

Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, April 9, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, April 9, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Chairperson Gloria Cardenas Cudia called the meeting to order at 5:15 p.m.

Roll Call

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

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|---------------------------|---------------------------------------|
| Ms. Gloria Cardenas Cudia | Mr. Paul Gorski |
| Mr. Richard Kennedy | Mr. Robert Trojan |
| Ms. Kristen Simpson | Mr. Juan Nogueta, RVC Student Trustee |
| Mr. John Nelson | |

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

Also present: Dr. Howard J. Spearman, President; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ellen Olson, Vice President of Finance; Ms. Betsabe Saucedo, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Joseph Perkowski, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

Trustee Trojan made a motion, seconded by Trustee Nelson, to allow Trustee Soltow to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Soltow entered the meeting via telephone at 5:29 p.m.

Communications and Petitions

There were no communications and petitions to recognize.

Recognition of Visitors

Dr. Patrick Peyer, vice president of student affairs, introduced Mr. Tony Hall, Head Coach for the Men's and Women's Bowling Teams. Mr. Hall introduced the team members in recognition of winning the National Championships. The bowling teams and coaches came up to the stage and had their picture taken with the Trustees and Dr. Spearman.

Review of Minutes

There were no comments on the minutes from the March 12, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

Trustee Gorski requested that the Small Business Development Center (SBDC) presentation be presented before the DKA Downtown Campus presentation. Chairperson Cardenas Cudia asked the Trustees for their input, and there were no objections.

1. Illinois Small Business Development Center (SBDC) at Rock Valley College (RVC):

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Illinois SBDC at Rock Valley College (RVC) presentation. Ms. Snider stated that RVC acquired the SBDC in early 2023 when RVC received a \$150,000 grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) at no cost. SBDC provides information, confidential advice, and training to startups and existing small businesses to assist them in developing business and marketing plans and securing capital funding. RVC previously housed the SBDC approximately ten years ago, and in 2015, the SBDC moved from RVC to the Rockford Chamber of Commerce. Recently, the former Board Chair of the Rockford Chamber and the Illinois DCEO encouraged RVC to resume operations of the SBDC. The DCEO provides \$150,000 for operations, and the college must match \$150,000. Ms. Snider explained that half of the \$150,000 match can be cash, and half can be in kind, so RVC uses its indirect cost as part of that match. Ms. Snider introduced the SBDC Team, which consists of four full-time staff and two part-time business advisors.

Ms. Snider stated that the Board has discussed the Rockford Chamber memberships in the past, and Board members have disagreed about the College becoming a member. However, RVC believes that our membership is beneficial to both the SBDC and its clients and RVC's workforce development arm of the College. Ms. Snider shared a success story on the Rockford Music Box that is scheduled to open in May 2024 with the help of the SBDC. Ms. Snider finished by stating that RVC has a goal of fundraising so that the College won't have to use any operational funds. Discussion ensued. It was decided to bring the topic of the SBDC, policy decisions, and the Greater Rockford Chamber of Commerce to a future Committee of the Whole agenda.

2. Downtown West Campus / DKA Presentation:

Mr. Dominick Demonica, Principal, presented the Downtown West Campus presentation. Mr. Demonica discussed the project timeline and where RVC is at this time, program area square feet, site access, primary vehicular routes and mass transit. A site analysis on the Downtown West properties showed that Chestnut and Winnebago Streets had the highest activity and visibility. Mr. Demonica explained that the site analysis concluded that there would be issues moving the electric and water main lines and utilities, as well as the costs associated with moving the lines.

Mr. Demonica discussed with the Board that when the site analysis was done, it was noted that there was a 15-foot grade change across the site and that there are two approaches. RVC could have two buildings. One of the buildings would be on the east side of Rockton Avenue, and the other would be on the west side of Rockton Avenue. The two buildings would be connected through an outdoor plaza. The other approach that could be taken would be one building going from east to west, which would span over Rockton and require moving the affected utilities before construction starts.

Trustee Nelson inquired about the cost, and Mr. Demonica introduced Greg Kladar, Vice President for Pre-Construction, from Ringland Johnson. Mr. Kladar discussed time and expense and stated that the utility companies would determine the final cost. The two-building version would run approximately \$1,500,000, and the one-building version would run approximately \$4,500,000. Most of the cost will be because of the water relocation. Mr. Kladar figured it would take approximately 17 months if RVC chose to construct one building. The August 2026 deadline would not be met. If RVC chose to pursue the two-building approach, the deadline would not be a problem. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Enrollment Update. Ms. Snider stated that new columns had been added to the enrollment update, the “stretch” columns. Ms. Snider stated that Summer II is 13% over last year's figures and 52% to budget. Fall enrollment is 32% to budget and 31% of the stretch goal, and Summer II and Fall are 35% to goal, and 34% to the stretch goal.

Trustee Simpson inquired if there were any problems with the FAFSA situation. Discussion ensued.

2. Completion Ceremonies Update

Dr. Patrick Peyer, vice president of student affairs, presented the 2024 Completion Ceremonies. Dr. Peyer listed the Completion Ceremonies, the date and time of each ceremony, and the location of the events.

Trustee Trojan requested information for each ceremony. He wanted to know the number of students who completed each program and the number of students who were awarded scholarships.

3. Fire Truck Donation

Dr. Amanda Smith, vice president of academics, presented the Fire Truck Donation Report. Dr. Smith explained that Rock Valley College has many partnerships with fire departments, and those partnerships allow the College to ensure that the program’s curriculum remains current and meets the needs of the community’s first responders. In November of 2023, the Harlem-Roscoe Fire Protection District offered a fire engine donation estimated at \$16,850 to RVC’s Fire Science Program. The Administration is recommending that the Board of Trustees acknowledges and accepts the generous donation by the Harlem-Roscoe Fire Protection District to the Rock Valley Foundation.

Finance Discussion: Board Liaison Trustee Trojan

1. Purchase Report

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

Purchase Report A – FY2024 Purchases:

A. Walkways and Lot 1 Resurfacing – (Site Improvements – Capital)

| | | |
|--|----------------|-------------------|
| 1. Stenstrom Excavation and Blacktop Group | Rockford, IL | \$821,677.45 (1)* |
| | | Not to Exceed |
| Northern Illinois Service Co. | Rockford, IL | \$ 977,095.00 |
| DPI Construction, Inc. | Pecatonica, IL | \$ 994,426.29 |

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through March 31, 2024. Total operating cash is \$40,003,929. Total operating cash and investments are \$86,836,088. Total capital funds are \$12,144,016. Since February 29, 2024, the change in capital funds is \$88,725. The operating cash and investments change since February 29, 2024, is <\$1,355,176>. Ms. Olson stated that the total operating cash and investment funds were 80.90% of the FY2024 operating budget. Ms. Olson noted that there was nothing unusual to report.

3. Fiscal Year 2025 Tentative Budget and Public Notice

Ms. Olson presented the Fiscal Year 2025 Tentative Budget and Public Notice. Ms. Olson stated that the operating funds' budgeted revenue is \$67,783,914, a decrease of \$3,068,673 from the FY2024 budget. This decrease is due to a projected reduction in SURS on-behalf revenue of \$5,850,266, offset by higher property tax revenue due to an increase in EAV and investment revenue as short-term interest rates remain steady at higher levels. Operating revenue assumes 100% state funding, and tuition and fees are budgeted based on 110,000 credit

hours, flat to FY2024 budget and slightly below FY2024 projected actual credit hours. There is no increase in tuition included in the FY2025 budget. Ms. Olson said that the FY2025 proposed budget is balanced for operations.

Ms. Olson explained that the budget packet includes details for capital, auxiliary, health benefits, restricted, and other major fund groups. It includes detailed expenses and revenues for each fund. Also included in the budget packet is summary information on property tax revenues and the documents for the Illinois Community College Board (ICCB).

Ms. Olson stated that the Budget will be available for public inspection at the Financial Services office in the Support Services Building on the RVC Campus and also on the website starting at 9:00 a.m. on May 24, 2024, and that a public hearing on the FY2025 Budget will be held at 5:15 p.m. on June 25, 2024, in the Performing Arts Room (PAR) in the Educational Resource Center on the main campus. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Jenks, vice president of operations, presented the Personnel Report. Mr. Jenks stated that there were no appointments and two departures. Mr. Mark Adolphson, an Aviation Professor, will retire effective July 19, 2024, and Dr. Lisa Mehlig, Executive Director of Outcomes Assessment, will retire on September 30, 2024.

2. Flex Days

Mr. Jenks stated that on April 25, 2023, Board Report #8033 was approved by the Board of Trustees to offer five summer flex days in 2023 for full-time Educational Support Personnel (ESP), Support Staff Association (SSA), Professional Staff Association (PSA) and Administrative staff. For 2024, the Administration would like to recommend that five (eight-hour) summer flex days be offered to the ESP, SSA, PSA, and Administrative Staff to be used between May 20, 2024, and August 2, 2024.

Mr. Gorski wanted to know if any Trustees had an issue with the summer flex days. Trustee Nelson stated that he wanted to know more about them, for example, how they worked out last year and whether this was extra vacation time. Dr. Spearman responded that RVC has been doing the flex summer days for approximately six years but was unsure of the exact number of years. Dr. Spearman stated he would check how long the College has been participating in the summer flex days.

3. Retirement Resolution

Mr. Jenks presented the Resolution Honoring the Retirement of RVC Employees and recognized the 17 employees who retired in 2023 – 2024. The Trustees expressed their hope that their happiest years lie ahead. Mr. Jenks stated there would be a reception once the committee set a date for the celebration.

4. Capital Development Board (CDB) Project 810-080-017 / Classroom Building II (CLII) Update

Mr. Jenks presented the CDB Project 810-080-017, Classroom Building II Update. Mr. Jenks stated that the current cost estimates for the CLII project indicate that an essential remodel of the building will cost \$25,600,000. RVC can add additional money to the project if additional construction is needed to meet other college needs. To fund the College's portion of the CLII remodel, the State of Illinois requires that the College deposit its portion of the construction cost in a trust account held by PMA. Mr. Jenks presented three options for the CLII remodel and the approximate pricing for each item.

Option one is a basic remodel of CLII with no additions. The cost for RVC would be \$8,600,000, making the total project cost \$25,600,000. Option two is adding five large classrooms and an outdoor rooftop theater. The cost for RVC would be \$17,000,000, making the total project cost \$34,000,000. Option three is adding a Blackbox Theater. The cost for RVC would be \$18,000,000, making the total project cost \$35,000,000. Mr. Jenks

informed the Board of Trustees that the prices with each option do not include furniture, fixtures, and equipment (FFE) costs. The FFE costs are estimated at approximately \$3,700,000, and RVC, not CDB, will administer the FFE costs.

The Administration is asking the Board of Trustees to decide by the April 23, 2024, Regular Board Meeting of either option one, option two, or option three of the CDB Project 810-080-017. Discussion ensued.

5. Health Sciences Center (HSC) Renovations

Mr. Jenks explained that since RVC is in the process of planning the remodel of CLII with CDB, part of that project is that RVC will need to move existing personnel and programs out of CLII and place them in other areas of the college. The Facilities Master Plan (FMP), developed last year, addresses two of those moves in the plan: Massage Therapy and Marketing. The FMP recommends that massage therapy be moved to the third floor of the Health Sciences Center (HSC) and Marketing moved to the Educational Resource Center (ERC). The ERC is not being updated, so moving into the ERC is not an option for Marketing. The administration is recommending that RVC follow the FMP and construct a Massage Therapy classroom in the HSC and, during the construction, create a space for Marketing until the ERC remodel is completed in the future. If the HSC remodeling is approved, it is recommended that RVC installs the second elevator to address accessibility concerns. Mr. Jenks stated that currently, in the capital account, there is \$500,000 set aside for a new elevator. The cost estimate for the elevator in 2024 is \$1,219,000, plus approximately \$130,000 in architect fees. The current capital could be used for RVC Shell Space upgrades if the elevator is not installed. Installation of the elevator will reduce the student space on three floors. Although adding a second elevator at the north end of the HSC would eliminate student space on all floors, the current "RVC Shell Space" on the third floor could be renovated to include the student space lost to the addition of the elevator. Funding for the remaining cost could be incorporated into the funding plan for the renovation of Classroom Building II.

Mr. Jenks presented three options for renovating the HSC. Option one would be to complete the renovation and add Massage Therapy, Marketing, and Student Space. The cost for RVC would be \$1,900,000. Option two would be a partial renovation of HSC to add Massage Therapy and Marketing. The cost for RVC would be \$1,100,000. Option three would be a basic renovation of the HSC to add Massage Therapy. The cost for RVC would be \$850,000.

The Administration would like to recommend that the Board of Trustees vote at the April 23, 2024, Regular Board Meeting on remodeling the third floor of the HSC and installing the second elevator in the building. If the elevator is constructed, it is recommended that the entire space be built out, as RVC and OSF students will lose student space. Design will need to begin immediately so construction can occur over the winter to meet the Summer 2025 move schedule. Discussion ensued.

6. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for April 2024 and highlighted several events.

7. RVC Bonds

Ms. Olson discussed bonding for RVC. The amount of bonding is dependent on the Board of Trustees' final decisions regarding the construction of CLII, HSC, and the Downtown West location. Ms. Olson said that she worked with CDB and discovered they were still holding over \$3,000,000 in funds from the CLI remodel that could be used for the CLII project. She also stated that she has identified approximately \$1,000,000 to be used for the addition of the elevator in the HSC. Discussion ensued.

New Business/Unfinished Business

Unfinished Business: Dr. Spearman reminded everyone that Ann Kerwitz would be out all week and to contact Betsy Saucedo or him if anyone needed anything. Dr. Spearman discussed live streaming the Board meetings starting at the April Regular and Reorganization Board meetings. If the streaming worked out, then all future Committee of the Whole and Regular Board meetings would be live-streamed.

Dr. Spearman stated that the HLC meeting in October was scheduled for October 14, 2024, which is Columbus Day. RVC is not allowed to hold Board meetings on holidays, so Dr. Spearman has reached out to the HLC with a few options, and HLC will let Dr. Mehlig know when they will be able to meet.

Dr. Spearman wanted to remind Trustees to complete the Statement of Economic Interests and that Congressman Darin LaHood will be at the ATC on May 13, 2024, at noon.

There was no new business discussed.

Adjourn to Closed Session

There was no closed session.

Next Regular Board of Trustees Meeting

The next Regular and Reorganization Board of Trustees Meeting will be held on April 23, 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.

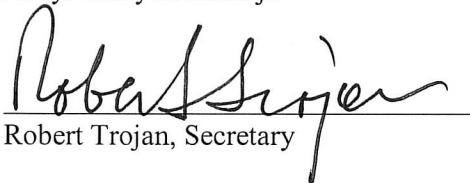
Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on May 14, 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 8:09 p.m., a motion was made by Mr. Gorski, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje


Robert Trojan, Secretary


Gloria Cardenas Cudia, Chairperson