

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, August 13, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, August 13, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus. Chairperson Robert Trojan 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:

Mr. Robert Trojan

Mr. Paul Gorski joined the meeting at 5:16 p.m.

Ms. Gloria Cardenas Cudia

Ms. Crystal Soltow

Mr. Richard Kennedy

Mr. Nico Mikos, RVC Student Trustee, joined the

Ms. Kristen Simpson

meeting at 5:19 p.m.

The following Trustee was absent at roll call: Mr. John Nelson.

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; Ms. Terrica Huntley, Interim Vice President of Human Resources; 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. Ann Kerwitz, Assistant to the President; Ms. Araceli Olvera, Interim Executive Assistant; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Aaron Kacel, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

There were no Board Members attending by means other than physical presence.

Communications and Petitions

There were no communications and petitions to be recognized.

Recognition of Visitors

Dr. Spearman introduced Attorney Aaron Kacel from Robbins Schwartz as Rock Valley College's attorney of record for tonight's meeting.

Review of Minutes

There were no comments on the minutes from the July 9, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

1. PMA Presentation

Ms. Ellen Olson, vice president of finance, introduced Ms. Tammie Beckwith Schallmo, Senior Vice President and Managing Director with PMA Securities, who presented the Rock Valley College (RVC) Financing Plan for Capital Projects. Ms. Schallmo discussed the following:

- RVC's existing and annual debt service levies
- Financing considerations

- Upcoming capital projects
 - Classroom Building II (CLII)
 - Health Sciences Center
 - To be funded with \$14.7 million Series 2024 Working Cash Bonds
 - Downtown Rockford Facility
 - To be funded with Debt Certificates-to-Funding Bonds
- Arbitrage Rebate discussion
- Sources of funding
- Tax-exempt bonds
 - IRS requirements
 - Historical tax-exempt interest rates since 2020
- Two financing scenarios for the RVC Downtown West Campus
 - \$14.7 million Working Cash Bond proceeds generated in November 2024 (CLII and HSC)
AND
 - Scenario One
 - 18-month spend-down plan
 - \$50.785 million in Debt Certificate proceeds generated in April 2025
 - Subsequent Funding Bonds issued in August 2025 OR
 - Scenario Two
 - 18-month spend-down plan
 - \$36.4 million in Debt Certificate proceeds generated in April 2025
 - \$14.385 million Debt Certificate proceeds generated in March 2026
 - Subsequent funding bonds issued in July 2026.

Ms. Schallmo stated that PMA recommends that the College proceed with Scenario One, the 18-month spend-down plan. Ms. Schallmo noted that it was too early to decide and that she would return to RVC with updated recommendations at the beginning of 2025. 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 she had updated information to provide. RVC is at 92% to goal for Summer II and 88% to goal for Fall. In Summer II and Fall, the College is 93% to goal and 90% to the stretch goal.

2. Higher Learning Commission (HLC) Quarterly Update

Dr. Lisa Mehlig, executive director of outcomes assessment and HLC liaison, presented the HLC quarterly update. Dr. Mehlig discussed the institutional accreditation reaffirmation and the next steps to be taken. Dr. Mehlig stated that the HLC Assurance Argument Lock Date is September 16, 2024, and the HLC site visit will be October 14-15, 2024.

Dr. Mehlig stated that the Criterion Subcommittees disbanded, and three new subcommittees were formed: Writing, Engagement, and Site Visit. Dr. Mehlig explained that the Assessment Academy Project is in the final year of a five-year project. The next step is the impact report. Part One/Reflection will be held on October 6, 2024, and the Results Forum will be held on October 16-17, 2024.

3. Early College Items

As an introduction to the Early College items on the agenda, Dr. Hansen Stewart, vice president of career and technical education and workforce development, provided an overview of the Dual and Articulated Credit and Running Start programs and agreements with the area high school districts.

To provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed the Dual and Articulated Credit Memorandum of Understanding (MOU) to utilize districts offering dual credit for high school courses. These dual credit courses are taught by qualified high school instructors and are designed to allow eligible students to receive college credit in high school.

Running Start is a formal program that allows qualified students to attend RVC for their junior and senior high school years. Students may enroll in a two-year degree completion program in which students take courses that meet the requirements for both a high school diploma and an RVC associate degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of RVC credit courses simultaneously. The Running Start program will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program.

The Senior Semester Intergovernmental Agreement (IGA) allows qualified district students to attend RVC for their final high school semester of senior year. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of RVC credit courses simultaneously. Discussion ensued.

Dual and Articulated Credit Memorandum of Understanding (MOU)

Meridian C.U.S.D. #223

North Boone C.U.S.D. #200

Winnebago C.U.S.D. #323

Running Start Intergovernmental Agreement (IGA)

North Boone C.U.S.D. #200

Winnebago C.U.S.D. #323

Senior Semester Intergovernmental Agreement (IGA)

North Boone C.U.S.D. #200

Finance Discussion: Board Liaison Trustee Gorski

1. Purchase Reports

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

Purchase Report A – FY2025 Amendment:

A. Software Licensing – (Maintenance Services Software Support – IT Administration)

1.	CDW Government Inc.	Chicago, IL	\$ 10,300.00 (1)* Not to Exceed
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Purchase Report B – FY2025 Purchases:

A. Professional Services – (Capital – Downtown West Site Improvements)

1.	Helm Service	Freeport, IL	\$ 52,800.00 (1)* Not to Exceed
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B. Proctoring Software – (Administrative Software – Online Learning)

2.	Honorlock Inc.	Boca Raton, FL	\$ 72,000.00 (2)*
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C. Police Squad Car – (Automotive – RVC Police Department)

3.	Morrow Brothers Ford Inc.	Greenfield, IL	\$ 55,560.00 (3)*
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D. Demolition – (Capital – Downtown West Site Improvements)

			\$ 914,929.00 (4)*
4.	Northern Illinois Service Company	Rockford, IL	Not to Exceed
	Green Demolition Contractors	LaPorte, IN	\$ 915,800.00
	N-TRAK Group	Loves Park, IL	\$ 1,196,959.00
	McDonagh Demolition	Chicago, IL	\$ 1,724,835.00
	Alpine Demolition Services	St. Charles, IL	\$ 2,225,254.00

E. Electric Vehicle – (Instructional Equipment – IGEN E-Vehicle Grant)

5.	Tesla	Schaumburg, IL	\$ 51,000.00 (5)*
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F. Lighting Upgrade – (Facilities, Plan Operations, and Maintenance – Capital Expense)

6. Helm Electric Facility Solutions	Freeport, IL	\$ 502,252.00 (6)*
		Not to Exceed
Kelso-Burnett	Rockford, IL	\$ 729,600.00

Discussion ensued on Purchase Report B. Trustee Gorski stated he is questioning item B and the exemption used. Trustee Gorski would like item B taken off the Board Report and put on a separate Board Report, as he will not support it. Board Chair Trojan and Dr. Spearman agreed that Item B would be removed from Purchase Report B and placed on a new Purchase Report C so it could be voted upon separately at the August 27, 2024, regular Board meeting.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through July 31, 2024. Total operating cash is \$46,165,281. Total operating cash and investments are \$94,170,928. Total capital funds are \$18,966,575. Since June 30, 2024, the change in capital funds is \$233,014. The change in operating cash and investments since June 30, 2024, is <\$1,019,393>. Ms. Olson stated that the total operating cash and investment funds were 92.58% of the FY2025 operating budget.

3. Resolution Calling for Bond Issue Notification Act Public Hearing Working Cash Bonds Not to Exceed \$14,700,000

Ms. Olson presented the Resolution Calling for Bond Issue Notification Act Public Hearing Working Cash Bonds, not to exceed \$14,700,000. Ms. Olson stated that RVC will be altering, remodeling, and equipping Classroom II (CLII) and the Health Sciences Center (HSC). Ms. Olson explained that the Capital Development Board will manage the CLII project as the state will partially fund the project. RVC is expected to issue debt obligations to pay for the capital projects. The resolution's intent is in anticipation of the obligation to call for a Bond Issue Notification Act (BINA) Public Hearing to be held on September 24, 2024, before the Regular Board of Trustees Meeting. At the hearing, the Board will present the reasons for the proposed bond issue and permit the public to show the reasons for the proposed bond issue and permit the public to present oral or written testimony on the proposal to sell bonds in an amount not to exceed \$14,700,000 to increase the working cash fund of RVC.

4. *Informational Only* / Quarterly Purchase Activity

The purchase orders quarterly report was included in the August 13, 2024, Committee of the Whole packet. The report listed purchase orders for \$10,000 to \$25,000 from April 2024 through June 2024.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report. Mr. Jenks stated that there were two appointments and one departure.

2. College Bookstore Contract

Mr. Jenks presented the College Bookstore Contract. Mr. Jenks stated that on April 24, 2024, RVC requested proposals for bookstore services. A request for a proposal was sent out inviting vendors to submit proposals for one of two models: a fully virtual bookstore or a hybrid with both a virtual and a physical bookstore. RVC is seeking a three-year contract with two one-year optional renewals. RVC received ten proposals from seven vendors.

A seventeen-member selection committee was formed, comprised of faculty, staff, and administration from various departments. The committee used a scoring matrix to evaluate the responses and shortlist the respondents. The top four respondents were invited to give presentations detailing their virtual bookstore and user experience.

The committee used a second scoring matrix to evaluate the finalists, primarily focusing on each respondent's alignment with RVC's goals and student's needs. After careful consideration, the committee determined that a hybrid model with both a virtual bookstore and a physical, on-campus presence would be the best fit for a hybrid model.

The selection committee selected BibliU Campus because it demonstrated an excellent user interface for students and faculty, a proven ability to integrate seamlessly with Ellucian Colleague and Canvas, flexibility to meet the College's evolving needs, and a solid transition plan to a hybrid bookstore. Discussion ensued.

2. Classroom Building II (CLII) Update

Mr. Jenks gave a quick overview of the CLII progress with the Capital Development Board (CDB). Mr. Jenks stated that the CDB has narrowed down the architects that bid from nine to four and that CDB set a date of August 26, 2024, to choose the architect.

3. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for August and September 2024 and highlighted Professional Development Day on September 3, 2024, along with several other events.

New Business/Unfinished Business

1. Unfinished Business:

There was no unfinished business.

2. New Business:

Dr. Spearman invited trustees to participate in Professional Development Day, held Tuesday after Labor Day, September 3, 2024, as there will be many interesting breakout sessions.

Welcome Week is starting, and Dr. Spearman wanted to thank the volunteers who signed up as greeters and other duties. It is a fun time to be on campus, and if trustees get a chance to be on campus, he encouraged them to say hello to students as they walk around.

Dr. Spearman praised Ms. Jennifer Thompson for her beautiful job directing Beauty and the Beast. He saw the production and was awed by the performances.

Dr. Spearman announced that RVC was highlighted in the recent Association of Community College Trustees (ACCT) newsletter that Bourn and Koch, Inc. received the 2024 industry partner award from the Illinois Community College Trustees Association (ICCTA).

Dr. Spearman thanked Winnebago County Chairman Joe Chiarelli, who helped establish a rural transit system to help families in rural areas get to the city, RVC's campus, and medical support. The transit system should be effective in the next few months. Trustee Gorski asked who would provide the transportation, and Dr. Spearman stated it was the Reagan Mass Transit District (RMTD).

Adjourn to Closed Session

At 6:35 p.m., a motion was made by Trustee Kennedy, seconded by Trustee Cardenas Cudia, to adjourn to closed session to discuss: 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5) in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 6:53 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on August 27, 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.

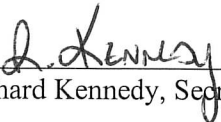
Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on September 10, 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 6:55 p.m., Trustee Gorski made a motion, seconded by Student Trustee Mikos, to adjourn the meeting. The motion was approved by a unanimous vote.

Submitted by: Tracy L. Luethje


Richard Kennedy, Secretary


Robert Trojan, Chairperson