

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, October 8, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, October 8, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Robert Trojan.

Roll Call

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

| | |
|---|-------------------------------------|
| Mr. Robert Trojan | Mr. Richard Kennedy |
| Ms. Gloria Cardenas Cudia | Mr. John Nelson |
| Ms. Crystal Soltow | Mr. Nico Mikos, RVC Student Trustee |
| Mr. Paul Gorski joined the meeting at 5:21 p.m. | |

The following Trustee was absent at roll call: Ms. Kristen Simpson.

Also present: Dr. Howard J. Spearman, President; Mr. Keith Barnes, Vice President of Diversity, Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. Terrica Huntley, Interim Vice President of Human Resources; 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. Yvonne 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; Attorney Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

No board members attended by means other than physical presence.

Communications and Petitions

There were no public comments, communications, and/or petitions to be recognized.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the September 10, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Sabbatical Report

Dr. Danielle Hardesty presented her Sabbatical Report on Equity-Centered Assessment. She stated that her assessment was centered on an Equity-Centered Assessment. The evaluation generally focuses on how students learn outside the classroom, how we measure their learning, and how students' learning behaviors change over time. Dr. Hardesty stated that the assessment analysis involved engagement, communication, and professional development. Discussion ensued.

2. 14th Day Census Enrollment Data Brief and Student Profile

Ms. Heather Snider presented the 14th Day Census Enrolment Data Brief and Student Profile. Ms. Snider stated that the 14th Day Census Enrollment is slightly different than the data reported on the monthly Enrollment Report because this report includes adult education credits and some vocational skill courses, and that’s per the Illinois Community College Board (ICCB) definitions on reporting enrollment. Hence, these are the official numbers reported by RVC to the ICCB.

Ms. Snider explained that RVC is ahead of where we were five years ago for unduplicated headcount but slightly behind where RVC was five years ago on credit hours and full-time equivalent. That shows that RVC has more students taking fewer credits.

Ms. Snider focused on the Student Profile Report and discussed the demographics of students from Fall 2020 through Fall 2024. Discussion ensued.

3. Strategic Plan Update: Course Completion Improvement - *Informational Only*

The Course Completion Improvement presentation was included in the Informational Only portion of the packet for the Board of Trustees Committee of the Whole meeting. The presentation focused on improving persistence and retention through many efforts, such as the Case Management Advising and the Equity Plan. Academic Affairs aims to increase course completion rates by implementing Caring Campus. This initiative will explore Rock Valley College’s high-impact practices to identify instructional and student engagement practices that have resulted in high course completion rates and increased persistence and retention.

4. Strategic Plan Update: Case Management Advising with Customer Relationship Management (CRM) Data *Informational Only*

The Case Management Advising with CRM Data presentation discusses how RVC transitioned from open/passive advising to case management advising as of October 2023. The move to case management advising is the culmination of several years of staff and resource planning to reassign roles and locate Student Affairs staff at multiple campuses. Effective September 10, 2024, all RVC students have been assigned to an Academic Advisor.

Finance Discussion: Board Liaison Trustee Gorski

1. Purchase Reports

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

Purchase Report A – FY2025 Purchases

A. Fire Science Instructional Equipment – (Capital Instructional Equipment – Perkins Grant)

| | | | |
|----|-------------------------|-----------------|------------------|
| 1. | Air One Equipment, Inc. | South Elgin, IL | \$ 41,050.00*(1) |
|----|-------------------------|-----------------|------------------|

B. Snow Removal Services – (Maintenance Services Site/Grounds – Advanced Technology Center)

| | | | |
|----|-----------------------------------|--------------------|------------------|
| 2. | Khione Management Services, LLC | Cicero, IL | \$ 28,790.00*(2) |
| | | | Not to Exceed |
| | Minnihan’s Tree Service | Garden Prairie, IL | \$ 28,800.00 |
| | Arctic Snow and Ice Control, Inc. | Frankfort, IL | \$ 28,800.00 |
| | Balance Environments, Inc. | Old Mill Creek, IL | \$ 44,820.00 |
| | Belrock Asphalt Paving, Inc. | Belvidere, IL | \$ 58,300.00 |
| | Langton Group | Woodstock, IL | \$ 110,036.61 |

C. Telecommunication Services – (Telephone Service Charges – IT Telecommunications)

| | | | |
|----|------------------|--------------------|------------------|
| 3. | Stratus Networks | Peoria Heights, IL | \$ 80,000.00*(3) |
| | | | Not to Exceed |

D. Professional Services – (Capital – Main Campus Site Improvements)

| | | | | |
|----|--------------|--------------|--------|------|
| 4. | Helm Service | Freeport, IL | \$ TBD | *(4) |
|----|--------------|--------------|--------|------|

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

| | | | | |
|----|-------------------------|--------------|---------------|------|
| 5. | Platinum Equipment, LLC | Shakopee, MN | \$ 396,194.00 | *(5) |
| | | | Not to Exceed | |

Purchase Report B – FY2025 Amendments

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

| | | | | |
|----|----------------------------|-------------------|---------------|------|
| 1. | Terracon Consultants, Inc. | Downers Grove, IL | \$ 50,000.00 | *(1) |
| | | | Not to Exceed | |

There was a discussion on Purchase Report A on items B, C, and E.

Item B (Khione Management Services, Inc.): Trustee Soltow does not want to go with Khione Management Services, Inc., located in Cicero, IL. She wants to keep it local with Minnihhan’s Tree Service in Garden Prairie, IL. The difference between the vendors was \$10. A recommendation was made to award the bid to Minnihhan’s Tree Service to be voted on at the Regular Board Meeting.

Item C (Stratus Network): Trustee Gorski stated that RVC is not the only government organization having issues with Stratus Networks and their anticipated cost increases for state and federal communication taxes. The communication taxes do not fall under the sales tax exemption. IFiber (RVC’s prior vendor) did not charge the communications taxes. Trustee Gorski asked the RVC staff to continue to pressure Stratus Network because they failed to demonstrate that organizations are subject to state and federal communication taxes under the FCC and Illinois Department of Revenue guidelines.

Item E (Platinum Equipment, LLC): Trustee Gorski had several questions about the bidding process and the number of vendors who submitted bids. Discussion ensued.

2. Cash and Investment Report

Ms. Olson, vice president of finance, presented the Cash and Investment Report through September 30, 2024. Total operating cash is \$39,764,103. Total operating cash and investments are \$88,096,984. Total capital funds are \$36,073,771. Since August 31, 2024, the change in capital funds has been \$4,443,520. The change in operating cash and investments since August 2024 is \$6,704,684. Ms. Olson stated that the total operating cash and investment funds were 86.61% of the FY2025 operating budget.

3. 2024 Tax Levy and Setting a Date for the Truth-In-Taxation Hearing

Ms. Olson presented the 2024 Tax Levy and Setting the Date for the Truth-In-Taxation Hearing. Ms. Olson stated that the Board of Trustees approves the estimated taxes required for each year’s upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and/or abated by more than five percent for the previous levy year, a public Truth-in-Taxation Hearing is needed. Before the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days or not less than seven days before the Hearing.

Ms. Olson stated that the RVC Administration recommends the approval of the estimated taxes of \$26,978,854 that are necessary to be raised by taxation for 2024. The \$26,978,854 represents a 12.14% increase over the 2023 tax levy. To provide public disclosure, a hearing on the proposed 2024 Tax Levy under the Truth-in-Taxation law of the State of Illinois will be held on December 17, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Discussion ensued.

4. Bond Parameter Resolution - Resolution providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds of the District for the purpose of increasing the working cash fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

Ms. Olson explained that RVC is expected to issue debt obligations to pay for the capital projects of Classroom Building II (CLII) and the Health Sciences Center (HSC). The CLII project will be managed by the Capital Development Board

(CDB), which will partially fund it. Ms. Olson stated that this resolution intends to set forth the bond parameters, which include the date, denomination, rate of interest, and maturities of the bonds, fix all details of the issue and execution, and provide for the levy of a tax sufficient to pay both interest and principal of the bonds as they mature.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for October 2024. One appointment for the Executive Director of Community and Continuing Education, effective October 28, 2024, was made, and there were no departures.

2. FY2024 Annual Personnel Report

Ms. Terrica Huntley, interim vice president of human resources, presented the FY2024 Annual Personnel Report. Ms. Huntley discussed the RVC full-time employee population, appointments, separations, employee turnover, and the full-time employee demographics. Ms. Huntley reviewed the key successes in the Human Resources department for FY2024.

3. Update to Board Policy 5:10.120 Purchasing / First Reading

Mr. Jenks presented the Update to Board Policy 5:10.120 Purchasing. Mr. Jenks explained that there are five criteria for the responsible bidder and that there is proposed additional language that the Administration would like to add to the Board Policy 5:10.120 Purchasing. Mr. Jenks stated that in the fifth criterion, participation in apprenticeship and training programs shall not apply to construction contracts for the installation or work on any specialty equipment where the manufacturer of such equipment requires the manufacturer's employees or certified technician/installer to perform such installation or work to provide a warranty on the equipment. If the College receives bids from contractors that participate in apprenticeship and training programs that meet this fifth criterion, such contractors can perform the installation or work in a manner that will keep the manufacturer's warranty in place. The College will give preference to said bidders so long as such preference does not violate the Community College Act's procurement statute requirements. Discussion ensued.

4. Board Policy Manual Update: Article 1 Board of Trustees Bylaws / Second Reading

Mr. Jenks presented the adoption of the Board Policy Manual Article 1: Board of Trustees Bylaws / Second Reading. The purpose of the Rock Valley College Board Policy Manual is to document the rules and regulations applicable to the operations of Rock Valley College and to ensure compliance with applicable laws and regulations. This review will be made on a section-by-section basis until the Board Policy Manual is fully updated. Attorneys from Robbin Schwartz perform an initial review to ensure all policies comply with current legal standards. Ann Kerwitz, assistant to the president, and Ms. Huntley will review the amended document to ensure institutional congruity. Additional changes will be finalized and then presented to the Board of Trustees for readings in accordance with RVC Board Policy.

5. Classroom Building II (CLII) Update

Mr. Jenks gave a quick overview of the CLII progress with the Capital Development Board (CDB). He stated that he received the official word from CDB that the architect firm Bailey Edward Design, Inc., out of Chicago, IL, was chosen for the CLII project. Mr. Jenks said CDB has also requested a quotation (RFQ) for commissioning and testing.

6. Change Order Update

Mr. Jenks presented the change order update for the \$3,040 flooring upgrade in Building E, the \$39,229.00 abatement of the downtown West Campus construction, and the \$39,229.00 lot one and walkways. The amounts listed are contingencies that were not utilized during the projects. Discussion followed.

7. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for October and November 2024. Mr. Jenks discussed the following:

- RVC's 60th Anniversary Celebration on October 10, 2024.
- RVC's Alumni and Retiree luncheon on October 17, 2024.
- Advanced Technology Center (ATC) Manufacturing Day on October 18, 2024.

New Business/Unfinished Business

New Business:

- Dr. Spearman asked Vice President Heather Snider to remind the Board of Trustees about the Higher Learning Commission events on October 14th and 15th, 2024.
- Dr. Spearman discussed talking to Mercury, LLC, a high-stakes lobbying firm to represent RVC. He reminded Trustee Nelson to get the names and numbers of any lobbyists he would want him to contact.
- Dr. Spearman reminded Trustees that October was Manufacturing Month, and the Regular Board Meeting will be held at the Advanced Technology Center (ATC) on October 22, 2024, at 5:15 p.m.
- The ICCTA Regional Meeting was a success, and Dr. Spearman received lots of positive feedback from the other Trustees on attendance.
- Congressman Raja Krishnamoorthi plans to hold a roundtable event at the ACEC on CTE and the authorization of the Perkins Act. Approximately 15-20 people will attend.

2. Unfinished Business:

- There was no unfinished business.

Adjourn to Closed Session

At 6:48 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Mikos, 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) and/or 2) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act. The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 7:07 p.m., a motion was made by Trustee Nelson, seconded by Trustee Soltow, 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 October 22, 2024, at 5:15 p.m., at the Advanced Technology Center, 1400 Big Thunder Boulevard, Belvidere, IL 61008.

Next Committee of the Whole Meeting

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

Adjourn

At 7:09 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Soltow, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje



Richard Kennedy, Secretary



Robert Trojan, Chairperson

