthcare services that are prerequisites required for students to be eligible for certain career paths. Various certifications and employment opportunities require RVC’s students to complete physical exams, drug screenings, and other healthcare exams. The Workforce Equity Initiative Grant (WEI) serves economically challenged students and provides the financial resources to help them cover these costs. Some of the programs whose participants benefit from these resources are Certified Nursing Assistant and Truck Driver Training. This is a not to exceed.

FY2024 Grant Expense

E. Software – (IT Administration – Employee Training)

PluralSight	Dixon, IL	\$10,941.00*(5)
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5. This expense is for the Pluralsight Business Pro Academic annual software renewal. This software includes twenty-one (21) licenses for a training platform for professional development for the Information Technology Department. Maintaining these licenses keeps the IT department informed of current technology advancements.

FY2024 Budgeted Expense

F. Construction Manager at Risk – (Other Contractual Services – Downtown Campus)

Ringland-Johnson, Inc	Cherry Valley, IL	\$3,400,000.00*(6) Not to Exceed
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Pepper Construction	Barrington, IL
Stenstrom/UJAMAA	Rockford, IL
F. H. Paschen, S. N. Nielsen Associates LLC	Aurora, IL
IHC Construction Companies LLC	Elgin, IL
Scandroli Construction	Rockford, IL

6. This request is for the award of the contract resulting from the Request for Qualifications (RFQ) #24-01 Construction Manager at Risk for Downtown Campus. The bid was released on January 17, 2024. Six (6) submittals were received and opened on February 2, 2024. The selection committee reviewed the submittals and shortlisted them to three finalists. Each finalist gave a presentation to the committee and responded to interview questions. The selection committee recommends the contract be awarded to Ringland-Johnson, Inc.

FY2024 Budgeted Expense

Purchase Report-B - FY2024 Purchases

G. Bus Transportation – (Student Life – Out of State Travel)

Windstar Lines, Inc	Carroll, IA	\$19,085.50*(7)
GO Riteway	Milwaukee, WI	\$18,167.00
Van Galder	Janesville, WI	No availability

7. This expense is for the bus transportation for students from TRiO/Upward Bound and six Student Life organizations to attend the Historically Black Colleges and Universities (HBCU) spring break tour between March 6 and 12, 2024. The students will travel to Alabama and North Carolina and will have the opportunity to learn about HBCU and visit Shaw University, the first historically black university in the Southern United States. Students will also visit museums for cultural experience. Three vendors were contacted for availability and pricing for the tour. GO Riteway’s response was a lower cost for the bus, but they stated that they would require the College extend the trip by one day to ensure the driver did not exceed specific drive time due to safety. This would increase the cost of the trip with additional meals and hotel stays. Windstar Lines Inc was providing two drivers to meet the College’s itinerary as well as the safety needs of the drivers.

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

A. Flooring – (Facilities, Plant Operations, and Maintenance – Capital Expense)

Boss Carpet One	Dixon, IL	\$221,700.00*(1)
Benchmark Flooring	Loves Park, IL	\$ 237,519.00
Tiles in Style DBA Taza Supplies	South Holland, IL	No Bid

1. This expense is for the removal and replacement of existing flooring and wall base in the Stenstrom Student Center (SSC) per Bid #24-08 SSC Flooring Upgrade. The amount requested for the award of this contract includes a ten percent (10%) contingency. Two submittals were received and opened on January 17, 2024. FedEx delivered a third submittal later that day from Tiles in Style DBA Taza Supplies, but RVC had to reject the bid unopened because it was received after the bid opening deadline.

FY2024 Budgeted Expense

B. Curriculum Modules – (RAISE Program – CFNIL Grant Expense)

Education Associates, Inc	Louisville, KY	\$13,300.00*(2)
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2. This expense is for the Education Associates curriculum which will be used by students with intellectual disabilities participating in the RAISE Program. RAISE currently uses curriculum modules from Education Associates and continuing with this vendor will maintain consistency across the modules. This particular curriculum was designed specifically for young adults with intellectual disabilities and the topics align with the Program’s courses, goals, and objectives. The modules’ ability to adapt to multiple learning styles and a hands-on approach will be especially beneficial to the students. The request for funding for these modules has been approved by the Community Foundation of Northern Illinois.

FY2024 Grant Expense

Purchase Report-B - FY2024 Purchases

C. Truck and Trailer Branding – (Truck Driver Training – Rental Equipment)

L&L Graphic Solutions	Itasca, IL	\$28,275.00*(3)
Brands Imaging	Philadelphia, PA	\$ 32,010.00

3. This expense is for the vinyl wrapping and branding of the three (3) trucks and trailers used by the Truck Driver Training Program. Bid #24-09 TDT Truck & Trailer Branding received two submittals which were opened on January 19, 2024. L&L Graphic Solutions was the lowest responsible bidder and included a warranty coverage of six months for the installation and five years for the materials. Rock Valley College’s Communications and Marketing Department is providing the design for the wrap which will align with state regulations, enhance safety and visibility, and directly contribute to the College’s strategic goals.

FY2024 Budgeted Expense

D. Healthcare Services – (Workforce Equity Initiative Grant – Other Contractual Services)

Physician’s Immediate Care	Carol Stream, IL	\$11,000.00*(4)
		Not to Exceed

4. This expense is for the healthcare services that are prerequisites required for students to be eligible for certain career paths. Various certifications and employment opportunities require RVC’s students to complete physical exams, drug screenings, and other healthcare exams. The Workforce Equity Initiative Grant (WEI) serves economically challenged students and provides the financial resources to help them cover these costs. Some of the programs whose participants benefit from these resources are Certified Nursing Assistant and Truck Driver Training. This is a not to exceed.

FY2024 Grant Expense

E. Software – (IT Administration – Employee Training)

PluralSight	Dixon, IL	\$10,941.00*(5)
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5. This expense is for the Pluralsight Business Pro Academic annual software renewal. This software includes twenty-one (21) licenses for a training platform for professional development for the Information Technology Department. Maintaining these licenses keeps the IT department informed of current technology advancements.

FY2024 Budgeted Expense

Purchase Report-B - FY2024 Purchases

F. Construction Manager at Risk – (Other Contractual Services – Downtown Campus TBD – Capital Expense)

<u>Ringland-Johnson, Inc</u>	<u>Cherry Valley, IL</u>	<u>\$3,400,000.00*(6)</u> <u>Not to Exceed</u>
<u>Pepper Construction</u>	<u>Barrington, IL</u>	
<u>Stenstrom/UJAMAA</u>	<u>Rockford, IL</u>	
<u>F. H. Paschen, S. N. Nielsen Associates LLC</u>	<u>Aurora, IL</u>	
<u>IHC Construction Companies LLC</u>	<u>Elgin, IL</u>	
<u>Scandrol Construction</u>	<u>Rockford, IL</u>	
<u>TBD</u>	<u>TBD</u>	<u>TBD*(6)</u>

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6. This request is for the award of the contract resulting from the Request for Qualifications (RFQ) #24-01 Construction Manager at Risk for Downtown Campus. The bid was released on January 17, 2024. Six (6) submittals were received and opened on February 2, 2024. The selection committee ~~is reviewing~~ the submittals and shortlisted them to three finalists. Each finalist gave a presentation to the committee and responded to interview questions, and will be interviewing a short list of the respondents. The selection committee ~~expects to have a final~~ recommends the contract be awarded to Ringland-Johnson, Inc. ation to bring to the Board on February 27, 2024.

FY2024 Budgeted Expense

G. Bus Transportation – (Student Life – Out of State Travel)

<u>Windstar Lines, Inc</u>	<u>Carroll, IA</u>	<u>\$19,085.50*(7)</u>
<u>GO Riteway</u>	<u>Milwaukee, WI</u>	<u>\$18,167.00</u>
<u>Van Galder</u>	<u>Janesville, WI</u>	<u>No availability</u>

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7. This expense is for the bus transportation for students from TRiO/Upward Bound and six Student Life organizations to attend the Historically Black Colleges and Universities (HBCU) spring break tour between March 6 and 12, 2024. The students will travel to Alabama and North Carolina and will have the opportunity to learn about HBCU and visit Shaw University, the first historically black university in the Southern United States. Students will also visit museums for cultural experience. Three vendors were contacted for availability and pricing for the tour. GO Riteway’s response was a lower cost for the bus, but they stated that they would require the College extend the trip by one day to ensure the driver did not exceed specific drive time due to safety. This would increase the cost of the trip with additional meals and hotel stays. Windstar Lines Inc was providing two drivers to meet the College’s itinerary as well as the safety needs of the drivers.

FY2024 Budgeted Expense

Purchase Report-B - FY2024 Purchases

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Proposed FY2025 Student Activity Fee Increase and Out-of-District
and Out-of-State Tuition Calculation Process**

Background: Rock Valley College’s current tuition and fees are listed in the table below.

	Current LAS Rate	Current CTE Rate
Tuition	\$125.00	\$150.00
Technology Fee	\$ 10.00	\$ 10.00
Student Activity Fee	\$ 7.00	\$ 7.00
Total	\$142.00	\$167.00

LAS = Liberal Arts and Sciences CTE = Career and Technical Education

Per Section 110 ILCS 805/6 of the Public Community College Act and Illinois Community College Board (ICCB) Rule 1501.505, the in-district student tuition may not exceed one-third of the per capita cost as defined in the chargeback reimbursement calculation. The College’s FY2023 per capita cost is \$595.36, resulting in a one-third per capita cost of \$198.45.

The College’s administration recommends increasing the Student Activity Fee by \$2.00 per credit hour to provide additional funding for student clubs and other programs within the auxiliary fund, Fund 05. The weighted average of these rates still falls below the one-third estimated per capita cost for FY2023 of \$198.45 and \$189.75 for FY2022.

	Proposed LAS Rate	Proposed CTE Rate
Tuition	\$125.00	\$150.00
Technology Fee	\$ 10.00	\$ 10.00
Student Activity Fee	\$ 9.00	\$ 9.00
Total	\$144.00	\$169.00

The College’s administration also recommends a change in calculating the tuition rate for out-of-district tuition and out-of-state tuition based on the 110 ILCS 805/6 of the Public Community College Act and the additional guidance provided by the ICCB System Rules Manual in Section 1501.505.

Out-of-District Tuition:

The current process follows the out-of-district calculation described in Section 6-2 of the Public Community College Act, which takes the in-district rate plus the chargeback reimbursement calculated on the Certification of Chargeback. In FY2024, that rate was \$325 (\$125 + \$200).

One option is to set the out-of-district rate at a minimum of 1.5 times the highest in-district tuition rate at any of its neighboring contiguous Illinois community college districts. Neighboring contiguous districts include McHenry Community College, Kishwaukee Community College, Sauk Valley Community College, and Highland Community College. The highest in-district tuition rate of Rock Valley College's contiguous neighboring districts is Highland Community College, which is \$151 per credit hour. Using the abovementioned formula, Rock Valley College's out-of-district tuition would be \$226.50 per credit hour.

Out-of-State Tuition:

The current process calculates the out-of-state tuition as the in-district rate plus the per capita cost calculated on the Certificate of Chargeback. In FY2024, that rate was \$694 (\$125 + \$569). Rock Valley College has the option to set the out-of-state tuition rate at a minimum of 1.67 times its in-district tuition rate. The rate based on that calculation would be \$209 per credit hour. The recommendation would be the greater of the adopted out-of-state calculation of 1.67 times its in-district tuition rate or the out-of-district tuition rate at 1.5 times the highest in-district tuition rate at any of its neighboring contiguous Illinois community college districts or based on the calculation for out-of-district tuition of \$226.50.

Recommendation: It is recommended that the Board of Trustees approves a \$2.00 per credit hour Student Activity Fee increase, effective July 1, 2024, FY2025. It is further recommended that the Board of Trustees approves:

1. Setting the out-of-district tuition rate at a minimum of 1.5 times the highest in-district tuition rate at any of Rock Valley College's neighboring contiguous Illinois community college districts.
2. Setting the out-of-state tuition at the greater of 1.67 times the in-district tuition rate or the out-of-district tuition rate at 1.5 times the highest in-district tuition at any of its neighboring contiguous Illinois community college districts.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Board Policy 5:10.120 Purchasing

Background:

The Administration presented a recommendation to the Decennial Committee to increase efficiency in the purchasing process by updating Board Policy 5:10.120 Purchasing. Currently, expenditures in excess of \$10,000 are to be approved by the Board of Trustees prior to awarding such contracts. To align with the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1, the Administration recommends that expenditures in excess of \$25,000 be approved by the Board of Trustees. In addition, the policy clarifies the use of exemptions allowed by the Act.

The current \$10,000 Board Policy requirement goes back to Board Report #5519, dated January 25, 1993, which was rescinded on October 18, 1999, with Board Report #5741. However, the \$10,000 Board Policy requirement did not change in alignment with the escalation of inflation over the past 20+ years.

Increasing the requirement for the Board of Trustees approval to \$25,000 will create efficiencies in conducting purchasing transactions with vendors in a business-like and fair manner by permitting quicker turnaround times on expenditures less than \$25,000. This will assist in facilitating the implementation of smaller projects and programs that may exceed \$10,000.

All expenditures are available for review on the monthly claims report provided to the Board of Trustees.

Below is a summary of items presented on 12 Purchase Reports over 13 months from October 2022 through October 2023 by dollar amount and nature of the request.

October 2022-October 2023

<u>Dollar Amount</u>	<u>Number of Requests</u>	<u>% of Total</u>
\$10,000-\$14,999	51	39.5%
\$15,000-\$19,999	41	31.8%
\$20,000-\$25,000	37	28.7%
	<u>129</u>	

<u>Nature of Request</u>	<u>Number of Requests</u>	<u>% of Total</u>
Misc Commodities	32	24.8%
Grant Pass-thru	28	21.7%
Software/Phone/Internet/Fiber	20	15.5%
Other-Budgeted	20	15.5%
Capital	9	7.0%
Theatre Related	6	4.7%
Continuing & Community Ed	5	3.9%
Foundation	3	2.3%
POM	2	1.6%
Membership Dues	2	1.6%
Site Rental	1	0.8%
Bid-Contract	1	0.8%
	<u>129</u>	

Recommendation: 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.**

Howard J. Spearman. Ph.D.
 President

Board Approval: _____
 Secretary, Board of Trustees

Attachment: Board Policy 5:10.120 Purchasing

PURCHASING

It is the policy of the Rock Valley College Board of Trustees to provide needed supplies, materials, equipment, and services to support the educational programs of the College through the use of sound, efficient, and effective purchasing procedures which: (1) require Board approval for the award of contracts for supplies, materials, equipment, and/or services involving an expenditure in excess of the amount currently authorized by the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1; and (2) authorize the College Administration to award contracts for expenditures less than or equal to the amount currently authorized by the Illinois Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1.

Board Approval Amount

The College will ensure that expenditures in excess of \$25,000 are approved by the Board of Trustees prior to awarding such purchase order(s) and/or contract(s). (110 ILCS 805/3-27.1).

Requirement for Contract Legal Review

The College Administration will have any purchase order or contract in excess of \$50,000 reviewed by legal counsel. All other contracts, regardless of amount, shall, by the judgment of the College's Leadership Team, be reviewed by legal counsel. For purposes of this Policy, grant-related documents will be reviewed when the College's Leadership Team determines that legal review is warranted. **(RVC Board Requirement).**

Responsible Bidder Compliance

Responsible bidder for purposes of construction contracts over \$150,000.00 shall require submission of proof of compliance with the following criteria: **(RVC Board Requirement):**

1. All applicable law prerequisites to do business in Illinois.
2. Evidence of compliance with:
 - a. Federal Employer Tax Identification Number or Social Security Number (for individuals).
 - b. Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employment provisions).
3. Certificate of insurance indicating the following coverages: general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability, and professional liability.
4. Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, submission of certified payroll records, medical and hospitalization insurance, and retirement for those trades covered in the Act.

5. Participation in apprenticeship and training programs applicable to the work being performed on the projects which are approved by and registered with the United States Department of Labor's Office of Apprenticeship and Training.

This Responsible Bidder Compliance Policy shall be reviewed annually by the Board of Trustees from the date of its enactment to evaluate the Policy's impact on Board Policy 5:10.140 (Diverse Vendor Enterprise Use).

Purchases Less Than or Equal to \$25,000

Purchases less than or equal to \$25,000 will be governed by procedures set forth by the Chief Operations Officer (COO) or the COO's designee and shall be made available for public viewing.

Purchases Subject to Competitive Bidding

All purchases involving expenditures in excess of \$25,000 and which are not covered by the fourteen (14) statutory bid exemptions (discussed further below) must be competitively bid. In accordance with the Illinois Public Community College Act, these bids must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening, at which the contents of the bids must be announced. Each bidder must receive at least three (3) days' notice of the time and place of such bid opening, and the bid must be advertised for at least ten (10) days. (110 ILCS 805/3-27.1).

For purposes of this Section, due advertisement includes but is not limited to, at least one public notice at least 10 days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district. (110 ILCS 805/3-27.1).

The College President shall recommend approval of all purchases of goods and services in excess of \$25,000, which shall be subject to the Board of Trustees' discretionary approval.

Exemptions to the Bidding Requirements

1. Purchases Not Subject to Competitive Bid

All purchases of items that qualify for a statutory bid exemption pursuant to Section 3-27.1 of the Public Community College Act may be made by the Finance/Business Office without advertising for bids and without requiring price quotations. If, for any reason, competitive bids or price quotations are deemed advisable by the VP of Finance/CFO, or the VP of Operations/COO or his/her designee, they will be obtained, and awards will be made on the basis of conformance to specifications and the total cost of the bids/quotes. Items procured under this section will still be subject to Board review and approval if in excess of \$25,000. (110 ILCS 805/3-27.1).

2. Cooperative Purchasing

The College may participate in joint purchases by governmental units pursuant to 110 ILCS 805/3-27.2 when it is in the College's best interest to do so. Any cooperative will be

reviewed by the College's attorney to ensure compliance with all applicable statutes, rules, and regulations. (110 ILCS 805/3-27.2).

3. Change Orders – Competitive Bid Contracts

The Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27.1(d)) states that change orders for competitively bid contracts made for the purchase of supplies, materials, or work involving an expenditure in the excess of \$25,000 are exempt from competitive bidding only when the change order does not cause additional expenditures in excess of 10% of the contract price, and the change order is due to unforeseen revisions which are not the fault of the contractor. The Board authorizes the College Administration to exercise change orders for construction that are less than 10% of the contract price when the change order amount has previously been approved by the Board of Trustees pursuant to the contract contingency. In order to keep projects moving and avoid delays, which can increase the costs of construction, the Administration may approve change orders that are less than 10% of the contract price without having to receive additional Board approval in accordance with procedures set forth by the COO or the COO's designee which shall be made available for public viewing. All change orders shall be made in writing, and the Board will have no duty to pay for change orders that are not approved by the Administration in writing. The Administration shall disclose all change orders to the Board at the next public Board meeting. (110 ILCS 805/3-27.1(d)).

4. Technology Products and Services

The Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27.1(f)) allows for the purchase of technology and data processing related equipment, software, or services and telecommunications and interconnect equipment, software, and services without formal bids. Therefore, the Board authorizes the President or designee to utilize this provision when, in the opinion of the Administration, it is in the best interest of the College to purchase such products without formal bids. Items procured under this section will still be subject to Board review and approval if in excess of \$25,000. (110 ILCS 805/3-27.1(f)).

5. Emergency Expenditures

The Purchasing Department should be contacted as soon as a department determines that an emergency purchasing situation exists. "Emergency Purchases" must follow a special procedure in order to obtain goods or services that exceed the competitive solicitation threshold but must be purchased quickly to respond to an emergency. An emergency arises when (1) the safety and welfare of any person or damage to valuable real or personal property is actual or imminent; (2) the operation or the educational program of the College is disrupted, or disruption may be imminent unless immediate action is taken; and/or (3) the failure to take prompt action may trigger delay and addition unnecessary expense to the College. Examples of an emergency purchase is repair of damages related to a natural disaster (tornado, earthquake, flood, etc.), a manmade disaster (chemical spill, active shooter, fire, etc.), or a biological emergency (communicable disease outbreak, *i.e.*, COVID-19 or other).

Approvals for emergency expenditures over \$25,000, unless otherwise exempt, must be approved by 75 percent or six (6) members of the Board of Trustees. In order to efficiently

and promptly address emergencies, for any emergency expenditure between \$25,000 and \$100,000, the President may provide the initial approval of the expenditure after receiving verbal approval from the Board Chairman, and the Board may retroactively approve the expenditure at the next Board meeting. (110 ILCS 805/3-27.1(m)).

Changes to Shipping and/or Freight Costs

The Administration shall not be required to obtain Board approval for expenditures for shipping, freight, and/or delivery costs or small price increases which cause the Board-approved purchase price to slightly increase so long as such additional costs comply with Section 3-27.1 of the Community College Act and this Board policy.

Reference: Board Report 5838; Board Report 7564; Board Report 8135

Implemented: September 12, 2000

Revised: October 28, 2014; October 23, 2018, December 2, 2019, February 27, 2024

**ROCK VALLEY COLLEGE
BOARD POLICY**

5:10:120

PURCHASING

The College will follow Section 3-27.1 of the Illinois Public Community College Act, 110 ILCS 805/3-27.1, regarding the public bidding and award of contracts for supplies, materials, equipment or work in excess of the specified dollar amount. The College will ensure that expenditures in excess of \$10,000 are approved by the Board of Trustees prior to awarding such contracts.

Requirement for Contract Legal Review

In addition, the College will have the following contracts reviewed by the College's attorney prior to being presented to the Board for approval:

- contracts (including construction contracts) involving an expenditure in excess of \$50,000;
- bid documents (prior to being released) for construction contracts in excess of \$50,000;
- any request for qualifications for professional services and related contracts in excess of \$50,000;
- intergovernmental agreements; and
- any other contract, which in the judgment of the College's Leadership Team, warrant legal review.
- For purposes of this policy, grant related documents will be reviewed when the College's Leadership Team determines that legal review is warranted.

Responsible Bidder Compliance

Responsible bidder for purposes of construction contracts over \$150,000.00 shall require submission of proof of compliance with the following criteria:

1. All applicable law prerequisite to doing business in Illinois.
2. Evidence of compliance with:
 - a. Federal Employer Tax Identification Number or Social Security Number (for individuals).
 - b. Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employment provisions).

3. Certificate of insurance indicating the following coverages: general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability, and professional liability.
4. Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, submission of certified payroll records, medical and hospitalization insurance, and retirement for those trades covered in the act.
5. Participation in apprenticeship and training programs applicable to the work being performed on the projects which are approved by and registered with the United States Department of Labor's Office of Apprenticeship and Training.

This Responsible Bidder Compliance policy shall be reviewed biennially by the Board of Trustees from the date of its enactment to evaluate the policy's impact on Board Policy 5:10.140 (Diverse Vendor Enterprise Use). **Attorney Reviewed.**

Reference: Board Report 5838; Board Report 7564
Implemented: September 12, 2000
Revised: October 28, 2014; October 23, 2018

Personnel Report

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

A. APPOINTMENTS

Caroline Gulbrandsen, Dean of Health Sciences, Full-Time, ADM, Grade S, \$87,000, effective May 28, 2024.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Personnel Report

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

A. APPOINTMENTS

Caroline Gulbrandsen, Dean of Health Sciences, Full-Time, ADM, Grade S, \$87,000, effective May ~~27~~ 28, 2024.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Rock Valley College Student Trustee Report
Juan Nogueta, Student Trustee
Board of Trustees Meeting, February 27, 2024

1. Since 1967, every U.S. President has designated February as Black History Month. Rock Valley College participates in this national month-long celebration by hosting a series of events throughout February. This year, Black History Month at RVC was kicked off with the Ebony breakfast. In addition to events hosted throughout the month, there was a Harlem Renaissance Display at the ERC.
2. The Student Government Association (SGA) hosts executive council meetings for student club leaders on a monthly basis. On February 2, the Marketing team was invited to present on the topics of social media usage and marketing strategy within RVC for student clubs. The Marketing team provided valuable guidance on how to use social media to accomplish club goals while maintaining and promoting RVC's positive image.
3. The RVC Foundation and Student Government Association (SGA) collaborated to promote the scholarship application window. SGA will be hosting a variety of one-hour sessions throughout multiple RVC locations to provide guidance and support in the application process. This will be accomplished by spreading awareness on the existing RVC scholarship opportunities for students.
4. The RVC Multicultural Club (MCC) of RVC annually attends a cultural expedition. The expedition serves as an opportunity for students to travel outside of the city, interact with a culture outside of their own, and visit monuments and universities. This overall experience promotes student engagement, student success, and cultural awareness. For this year's expedition, MCC is fundraising by selling handmade bracelets to cover a portion of the total cost of the expedition.

**Rock Valley College Board of Trustees
Freedom of Information Act Report
January 15 - February 15, 2024**

Date Received	FOIA#	Requestor	Request	Response Date
1/29/2024	2024-20	Eric Olson	Request personnel file from time of RVC employment	Completed 2/5/2024
2/7/2024	2024-21	Kimia Hamidi, AccessKit	<p>All purchase orders dated 2020-01-01 to present day. Include:</p> <ul style="list-style-type: none"> • Purchase order number or equivalent • Purchase date • Vendor ID or equivalent • Vendor name • Line item details • Line item quantity • Line item price • Vendor address • Name of contact person at vendor • Vendor email address 	Due 3/7/2024
2/7/2024	2024-22	Erica Chang, The Southland Journal	<ol style="list-style-type: none"> 1. All memberships with Chambers of Commerce, Business Associations, Trade Groups, and similar organizations in 2023, 2022, and 2021 with dollar amount of each membership. With names of each organization. 2. All memberships with minority Chambers of Commerce, Business Associations, Trade Groups, and similar organizations in 2023, 2022, and 2021 with dollar amount of each membership. With names of each organization and broken down by Hispanic, Black, Asian, and women. 3. All monies paid in sponsorships, event tickets and similar contributions to all Chambers of Commerce, Business Associations, Trade Groups, and similar organizations in 2023, 2022, and 2021. With names of each organizations. 4. All monies paid in sponsorships, event tickets and similar contributions to all minority Chambers of Commerce, Business Associations, Trade Groups, and similar organizations in 2023, 2022, and 2021. With names of each organizations. 5. All monies spent in advertising, including the advertising of Procurement solicitations with newspapers. 6. All monies spent in advertising, including the advertising of Procurement solicitations, in newspapers owned by minorities. With names of each newspaper. 	Completed 2/16/2024

Date Received	FOIA#	Requestor	Request	Response Date
2/14/2024	2024-23	Karen Garcia, SmartProcure	Current employee/staff information. 1. First Name 2. Last Name 3. Position Title 4. Department 5. Direct Phone Number (if does not exist, list main phone number with extension) 6. Business Cell Phone (if provided by Rock Valley College) 7. Email Address 8. Office Address (Address, City, State, Zip)	Completed 2/16/2024
2/14/2024	2024-24	Monzerath Torres, National Guard	List of current students	Completed 2/16/2024