

**Illinois Community College District No. 511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114
Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR)**

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING
September 24, 2024, 5:15 p.m.**

MINUTES

Call to Order

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

Roll Call

Mr. Robert Trojan	Mr. Richard Kennedy
Ms. Gloria Cardenas Cudia	Mr. Paul Gorski
Mr. Kirsten Simpson	Nico Mikos, Student Trustee
Mr. John Nelson	

The following Trustee was absent: Ms. Crystal Soltow.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Academic Affairs/Chief Academic Officer; Ms. Terrica Huntley, Interim Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance/Chief Financial Officer; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Diversity, Equity and Inclusion; Mr. Rick Jenks, Vice President of Operations/Chief Operations Officer; Dr. Hansen Stewart, Vice President of Career Technical Education and Workforce Development; Ms. Araceli Olvera, Interim Executive Assistant; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Joe Perkoski, 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 (Public Comment)

No public comments were received.

Recognition of Visitors

There were no visitors to be recognized.

Bond Issue Notification Act (BINA) Hearing

Board Chair Trojan explained that the next item on the agenda was the Bond Issue Notification Act (BINA) Hearing.

BINA PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS ON THE PROPOSAL TO SELL WORKING CASH FUND BONDS IN AN AMOUNT NOT TO EXCEED \$14,700,000 FOR THE PURPOSE OF INCREASING THE WORKING CASH FUND OF THE DISTRICT

Board Chair Trojan asked the Board members for any further comments about the proposed bonds.

Trustee Gorski reminded the audience via live stream that the bonds are going to be spent on upgrades for the main campus. VP Olson added that the bonds are for the construction projects on the Health Sciences Center and Classroom Building II building.

Board Chair Trojan asked the Public for any written testimony about the proposed bonds. Trustee Kennedy confirmed there were no written testimonies.

Board Chair Trojan asked the Public for any oral or public comment about the proposed bonds. There were no oral or public testimonies.

Board Chair Trojan stated that all persons desiring to be heard have been given an opportunity to present oral and written testimony with respect to the issuance of the Bonds.

Board Chair Trojan asked for a motion and a second to adjourn the Hearing.

On a motion by Trustee Cudia, seconded by Trustee Nelson, and unanimous roll call vote, the BINA Hearing was adjourned.

General Presentation

There were no presentations.

Approval of Minutes

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve the minutes of the August 13, 2024, Committee of the Whole meeting and the August 27, 2024, Regular meeting. There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 8197 – Claims Sheet

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from August 1, 2024, to August 31, 2024. The total is \$4,082,495.90.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8197. There was no discussion. The motion was approved by unanimous roll call vote.

2. BR 8198-A – Purchase Report A – FY25 Purchases

It is recommended that the Board of Trustees approves the marked item for purchase on Board Report 8198-A, Purchase Report – A – FY25 Purchases.

Com Ed	Rockford, IL	\$248,716.85*(1)
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A motion was made by Trustee Nelson, seconded by Trustee Cudia, to approve Board Report 8198-A. There was no discussion. The motion was approved by unanimous roll call vote.

3. BR 8199 – Resolution for BINA Hearing

The Board Report reads in part: It is recommended that the Board of Trustees approves the public hearing concerning the intent of the Board of Trustees to sell not to exceed \$14,700,000 Working Cash Fund Bonds for the purpose of increasing the working cash fund of the District. A motion was made by Trustee Cudia, seconded by Trustee Nelson, to approve Board Report 8199. There was no discussion. The motion was approved by unanimous roll call vote.

4. BR 8200 – Dual and Articulated Credit Memorandum of Understanding – Rockford Public Schools #205

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and the Board of Education of Rockford Public School District No. 205, beginning August 21, 2024, and ending June 30, 2025. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8200. There was no discussion. The motion was approved by unanimous roll call vote.

5. BR 8201 – Running Start Intergovernmental Agreement (IGA) – Rockford Public Schools #205

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Rockford Public School District #205 effective August 19, 2024 for classes beginning August 19, 2024. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8201. There was no discussion. The motion was approved by unanimous roll call vote.

6. BR 8202 – Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approves the following personnel actions listed on Board Report 8202.

A motion was made by Trustee Cudia, seconded by Student Trustee Mikos, to approve Board Report 8202. There was no discussion. The motion was approved by unanimous roll call vote.

7. BR 8203 – Intergovernmental Storage Agreement with City of Loves Park for Fire Truck

The Board Report reads in part: It is recommended that the Board of Trustees approves the Intergovernmental Storage Agreement with the City of Loves Park, Illinois, to store Rock Valley College's 1993 Pierce Pumper Fire Truck at the Loves Park Fire Station located at 5180 Rock Valley Parkway, Loves Park, Illinois.

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8203. There was no discussion. The motion was approved by unanimous roll call vote.

8. BR 8204 – First Reading: Adoption of Board Policy Manual: Article 1 Board of Trustees Bylaws

The Board Report reads in part: It is recommended that the Board of Trustees adopts Article 1: Board of Trustees Bylaws of the Rock Valley College Board Policy Manual as reviewed and revised by Robbins Schwartz attorneys and College Administration. **Attorney Reviewed.**

A motion was made by Trustee Cudia, seconded by Student Trustee Mikos, to adopt Board Report 8204.

President Spearman provided guidelines to the Board of Trustees on submitting changes and/or recommendations to the board policy manual.

- The deadline to submit suggestions/changes to Article 1 documents by the Board of Trustees is Friday, September 27, 2024.
- These changes will be vetted by Robbins Schwartz attorneys and the administration to ensure institutional and legal congruity.
- Changes will be included in the meeting packet for the October 8 Committee of the Whole meeting for review and discussion.
- If trustees are in agreement with those changes, the changes will be added to the October 22 Regular board packet to be voted upon at that meeting, the official Second Reading.
- If the trustees feel they need more time to review and discuss suggested changes, the Second Reading could be postponed to November to allow for additional time.

Trustee Gorski clarified that the point of order for Board Report #8204 doesn't require a vote as it's open for discussion and/or comment. He appreciated the timeline and had no questions at this time.

President Spearman added that Robbins Schwartz attorneys would like to provide a recommendation to Board Policy Manual Article 1. Attorney Joe Perkoski explained that 1:10.040 section 8. Waiver of Notice of Meeting is a historical artifact of a policy revision and could create conflict with respect to the Open Meetings Act; he summarized that Waiver of Notice of Meetings allows a trustee to come to a meeting and if later determined the meeting wasn't properly noticed, this Trustee can waive the opportunity to object to the meeting. Attorney Joe Perkoski recommended removing section 1:10.040 section 8. Waiver of Notice of Meetings and update the second reading.

Trustee Gorski commented that he believes 1:10.040 section 8. Waiver of Notice of Meetings is unlawful. He acknowledged the audience via live stream and explained the procedure of announcing board meetings, including the set calendar, weather/disaster cancellations, or not meeting quorum standards.

Board Chair Trojan confirmed with Attorney Perkoski that Board Report #8204 doesn't require a vote. Attorney Perkoski observed the Trustees are in agreement with the first reading of Board Policy Manual Article 1.

Other Business

1. New Business

President Spearman shared that he was approached by Mercury LLC., a lobbyist firm in Illinois. He met with former congresswoman Cheri Bustos and her Illinois team. President Spearman invited Chairman Robert Trojan, Jennifer Thompson, executive director of college communications, and Ann Kerwitz, assistant to the president, to be present at the meeting. Mercury offered various lobbyist services, highlighting Bustos's connections in both major political parties that could aid the college's needs at a federal level and a statewide level, and provided an estimated cost of services. Chairman Trojan added that the college would receive weekly updates on upcoming bills and grants, as well as explained terms of agreement. Mercury will send a written proposal for Rock Valley College's consideration by the end of the week.

Trustee Nelson commented that he has advocated to the college in pursuing a lobbyist for the state of Illinois. He would recommend that the college take into consideration that the lobbyist has depth and breadth of experience in Springfield and Washington D.C.

Trustee Cudia questioned if Mercury specializes with community colleges or is a general lobbyist. Chairman Trojan stated that they work in various areas in Illinois such as agriculture and are looking to broaden their services. President Spearman added that they have experience in higher education with community colleges and four-year institutions.

Trustee Gorski would like more information on Mercury's pricing for state-level and federal-level services and consider looking at a grant that could pay for the lobbyist services.

President Spearman stated that legislation moves at a fast pace, so the college should consider a lobbyist. In addition, he agreed with Trustee Gorski about thinking of a strategy on why the college needs a lobbyist, setting a goal such as identifying a grant to pay the dollar amount.

Trustee Cudia asked for recollection on the college's long-term plan for the next five or ten years that could be utilized for lobbyist services. President Spearman stated the college's Strategic Plan is five years and the Facilities Master Plan is fifteen to twenty years that notifies the college when maintenance is needed around the entire campus.

Chairman Trojan stated a lobbyist could help the college look for grant money to supplement the bond issues instead of the college issuing all the bonds.

Student Trustee Mikos asked whether Cheri Bustos has more pull in federal or state. President Spearman explained that Bustos' is a partner at Mercury, a large firm from a state and federal level, that would represent the college with a national network of legislators.

2. Unfinished Business

There was no unfinished business.

Updates/Reports

1. President's Update

President Spearman shared updates on events that occurred this month starting off with Professional Development Day, an all-day occasion that was well-received by faculty and staff and received positive feedback for the planning team. Dr. Spearman expressed his gratitude to Board Chair, Bob Trojan, for his attendance. Next, Dr. Spearman attended the Illinois Community College Presidents' Retreat at the Allerton Park and Retreat Center where he presented on our CRM progress and Case Management Advising. He expressed his gratitude to Robbins Schwartz for sponsoring the

retreat, and for providing their Higher Education Virtual Legal Update Conference which many RVC leaders attended. Moreover, Trustee Cudia, Dr. Luevinus Muhammad, and Dr. Spearman attended ICCB's Adequacy and Equity Funding Work Group meeting in Springfield. Furthermore, in recognition of the National Hispanic Heritage Month, there was a Rockford Register Star spotlight by La Onda on Vice Chair Gloria Cudia recognizing her leadership and contributions in the community. To end, Dr. Spearman listed important events this upcoming October.

2. Leadership Team Updates

- Mr. Keith Barnes, vice president of diversity, equity and inclusion, shared that Rock Valley College has been awarded the 2024 (Higher Education Excellence in Diversity) HEED Award, a national honor recognizing U.S. colleges and universities that demonstrate an outstanding commitment to diversity and inclusion. RVC will be featured in the November/December 2024 issue of Insight into Diversity magazine. In addition, Mr. Barnes was selected to present at the 2024 Illinois Council of Community College Administrators Conference (ICCCA) on Thursday, November 14, 2024, in East Peoria, Illinois. Mr. Barnes also presented at the 2023 ICCCA Conference.
- Dr. Stewart, vice president of career technical education & workforce development, announced that October is Manufacturing Month. The ATC will be hosting Manufacturing Day for high school students on October 4 and 18. During the visit, the students will tour the facility, explore various manufacturing careers, try out the hydraulic excavator and welding simulators, tour Truck Driver Training, and more.
- Dr. Patrick Peyer, vice president of student affairs, shared that RVC hosted the IACAC Illinois Regional College Fair on Thursday, September 19 in the PEC. Over 100 college and university representatives participated. He gave thanks to the RVC Enrollment and Facilities teams for their help in organizing the event. Next, Homecoming Week started on September 23, and the Student Life team has scheduled several great events throughout the week. Moreover, advising and enrollment staff are assisting students plan and register for Winterim registration which opens on October 14. Furthermore, Dr. Peyer extended a special thanks to Casey Dahlberg, manager of new student enrollment, and Mara Lopez, enrollment coordinator, for their work in Adult Education. Lastly, a series of Food Drives was organized by RVC's Phi Theta Kappa student organization to support the RVC Eagles Nest Food Pantry. He gave thanks to all involved for helping restock supplies and supporting those students managing food insecurities.
- Ellen Olson, vice president of finance, shared an update that the audit is still in progress. More information will be shared once that is completed. She announced that on Thursday, October 17, at 11:30 a.m., the Foundation is hosting the Rock Valley College Eras Luncheon & Trivia for alumni and retirees celebrating the College's 60th Anniversary. This event will be held in the Stenstrom Student Center.
- Rick Jenks, vice president of operations, shared the completion of the photographing and layout documentation of the three existing downtown buildings required by the State Historic Preservation Office (SHPO). On September 23, SHPO issued permission for the College to proceed, however additional historical research and documentation is needed. RVC has resumed the abatement of the building and demolition is underway for the Downtown West Project. Next, he announced that on Monday, September 23, buildings E and F lost power and is expected to be restored on Friday, September, 27. During installation for the Power Shed upgrade project, the contractors struck the high-voltage line feed. RVC did not mark the power line in the location where the strike occurred, so the cost of the repair will be RVC's responsibility. This will not be a change order since Miller Electric is the electrician for this project but is not able to conduct this work. RVC has selected Helm to conduct the work and is determining the cost to repair the line. Moreover, the College plans to send out a bid to

replace the sprinkler system and relevel the baseball, softball, and soccer fields. Construction will begin in May after the spring athletic teams' seasons end, but in order to get on schedule, we need to bid the project now. Furthermore, RVC is working with our architect to draft drawings for the HSC third floor and the elevator. The goal is to bid on the project in November or December, with construction starting in January or February. Lastly, the College has not received official written confirmation from Chicago Building Design (CBD) Architects selected for Classroom Building II. However, unofficially, they have selected Bailey Edward Design, Inc. from Chicago. RVC hasn't worked with Bailey Edward Design, but the College looks forward to the project.

- Terrica Huntley, vice president of human resources, started off by acknowledging the College Leadership and gave thanks to professional development specialists for coordinating Fall Professional Development Day. At this event, RVC honored their annual excellence awards: Rookie of the Year, Brent Jepsen - Multimedia Content Creator, Leader of the Year, Dr. Cindi Schaefer Tobin - Dean, Early College, and Employee of the Year, Jeremy Tallacksen - Audio Visual Support Specialist. To end, Ms. Huntley announced that the college is offering their annual Biometric Screening to staff and faculty.
- Heather Snider, vice president of institutional effectiveness and communications, started off by giving an enrollment update. As of this week, RVC has exceeded the Fall 2024 budget goal by 3.5% and met the Fall 2024 stretch goal. Since the college was short in Summer II, this puts us 2% above budget for Summer II and Fall combined and 99% to the stretch goal for both semesters combined. Next, she gave HLC updates on the HLC Site Visit, the two Town Hall Meetings, and the accreditation page of the college website. Moreover, she announced that on Thursday, October 10, RVC's 60th Anniversary celebration will take place on our Main Campus from noon until 6 pm. To end, three members of the Marketing and Communications team are attending and presenting at the NCMPR District 3 Conference. Jennifer Thompson, executive director of college communications, will be honored as the District 3 Communicator of the Year, and presenting on the connection between neurodiversity and creative work. Gabi Mar-Gagula, communications and marketing specialist, and Brent Jepsen, multimedia content creator, are presenting on the use of brand ambassadors.
- Dr. Amanda Smith, vice president of academic affairs, started off with congratulating Dr. Beth Ingle for receiving the Holocaust Educator Award from the Jewish Federation of Greater Rockford during their annual Holocaust Remembrance Day ceremony at Midway Village. Next, she stated that Fall Professional Development Day deserved lots of praise and accolades, highlighting the day-to-day activities. Dr. Smith extended special gratitude to Dr. Terry Wandtke and Justin Severson for leading the efforts to coordinate the event.

3. ICCTA Report

- Trustee Nelson highlighted the discussions at the ICCTA meeting. Topics including board chair relationships, responsibilities and conflicts, new college president vetting process, and overall experience.

4. Trustee Comments

- Trustee Gorski wanted to give thanks in advanced to all staff members assisting with the October 22 Regular Board meeting at the ATC.
- Trustee Cudia summarized the ICCB adequacy and equity subcommittee's effort of examining the current funding system, doing research and offer a recommendation to the ICCB on how to improve or enhance funding. One takeaway is educating the legislators on the contributions and the value of what the community colleges bring to the community and

our economy once students graduate. Also, she gave recognition to Marketing and IT for streaming YouTube videos of Rock Valley College.

- Trustee Simpson gave kudos to RVC police for helping her son with vehicle issues.
- Trustee Trojan encouraged the other Trustees to attend some of the upcoming on-campus events and thanked the RVC leadership team for organizing on-campus events.

5. Student Trustee Report

Student Trustee Mikos reported that the college is an early voting site for the Rockford Board of Elections for the two weeks prior to Election Day. Rockford residents will be able to vote on October 21 - 25 and October 28 - November 1 at the JCSM in room 0208 from 9:00 a.m. to 4:00 p.m. Moreover, the college encourages students who are eligible to register and vote. Lastly, Intercultural Student Services is going on a field trip to the Puerto Rican Museum in Chicago on September 27.

6. RVC Foundation Liaison Report

Chair Trojan reported that the Foundation's scholarship season has ended for the 2024 Fall semester, and the Foundation is looking for board members.

7. Freedom of Information Act (FOIA) Report

The FOIA Report was accepted as presented.

Adjourn to Closed Session

A closed session was not held.

Next Meeting

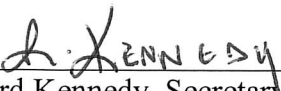
The Committee of the Whole meeting will be held on Tuesday, October 8, 2024, at 5:15 p.m. The meeting will be held in the Performing Arts room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

The next Regular Board meeting will be held on Tuesday, October 22, 2024, at 5:15 p.m. The meeting will be held in Room 1300, Advanced Technology Center, 1400 Big Thunder Blvd, Belvidere, IL. Location changed for this meeting only.

Adjournment

At 6:28 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 Araceli Olvera


Richard Kennedy, Secretary


Robert Trojan, Board Chair