

**Rock Valley College**  
**Community College District No. 511**  
**3301 N Mulford Road, Rockford, IL 61114**  
**COMMITTEE OF THE WHOLE MEETING**  
**Educational Resource Center, Performing Arts Room, Room 0214**  
**5:15 p.m. Tuesday, December 3, 2024**

**Livestreaming Link:** [https://www.youtube.com/channel/UCwa3Fs6l4pWAR\\_4iDZPTNZA](https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA)

(The link opens to the YouTube page; access the Board meeting by clicking on the “Live” video icon with the date shown above)

**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. Review of Minutes:** Committee of the Whole November 5, 2024
- G. General Presentation**
  - 1. Downtown West Final Design / DKA Architects
  - 2. Downtown West Marketing Update
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
  - 1. Enrollment Update
  - 2. \*Informational Only\*
    - a. Strategic Plan Quarterly Update
    - b. Strategic Plan Update: Adult Learner Strategic Enrollment Plan
- I. Finance Discussion: Board Liaison Trustee Gorski**
  - 1. Purchase Reports (A and B)
  - 2. Cash and Investment Report
  - 3. Resolution Abating a Portion of the Working Cash Fund
  - 4. Transfer of Student Purpose Account to an Endowment with Rock Valley College Foundation
  - 5. Fiscal Year (FY) 2025 Estimated Revenues by Source
  - 6. 2024 Tax Levy Certificate of Compliance
  - 7. FY2026 Capital Project Requests
  - 8. FY2025 Fund Transfer Request
- J. Operations Discussion: Board Liaison Trustee Kennedy**
  - 1. Personnel Report
  - 2. Classroom II (CLII) Update
  - 3. Change Order Update
  - 4. Rock Valley College Events Calendar
- K. Other Business: Unfinished Business/New Business**
- L. Adjourn to Closed Session** to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1) in accordance with the Illinois Open Meetings Act.
- M. Reconvene Open Session**
- N. Next Regular Board of Trustees Meeting:** December 17, 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.
- O. Next Committee of the Whole Meeting:** January 14, 2025, 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.
- P. Board of Trustees Retreat:** January 25, 2025, at 8:00 a.m. The meeting will be held in the Woodward Technology Center (WTC), Room 1308, on the main campus.
- Q. Adjourn**

Robert Trojan, 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**  
**5:15 p.m. Tuesday, November 5, 2024**  
**MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, November 5, 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 joined the meeting at 5:31 p.m.

Ms. Kristen Simpson

The following Trustees were absent at roll call: Mr. Paul Gorski, Mr. Nico Mikos, and Ms. Crystal Soltow.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. 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. 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; Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Mathew Gardner, Robbins Schwartz.

**Board Member Attendance by Means Other Than Physical Presence**

Trustee Trojan made a motion, seconded by Trustee Kennedy, to allow Trustee Paul Gorski to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Gorski entered the meeting via telephone at 5:16 p.m.

**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 October 8, 2024, Board of Trustees Committee of the Whole meeting.

**General Presentations**

**1. Health Sciences Center (HSC) Update**

Mr. Rick Jenks, vice president of operations, introduced Mr. Brett Rottinghouse, RVC's Project Architect from OPN. Mr. Rottinghouse discussed the floor plans for the Massage Therapy program and the Marketing and Communications department on the third floor of the HSC. Mr. Rottinghouse said he had contacted MCC Consulting

and Contracting about the buildout cost and second elevator for the HSC. MCC provided an estimated \$1,426,635 for the second elevator and \$1,357,783 for the HSC buildout, for a total estimated cost of \$2,784,418.

## **2. Fiscal Year (FY) 2024 Audit**

Ms. Ellen Olson, vice president of finance, introduced Mr. Anthony Cervini, CFE, from Sikich CPA, LLC. Mr. Cervini presented the findings of the Annual Comprehensive Financial Report (CAFR), Single Audit Report, Illinois Grant Accountability and Transparency Act/Consolidated Year End Financial Report, and the Auditor's Communications to the Members of the Board of Trustees Report. Mr. Cervini reported that RVC only had one finding dealing with Title IV funding.

## **Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**

### **1. Fiscal Year 2025 Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and Communications, presented the FY 2025 Enrollment Update. Ms. Snider stated that the numbers have changed slightly from the report in the packet and that RVC is at 62% of the budget and 59% to goal for Spring 2025. Ms. Snider said that at this time last year, RVC was at 64% of the budget for FY 2024.

### **2. Quarterly Higher Learning Commission (HLC) Update**

Ms. Snider gave a verbal update on the HLC Site Visit held on October 14-15 and that RVC received the draft report from HLC. Ms. Snider stated that the report has more steps to go before being finalized, but RVC has met all accreditation criteria, and no monitoring is required. Ms. Snider explained that no monitoring means that the HLC has determined that RVC complies with the Criteria for Accreditation.

### **3. Early College Enrollment Summary Update**

Dr. Hansen Stewart, vice president of career and technical education and workforce development, presented the Early College Enrollment Summary Update. Dr. Stewart discussed the Running Start, Dual Credit, Senior Semester, Career Pathways Jump Start, Summer Manufacturing and Readiness Technology (SMART) Camp, and the Trade School Grant programs and what school districts were involved in each program. Dr. Stewart compared FY2023, FY2024, and FY2025 and the number of students participating in each program. Discussion ensued.

### **4. Division II Athletics Scholarship Update**

Dr. Patrick Peyer, vice president of student affairs, and Mr. Darin Monroe, athletic director and head coach, presented the Division II Athletics Scholarship Update. RVC began competing at the Division II National Junior College Athletic Association in August 2022. In July 2021, the RVC Board of Trustees approved the transition from Division III to Division II in the sports of Baseball, Softball, Men's Basketball, Women's Basketball, Volleyball, Men's Soccer, and Women's Soccer. It was recommended that RVC provide scholarships to cover tuition and fees in terms of waivers for courses needed to earn a degree at RVC. RVC funded the scholarships at 50% of the maximum allowable for the sports listed above, totaling no more than \$300,000 in scholarship expenses per year for the next four years.

Dr. Peyer explained that in FY2023, 126 student-athletes signed Letters of Intent to participate in one of the Division II programs, and the 126 commitments totaled \$294,961. In FY2024, 125 student-athletes signed Letters of Intent to participate in one of the Division II Programs, and the 125 participants that committed totaled \$314,388 of scholarship funds. Dr. Peyer confirmed that the RVC Foundation covered the \$14,388 overage. Discussion ensued.

### **5. \*Informational Only\***

#### **a. Strategic Plan Update: Fiscal Year 2024 First-Time Student Success Outcomes Analysis**

The First-Time Student Success Outcomes Analysis 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 the access

and success outcomes for all new students in support of the RVC Strategic Plan Pillar IV: Diversity, Equity, and Inclusion: Strategic Goal Number Two. The report gave statistics on RVC’s enrollment status, persistence data, and data by gender, age, race, and ethnicity.

**\*Informational Only\***

**b. AAR-RVC Partnership (Presented at the Association of Community College Trustees (ACCT) Leadership Congress on 10/24/2024)**

Trustee Robert Trojan, Dr. Howard Spearman, president, and Dr. Hansen Stewart traveled to Seattle, Washington, from October 23 to 26, 2024, to present at the Community Colleges as Catalysts: Cultivating Skills for the Future ACCT Leadership Congress. RVC representatives presented A Collaborative Partnership for Workforce Development: Insights from the AAR and Rock Valley College Aviation Program Partnership.

**Finance Discussion: Board Liaison Trustee Gorski**

**1. Purchase Reports**

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

***Purchase Report A – FY2025 Amendments***

**A. Electrical Work – (Capital – Downtown West Site Improvements)**

1.	Com Ed	Rockford, IL	\$ 15,000.00*(1)
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**B. Production Contract – (Other Contractual Services – Starlight Theatre)**

2.	Concord Theatricals Corporation	New York, NY	\$ 1,800.00*(2)
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**C. Charter Bus Services – (Participant Travel – Athletics)**

3.	Windstar	Carroll, IA	\$ 35,000.00*(3)
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***Purchase Report B – FY2025 Purchases***

**A. Ground Penetrating Radar – (Capital Equipment – Facilities, Plant Operations, and Maintenance)**

1.	US Radar	Morganville, NJ	\$ 33,290.00*(1)
	Geo Physical Surveys Systems, Inc.	Nashua, NH	\$ 17,840.00
	Technology International, Inc.	Lake Mary, FL	\$ 18,811.00

**B. Portable Lift – (Capital Instructional Equipment – Rev Up Electric Vehicle Grant)**

2.	Snap-On Industrial	Crystal Lake, IL	\$ 36,147.95*(2)
	Car Quest Advance Auto Parts	Rockford, IL	\$ 37,799.00
	ProQuip Solutions	Auburn, KY	\$ 37,979.68
	Mobile Distributor Supply	Memphis, TN	\$ 38,961.92

Although Mr. Rick Jenks confirmed that Snap-On was awarded the consortium contract and offered the lowest pricing, Trustee Nelson commented that he might recommend that the Board award the Item B-Portable Lift contract to the local vendor Car Quest Advance Auto Parts.

**2. Cash and Investment Report**

Ms. Olson, vice president of finance, presented the Cash and Investment Report through October 31, 2024. Total operating cash is \$37,763,545. Total operating cash and investments are \$87,184,998. Total capital funds are \$36,439,132. Since September 30, 2024, the change in capital funds has been \$365,361. The operating cash and investments change since September 30, 2024, is <\$911,986>. Ms. Olson stated that the total operating cash and investment funds were 85.71% of the FY2025 operating budget.

### **3. Quarterly Vital Signs**

Ms. Olson presented the First Quarter Vital Signs for FY2025. Ms. Olson stated that as of September 30, 2024, Fund 01 Operating Fund Revenues were \$17,554,977. Fund 02 Operating Fund Revenue was \$1,754,419. The total Operating Revenue Funds were \$19,309,396. RVC was running 34.47% of its budget.

Ms. Olson discussed that Fund 01's Operating Expenses were \$8,659,387.02, Fund 02's Operating Expenses were \$1,754,419.27, and the total operating expenses were \$10,413,806. RVC is running at 20.09% of the FY2024 budget. All figures above are as of September 30, 2024, and exclude SURS on behalf.

Ms. Olson discussed payroll and healthcare costs. She explained that healthcare costs increase as employees and families utilize health plans more. Discussion ensued.

### **4. Bond Series 2024 Update**

Ms. Olson gave a verbal update on the Series 2024 Bond Sale, which went well. The bond sale was held on October 29, 2024, and received five bids. Based on the market conditions in August 2024. PMI, RVC's investment consultants, was projecting a 4.09% TIC (true interest cost), and for the actual sale, the TIC came in at about 3.21%, which reduced the interest paid over the life of the bonds by about \$500,000. The power value of the bonds RVC sold is \$13,775,000, with projected proceeds of the \$14,700,000 RVC requested. The bonds will close on November 18, 2024, and RVC will receive all the proceeds. Discussion ensued.

### **5. \*Informational Only\***

#### **a. Quarterly Purchase Report Update / \$10,000 – \$25,000**

The purchase orders quarterly report, which listed purchase orders for \$10,000 to \$25,000 from July 2024 through September 2024, was included in the November 5, 2024, Committee of the Whole packet.

### **Operations Discussion: Board Liaison Trustee Kennedy**

#### **1. Personnel Report**

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for November 2024, which contained one placeholder for the Dean of Math and Sciences appointment and two retirements: Ms. Kerri Shaw, an English Professor, retired effective October 28, 2024, and Mr. Michael "Mike" Kelley, a Geoscience Professor, is retiring effective May 31, 2025. Mr. Jenks stated that a redlined report will be presented at the November 19 regular meeting, as a retirement notice came in today, November 5, 2024, for Frank Calvagna, a Chemistry Professor, who will retire effective December 31, 2024. Discussion ensued.

#### **2. 2024 Clery Act Report**

Chief of RVC Police, Mr. Tom Yehl, presented the Clery Act Report. Chief Yehl stated that the purpose of the Campus Safety and Security Report is to provide the campus community with timely, accurate, and complete information about crime and the safety of the campus so that they can make informed decisions to keep themselves safe. Compliance with the Clery Act allows RVC to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work-Study Programs, Federal Perkins Loans, etc. Chief Yehl stated that the crime statistics are gathered for the main campus and satellite campuses. Chief Yehl noted only three reportable Clery crimes for 2024: a motor vehicle theft on the main campus, an aggravated battery occurring in the East State Street and Water Street area, and an unlawful possession of a controlled substance on the public roadway on East State Street. Chief Yehl stated that the Annual Clery Report is available on the RVC website. Discussion ensued.

Trustee Cardenas Cudia had a question regarding the First-Time Student Success Outcome Analysis. In the analysis, under Overall Persistence Data, one reason a student dropped out was their death in 2023. Trustee Cardenas Cudia wanted to know the circumstances surrounding a student's death. Dr. Barnes could not answer that question, so Dr. Huntley recounted that in her previous role as Dean of Students, one responsibility was to review student

reporting, such as a student's passing. Dr. Huntley discussed the process that takes place in that situation. Discussion ensued.

### **3. \*Informational Only\***

#### **a. Quarterly Employee Personnel Update**

The Quarterly Employee Personnel Report, which listed information on employees hired and/or left the college from July 2024 through September 2024, was included in the November 5, 2024, Committee of the Whole packet.

### **4. Rock Valley College Events Calendar**

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

- On November 7, 2024, the Highway Construction Careers Training Program (HCCTP) will hold its Graduation Ceremony in the Educational Resource Center (ERC), Performing Arts Room (PAR) at 3:00 p.m.
- The 2024 Veterans Celebration will be held on November 11, 2024, in the Stenstrom Student Center (SSC) Atrium. The program will start at 12:00 p.m.
- In appreciation of Native American Heritage Month (NAHM), a documentary, Lakota Nation vs. USA, will be broadcast from the ERC library on November 12, 2024, starting at 1:00 p.m. The NAHM closing event will be held on November 18, 2024, in the SSC Atrium at 11:00 a.m.

### **New Business/Unfinished Business**

#### **1. New Business:**

- Dr. Spearman said RVC had its first Community Engagement for the Downtown West Campus on Tuesday, October 29, 2024. The second Community Engagement will be on Thursday, November 7, 2024, in the SSC Atrium at 10:00 a.m.
- Dr. Spearman announced that the RVC Foundation's Scholarship Luncheon will be held on Friday, November 8, 2024, at 11:30 a.m. at the Radisson Hotel and Conference Center.
- Trustee Kristen Simpson inquired if RVC employees were utilizing the RVCare Clinic for their wellness. Dr. Spearman responded that employees on the College's health plan were scheduling biometric screening appointments, and postcards regarding the RVCare Clinic were sent to employees' homes.

#### **2. Unfinished Business:**

- There was no unfinished business.

### **Adjourn to Closed Session**

At 6:49 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1), and/or 2) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 3) 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 7:16 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cardenas Cudia, 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 November 19, 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.

**Next Committee of the Whole Meeting**

The next Committee of the Whole Meeting will be held on December 3, 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.

**Board of Trustees Retreat**

The Board of Trustees Retreat will be held on January 25, 2025, at 8:00 a.m. in the Woodward Technology Center (WTC), Room 1308, on the main campus.

**Adjourn**

At 7:19 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Simpson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

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Richard Kennedy, Secretary

\_\_\_\_\_  
Robert Trojan, Chairperson

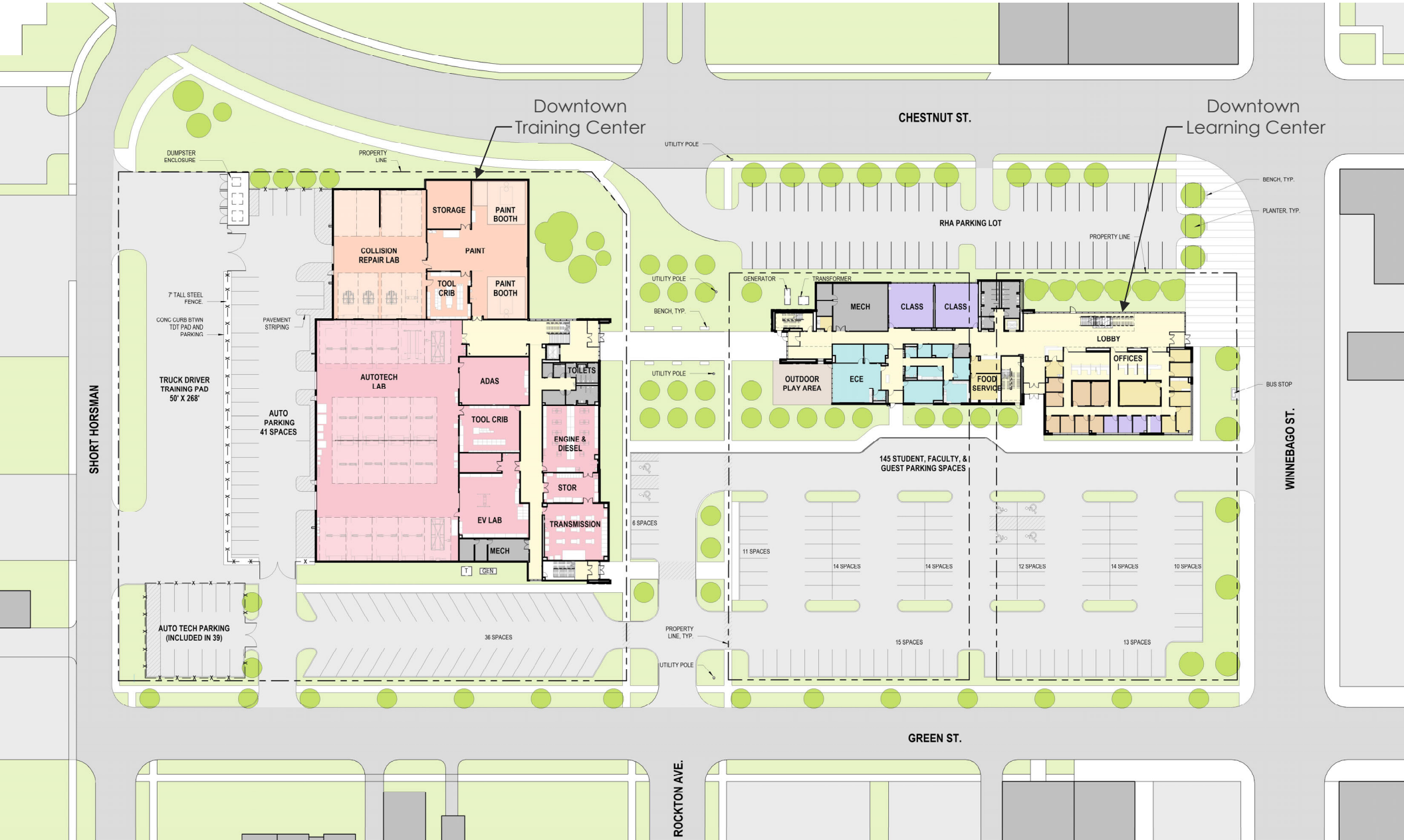








- **Early Childhood Education**
- **Human Services**
- **Adult Education**
- **Refugee & Immigrant Services**
- **General Education**
- **Community / Event Space**
- **Collaboration Space**
- **Automotive Technology**
  - Electric Vehicles
  - Gas Engines
  - Diesel Engines
  - Transmissions
  - ADAS (Advanced Driver-Assistance System)
- **Collision Repair**
- **Truck Driver Training**
- **Police Training**

































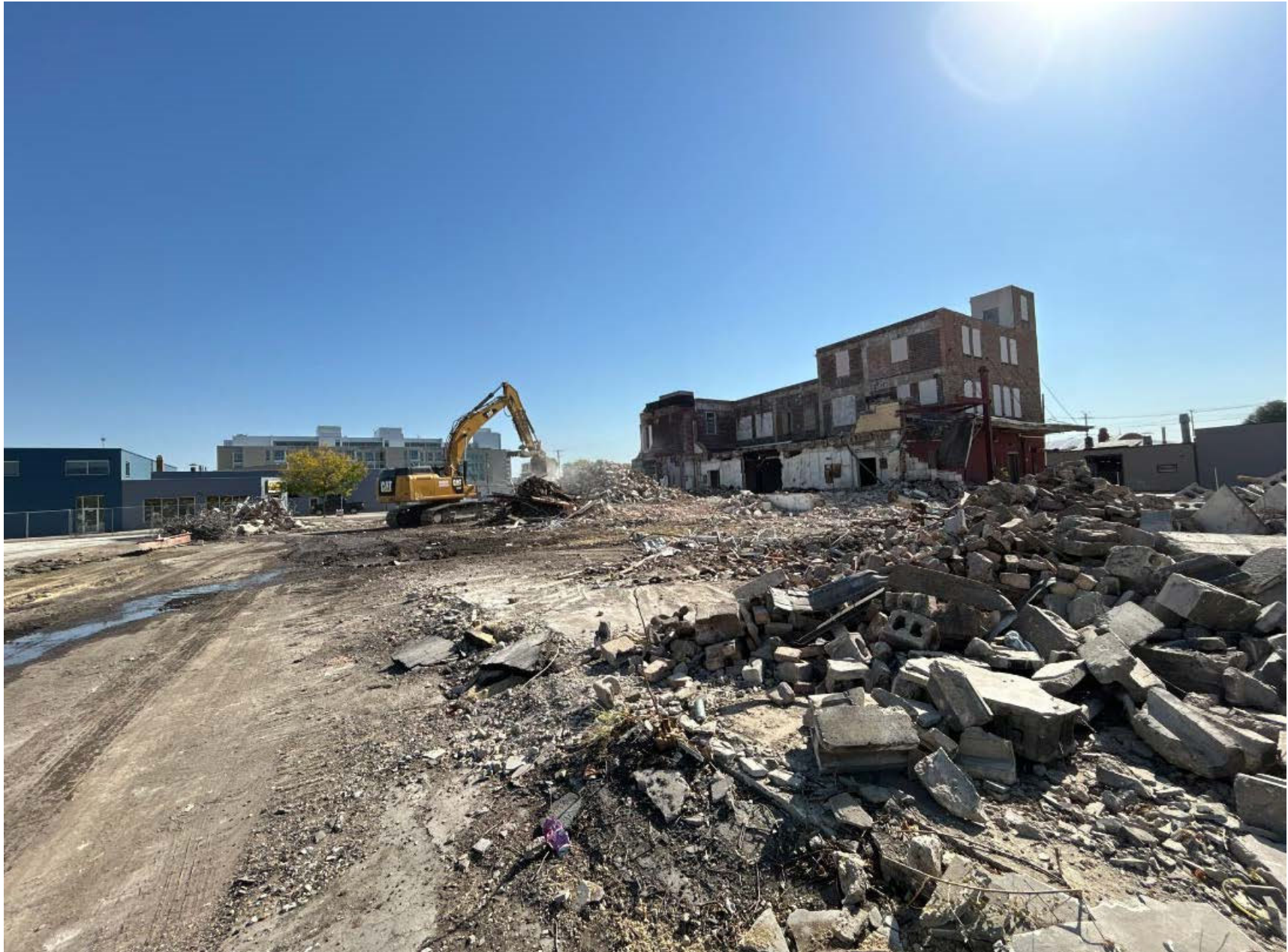












Site Enabling / Demolition:	\$ 2,209,736
Sitework:	\$ 2,834,962
Downtown Training Center:	\$19,055,508
Downtown Learning Center:	\$15,395,377
<b>Subtotal Hard Costs:</b>	<b>\$39,495,583</b>
Project Contingency:	\$ 3,951,500
Grant Money Total:	(\$ 1,893,000)
Owner's Costs:	\$10,243,776
<b>Total Estimated Project Cost:</b>	<b>\$51,797,859</b>
<b>Project Budget:</b>	<b>\$52,165,970</b>
<b>Available Funds:</b>	<b>\$ 368,111*</b>

\*This amount includes \$3,951,500 in contingency



*Thank You*



Strategic Plan Update:  
Downtown West  
Communications & Marketing Strategy



Board of Trustees Committee of the Whole  
December 3, 2024

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Jen Thompson, Executive Director of College Communications

# Campaign Goals

**Goal 1:** Enhance community awareness of the Downtown West project

**Goal 2:** Create Downtown West champions/ambassadors to help open doors and share our story

**Goal 3:** Promote academic programs that will reside in Downtown West

**Goal 4:** Continuously evaluate the effectiveness of our activities using multiple measure and adapt if necessary

# Goal 1: Awareness

- Summer 2024 magazine – 2-page spread – mailed to district
- 60<sup>th</sup> Anniversary Celebration handout – “A New Era Begins”
- Community Engagement Sessions (*currently on the schedule*)
  - Oct. 29 – RVCPD District 1
  - Nov. 1 – K20 Summit
  - Nov. 7 – RVC
  - TBD – West Gate Coalition
- Construction site signage (lots of it!)
- Webpage with regular updates –  
[RockValleyCollege.edu/projects/Downtown-West-Campus](https://RockValleyCollege.edu/projects/Downtown-West-Campus)
- Groundbreaking – spring 2025
- Last beam – fall 2025
- Construction cams – one on each building
- Summer 2025 magazine – 2-page spread – mailed to district
- Summer 2026 magazine – 2-page spread – mailed to district
- Ribbon cutting ceremony
- Community Open House
- Presser and stories to accompany events and milestones

# Goal 2: Champions

Work with our partner, The Place Foundry, to identify and cultivate Downtown West champions and ambassadors. The purpose of this is to help open doors for RVC leadership to access key community stakeholders to share the Downtown West story.

It was important that Dr. Spearman be the first to announce the project. Now, we have the opportunity to create a “roadshow” that allows key college personnel to be project spokespeople to continue sharing information about the campus.

1. The Place Foundry will identify champions/ambassadors.
2. David Sidney and Jen Thompson will meet with them to strategize individuals and organizations for targeted and personalized outreach.
3. Jen Thompson will coordinate with Dr. Spearman to identify key RVC personnel to train for the outreach sessions.
4. Trained presenters will be released to partner with our champions on presentations.

# Goal 3: Programs

**Priority program promotion list.** We work annually from a priority promotion list that is creating in partnership with Drs. Smith and Stewart. All downtown programs are on this list and will remain on this list until 2027.

**Paid advertising.** We continue to use our current digital marketing strategies to hyper-target audiences for Downtown programs. We create program-centered targeted digital ads in partnership with the efforts of our colleagues in Student Affairs.

## Storytelling

- We intentionally and actively seek student and alumni stories from these programs
- The summer 2024 magazine highlighted several stories from these areas
- Our new commercial spot will include some of these areas (*we can't include them all*)
- Promoting grants in alignment with downtown programs
- Social content strategy includes deliberately integrating content representing these areas
- The summer 2025 magazine will include programs that were not highlighted in 2024 (*we try to rotate content*)

# Goal 4: Evaluation

We must be agile in our efforts with the ability to pivot if needed.

We use the following metrics to monitor our efforts:

- **SiteImprove Marketing Campaign Tracking** allows Communications and Marketing to track the efficacy of our digital advertising. For example, we can track things like consumer behaviors and journeys on our website linked to specific campaigns.
- **Townsquare dashboard.** This vendor executes the majority of our digital ads. We can track things like reach, impressions, click-thru-rates, email opens, video completions, website visits, visits to campus, calls to campus, etc.
- **Social media analytics.** We monitor traffic, reach, impressions, and engagement.

*All of our metrics include demographics and geographic locations (typically where mobile phone numbers are registered unless we are using geofencing).*

# Media Coverage

WREX – [Rock Valley College nears deal to expand in downtown Rockford](#)

WTVO – [Rock Valley College reveals plans for downtown Rockford adult learning campus](#)

WIFR – [Public engagement session discusses new RVC Downtown West campus](#)

Rock River Current – [Rock Valley College moves forward with \\$52M plan for new Downtown West Campus in Rockford](#) *(also shared to ICCTA listserv)*

WTVO – [Rockford's west side could be home to a university within two years](#)



# Questions

## FY2025 Enrollment Update

Board of Trustees Committee of the Whole – December 3, 2024

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2024	FY2025	Change	% Change	FY2024	FY2025	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,858	1,861	3	0.16%	7,922	8,260	338	4.27%	9,000	92%	9,000	92%
Fall	5,410	5,661	251	4.64%	52,516	52,566.5	50.5	0.10%	51,100	103%	52,800	99%
Subtotal (Summer II + Fall)	<b>7,268</b>	<b>7,522</b>	<b>254</b>	<b>3.49%</b>	<b>60,438</b>	<b>60,826.5</b>	<b>388.5</b>	<b>0.64%</b>	<b>60,100</b>	<b>101%</b>	<b>61,800</b>	<b>98%</b>
Winterim	425	463	38	8.94%	1,429	1,658	229	16.03%	900	184%	1,200	138%
Spring	3,402	3,516	114	3.35%	36,022	36,376	354	0.98%	45,000	81%	47,500	77%
Subtotal (Summer II + Fall + Winterim + Spring)	<b>11,095</b>	<b>11,501</b>	<b>406</b>	<b>3.66%</b>	<b>97,889</b>	<b>98,860.5</b>	<b>971.5</b>	<b>0.99%</b>	<b>106,000</b>	<b>93%</b>	<b>110,500</b>	<b>89%</b>
Summer I	--	--	--	--	--	--	--	--	4,000	--	4,500	--
<b>Total</b>	--	--	--	--	--	--	--	--	<b>110,000</b>	--	<b>115,000</b>	--

Sources: FY2025 Summer II Enrollment Ticker (Final); FY2025 Fall, Winterim, and Spring Enrollment Tickers (11/21/2024)

**Important Dates:**

- Fall semester ends December 14.
- Winterim registration opened October 14, tuition is due December 3, and classes begin December 14.
- Spring priority registration opened October 14, tuition is due December 3, and classes begin January 11.



# Rock Valley College Strategic Plan Quarterly Update

Board of Trustees Committee of the Whole  
December 3, 2024

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Heather Snider, Vice President of Institutional Effectiveness and  
Communications

**RockValleyCollege.edu**

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- Executive Summary
- DEI Strategic Goal 1 Initiatives
- DEI Strategic Goal 2 Initiatives
- DEI Strategic Goal 3 Initiatives
- All Strategic Plan Pillars and Goals  
(for reference)

# Executive Summary

**Focus on Pillar IV: Diversity, Equity, and Inclusion:** Create and sustain a diverse, equitable, and inclusive campus that improves campus culture and accessibility, promotes accountability for the campus DEI effort, and increases the cultural competence of all employees, learners, and other stakeholder groups.



## **Goal 1: Improve Campus Culture**

- Employee Culture Survey
- Student Viewfinder<sup>®</sup> Survey

## **Goal 2: Close Equity Gaps**

- Hispanic Serving Institution
- Truth, Racial Healing, and Transformation

## **Goal 3: Employ a Culturally Competent Workforce**

- Implicit Bias Training
- Affinity month events and DEI symposia

**Strategic Goal 1:** Improve the **campus culture** by establishing cultural competence, trust, a sense of belonging among employees and learners, and accessibility to working and learning environments and the information shared within them.

- Continue to work on communication and professional development in response to the **Employee Culture Survey**
  - Streaming Committee of the Whole and Regular Board Meetings
  - Publishing monthly leadership updates following Regular Board Meetings
  - Implementing Golden Eagles Professional Development Academy
- Administered the **Viewfinder® Campus Culture Survey** to all credit and non-credit students in Spring 2024
  - Measures strengths and weaknesses around diversity and inclusion efforts
  - Provides insight into what shapes the experiences and perceptions of diverse individuals on campus to help institutions create an environment where everyone feels safe, welcome, valued, and respected
  - Response rate was low (8%), but respondent demographics closely mirrored those of the overall student body
  - Results are being shared and analyzed to identify actions for improvement

# Viewfinder® Results

## Areas of Strength

(average rating on a 5-point scale)

- Students felt safe on campus (4.29)
- Students would highly recommend RVC to high school students (4.26)
- Students felt that RVC faculty create a safe and welcoming classroom environment (4.23)
- Students felt that the campus is diverse (4.22)
- Students felt that the campus is inclusive (4.11)

## Areas for Improvement

(average rating on a 5-point scale)

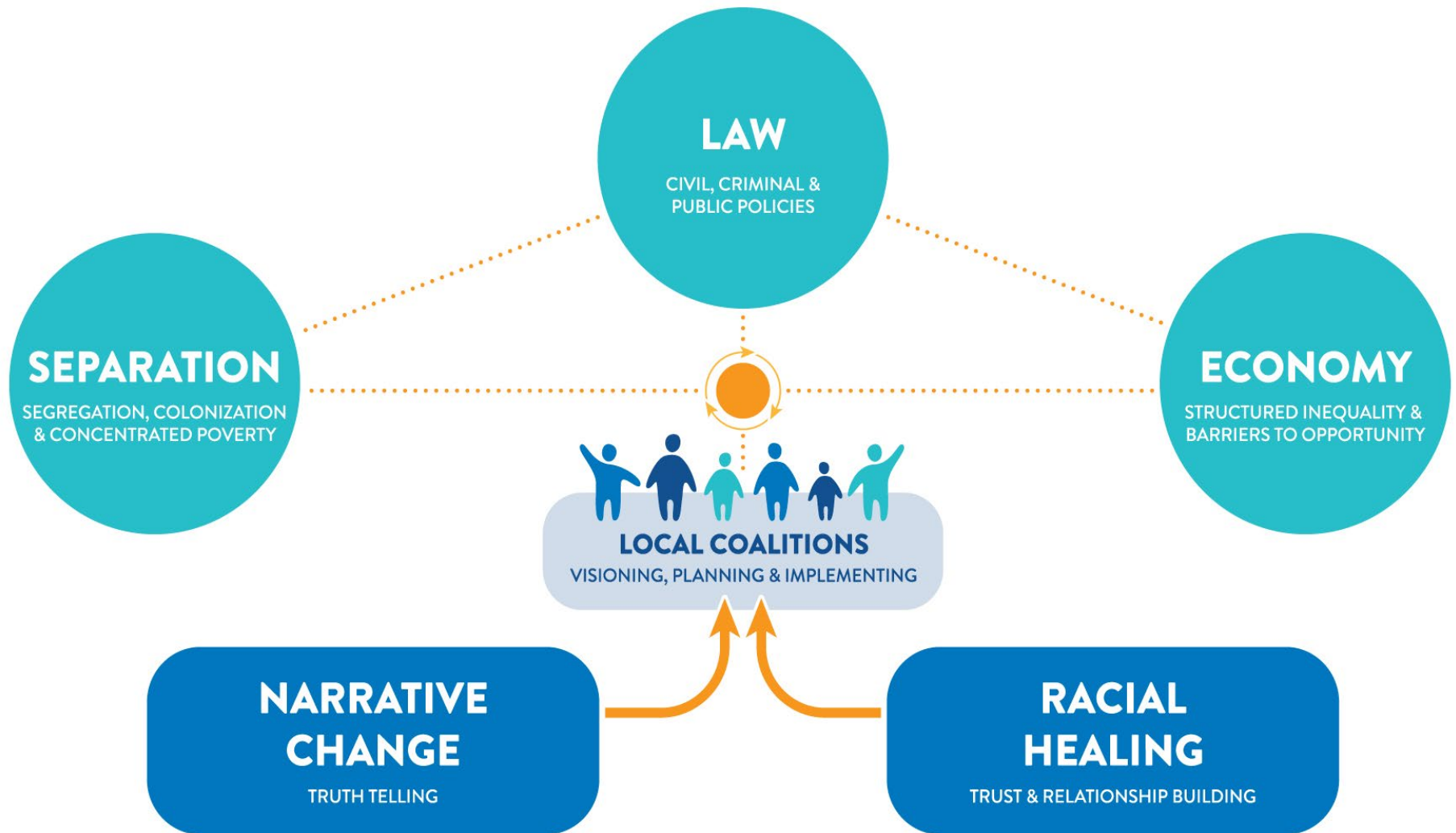
- Students felt that there is a great sense of belonging at the college (3.67)
- Students know where to file a report of discrimination, bias, or harassment (3.48)
- Students felt their workload is too heavy (3.09)
- Comments indicated a desire for more communal spaces and increased opportunities to socialize with other students

**Strategic Goal 2:** Close **equity gaps** so that students from diverse racial, gender and socioeconomic backgrounds can access and achieve their academic and career goals.

- RVC identified as a **Hispanic Serving Institution (HSI)**
  - Achieved full-time equivalent (FTE) undergraduate enrollment that is at least 25% Hispanic
  - Demonstrated success in Hispanic student retention and graduation rates
  - Established HSI committee:
    - Co-chairs attended leadership institute at the Hispanic Association of Colleges and Universities (HACU) annual conference
    - Identifying appropriate grant opportunities
    - Providing leadership in “servingness” – moving from simply *enrolling* Latinx students to *serving* them (Garcia, Núñez, and Sansome, 2019)
- RVC has the opportunity to be recognized by the Association of American Colleges & Universities (AAC&U) as a **Truth, Racial Healing & Transformation (TRHT)** Campus
  - RVC has equity gaps in retention and graduation rates for Black/African American students
  - RVC will develop a plan to serve stakeholders by promoting racial healing and erasing structural barriers
  - AAC&U would provide mentorship and resources



# Truth, Racial Healing, & Transformation Framework



**Strategic Goal 3:** Employ a **culturally competent workforce** that reflects student and community demographics.

- Implemented **implicit bias training** for employee search committees
  - Define implicit bias – negative attitude, of which one is not consciously aware, against a specific social group (American Psychological Association)
  - Analyze how implicit bias functions
  - Recognize how implicit bias can impact others
  - Identify ways to address and mitigate bias
- **Affinity month events and DEI symposia** provide ample opportunity for employees to develop cultural competence – examples from September, October, and November
  - Hispanic Heritage Month events
  - LGBTQ+ History Month events
  - Native American Heritage Month events
  - Fall DEI Symposium – free speech vs hate speech, maintaining civil discourse and civic engagement

# Pillar I: Access

Provide district residents with improved accessibility to college, training, and careers.

## **Strategic Goal 1:**

Provide district residents with improved accessibility to credit programs and certificates.

## **Strategic Goal 2:**

Provide district residents with improved accessibility to non-credit programs, certificates, and training.

# **Pillar II: Exceptional Educational Opportunities**

Provide high-quality certificate, degree, and co-curricular programs to meet district/community and regional needs and improve student success.

## **Strategic Goal 1 (Academic Plan):**

Ensure high-quality and relevant certificate, degree, and co-curricular programs.

## **Strategic Goal 2 (Academic Plan; Strategic Enrollment Management Plan):**

Improve student readiness, academic success, and sense of belonging.

## **Pillar III: Exceptional Training Opportunities**

Provide high-quality training and professional development that aligns with college, district/community, and regional needs and where employees and learners can make progress toward their educational and career goals.

### **Strategic Goal 1 (Workforce Development Plan):**

Increase the number of grants, scholarships, and endowments to support students enrolled in credit and noncredit programs that meet the regional workforce's need for skilled employees.

### **Strategic Goal 2 (Professional Development Plan):**

Provide high-quality training and professional development to improve human performance and to bridge the gap between college needs and employees' educational and career goals.

# Pillar IV: Diversity, Equity, and Inclusion

Create and sustain a diverse, equitable, and inclusive campus that improves campus culture and accessibility, promotes accountability for the campus DEI effort, and increases the cultural competence of all employees, learners, and other stakeholder groups.

## **Strategic Goal 1 (DEI Plan):**

Improve the campus culture by establishing cultural competence, trust, a sense of belonging among employees and learners, and accessibility to working and learning environments.

## **Strategic Goal 2 (DEI Plan):**

Close equity gaps so students from diverse racial, gender and socioeconomic backgrounds can access and achieve their academic and career goals.

## **Strategic Goal 3 (DEI Plan):**

Employ a culturally competent workforce that reflects student and community demographics.

# Strategic Plan Update: Adult Learner Strategic Enrollment Plan



Board of Trustees Committee of the Whole  
December 3, 2024

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Dr. Patrick Peyer, Vice President of Student Affairs

# Executive Summary

The Rock Valley College (RVC) Adult Learner Strategic Enrollment plan is intended to support enrollment management from FY2025-FY2028 and beyond. The FY2025 Adult Learner Strategic Enrollment Plan is intentionally constructed to provide a narrow set of critical impact goals and a framework for a series of rapid implementation targets. RVC has established a successful and structured traditional credit student recruitment plan over several years and will continue to refine, build, and improve efforts to stabilize, grow, and improve upon past efforts to build future enrollment.

This plan aims to target enrollment growth through strategic strategies and tactics to increase enrollment, persistence, and completion of students aged 24 or older. The demographic projections for the service area suggest that the K-12 student population will decline by approximately 5% in the next decade, limiting the amount of enrollment growth possible from this population.



# Strategic Goals

## **Goal 1:**

Increase adult education program completer's enrollment in RVC credit and non-credit courses annually.

## **Goal 2:**

Increase non-credit program completer's enrollment in RVC credit and additional non-credit courses annually.

## **Goal 3:**

Increase successful enrollment (number of students who enroll/re-enroll/number of students who apply) among students aged 24+ (in adult life circumstances, e.g., parents, full-time employment, aged out of foster care) in both credit courses and non-credit programs.

## **Goal 4:**

Monitor and improve data for persistence, retention, and completion rates for identified and diverse populations.

# Adult Learner Enrollment Strategies:

- Create RVC Adult Education/General Education Development (GED)/English as a Second Language (ESL)/Individual Career and Academic Plan (ICAP) Pathways.
- Engage 100% of Non-Credit Program students and completers to enroll in credit or additional non-credit RVC courses/programs.
- Establish disaggregated baseline (3-year) % of Non-credit/Continuous and Comprehensive Evaluation (CCE) program course completers that have historically completed programs and enrolled in the following “sequence” course/program. (credit or non-credit)
- Develop an outreach plan to meet non-credit students in their local communities.
- Support personalized registration and degree/certificate planning.

# Adult Learner Enrollment Strategies:

- Enhance recruitment strategies for residents (non-degree earners) aged 25-45 to enroll in a credit or non-credit RVC course/program.
- Develop an outreach plan to meet non-traditional students in their local communities.
- Utilize Salesforce Customer Relationship Management (CRM) software: case management, data dashboards, departmental utilization, communication planning, funnel analysis, Career Services, and Career Technical Education (CTE) Job Placement.
- Create persistence, retention, and completion of job placement data sets. (Disaggregated)

# Adult Learner Enrollment Metrics:

- Persistence, retention, completion, transfer, advancement, employment by credit and non-credit enrollment categories.
- Credit hour enrollment totals. (by program and course)
- Non-credit program enrollment totals. (by program)
- Traditional aged student enrollment. (headcount)
- Non-traditional. (headcount)
- Disaggregated Data totals by sub-population.
- Movement from one status to another.  
(Non-credit to credit, adult education program to credit)

Purchase Report-A - FY2025 Amendments

Recommendation: Board approval for items marked with an asterisk.

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

**Carahsoft Technology Corp**                      **Reston, VA**                      **\$46,000.00\*(1)**  
Not to Exceed

1. This increase is due to increased Customer Relationship Management (CRM) software usage. Over the past year, CRM student usage has nearly doubled due to increased adoption across multiple departments and programs. Key contributors to this growth include larger departments such as the Testing Center, TRiO Programs (Achieve, Complete, and Upward Bound), Tutoring, and Community & Continuing Education. Additionally, programs such as Adult Education, Allied Health, Career Workforce Development, and WEI have integrated CRM into their operations. While the expanded utilization incurs additional costs, it reflects the CRM's growing support of student engagement and operational efficiency. This is a not to exceed.

Original approved amount    \$79,000.00  
Increase requested                \$46,000.00  
New total expenditure            \$125,000.00 Not to Exceed

FY2025 Budgeted Expense  
Original Board Report BR #8156-C

B. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services Software Support)

**Ellucian**    **Malvern, PA**                      **\$270,000.00\*(2)**  
Not to Exceed

2. Ellucian Colleague is the College’s campus-wide Enterprise Resource Planning (ERP) system. Board Report 8152-C was approved for \$1,262,791.00 as the College migrates to the Ellucian SaaS environment. FY2025 and FY2026 expenses are for annual maintenance, migration, and conversion to the SaaS environment. The contract included credits of \$264,000 for which the College did not receive a credit voucher. The College is requesting a direct refund from Ellucian to offset the increase.

Original approved amount    \$1,262,791.00  
Increase requested                \$ 270,000.00  
New total expenditure            \$1,532,791.00 Not to Exceed

FY2025 Budgeted Expense  
Original Board Report BR #8152-C

**Purchase Report-A - FY2025 Amendments**

C. Car Rental Services – (Participant Travel – Athletics)

<b>Enterprise Rent-A-Car</b>	<b>Rockford, IL</b>	<b>\$15,000.00*(3)</b> Not to Exceed
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3. This increase will cover the transportation needs of the Athletic teams if charter bus companies cannot accommodate the dates of tournaments or if a rental car or van will be a better option due to cost or the team size. Van Galder was awarded Bid #23-08 Charter Bus Services for Athletics, and sometimes neither they nor Windstar can meet the teams' needs. The Rockford Enterprise-Rent-A-Car is the only vendor in the area that has provided the larger vehicles needed for the teams.

Original approved amount	\$30,000.00	
Increase requested	\$15,000.00	
New total expenditure	\$45,000.00	Not to Exceed

FY2025 Budgeted Expense  
Original Board Report BR #8156-D

D. Proctoring Software – (Online Learning – Administrative Software)

<b>Honorlock Inc</b>	<b>Boca Raton, FL</b>	<b>\$9,000.00*(4)</b> Not to Exceed
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4. This increase covers license overages incurred under the previous contract, which allowed for only 750 users and ended on September 30, 2024. This online proctoring software has been successful and has grown in users since its inception in 2022, and each year, the number of users has exceeded the program limit. The current contract began on October 1, 2024, and increased the number of licenses from 750 to 1,500 to cover the 1,049 licensed users as well as additional users who may be added. This increase is needed to cover the overages incurred during the last contract, which only allowed for 750 users.

Original approved amount	\$24,000.00	
Increase requested	\$ 9,000.00	
New total expenditure	\$33,000.00	Not to Exceed

FY2025 Budgeted Expense  
Original Board Report BR #8187-C

Purchase Report-A - FY2025 Amendments

E. Software – (IT Administration – Maintenance Services Software Support)

Hyland LLC

Lenexa, KS

\$7,000.00\*(5)

Not to Exceed

5. This increase is due to an annual price increase for the Perceptive Content (Image Now) document imaging software and professional services related to the Cloud migration. This software provides document storage and is used campus-wide.

Original approved amount	\$83,000.00
Increase requested	\$ 7,000.00
New total expenditure	\$90,000.00 Not to Exceed

FY2025 Budgeted Expense  
Original Board Report BR #8156-C

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Purchase Report-B - FY2025 Purchases**

Recommendation: Board approval for items marked with an asterisk.

A. HVAC Equipment – (Capital – Downtown West Site Improvements)

<b>Miller Engineering Co.</b>	<b>Rockford, IL</b>	<b>\$4,185,280*(1)</b>
Mechanical Inc., DBA Helm Mechanical	Freeport, IL	\$ 4,268,000.00

1. This expense is for the Downtown Campus's Heating, Ventilating, and Air Conditioning (HVAC) Division 23 of Bid 24-25-D03, Elevators, HVAC Equipment, and Electrical Equipment. Division 23 of the bid package received two (2) responses, which opened on November 15, 2024. Ringland-Johnson, Inc. reviewed both responses as the College’s Construction Manager at Risk for the Downtown West Project, and Miller Engineering Co. was determined to be the lowest responsible bidder. The award includes the HVAC equipment for the Downtown West campus and an alternate for catwalks. This amount includes a 10% contingency.

FY2025 Capital Expense

B. Electrical Equipment – (Capital – Downtown West Site Improvements)

<b>Helm Electric</b>	<b>Sterling, IL</b>	<b>\$390,703.50*(2)</b>
Morse Electric, Inc	Freeport, IL	\$ 421,069.00
Jamerson & Bauwens Electrical	Northbrook, IL	\$ 420,200.00
Kelso-Burnett	Rolling Meadows, IL	\$ 429,000.00

2. This expense is for the Electrical Equipment, Division 26 of Bid 24-25-D03, Elevators, HVAC Equipment, and Electrical Equipment for the Downtown Campus. Division 26 of the bid package received four (4) responses, which opened on November 15, 2024. Ringland-Johnson, Inc. reviewed all responses as the College’s Construction Manager at Risk for the Downtown West Project, and Helm Electric was determined to be the lowest responsible bidder. The award includes the electrical equipment for the Downtown West campus. This amount includes a 10% contingency.

FY2025 Capital Expense



**Purchase Report-B - FY2025 Purchases**

C. Sitework Construction – (Capital – Downtown West Site Improvements)

**TBD**

**TBD**

**TBD\*(3)**

3. This expense is for the Sitework package of Bid 24-26-D04 Sitework and Structural for Downtown Campus. The site work includes the Downtown Campus construction's earthwork, exterior improvements, and utilities. Bid 24-26-D04 is scheduled to be opened on December 10, 2024. Ringland-Johnson will review responses, and a recommendation will be brought to the December Board meeting to keep the project on schedule. The amount requested will include a 10% contingency.

FY2025 Capital Expense

D. Structural Construction – (Capital – Downtown West Site Improvements)

**TBD**

**TBD**

**TBD\*(4)**

4. This expense is for the Structural package of Bid 24-26-D04 Sitework and Structural for the Downtown Campus. The structural package includes concrete, metals, thermal and moisture protection, and the Downtown Campus construction plumbing. Bid 24-26-D04 is scheduled to be opened on December 10, 2024. Ringland-Johnson will review responses, and a recommendation will be brought to the December Board meeting to keep the project on schedule. The amount requested will include a 10% contingency.

FY2025 Capital Expense

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
November 22, 2024

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	4,549,919
PMA Operating Cash	11,159,209
Petty Cash	3,965
ISDLAF*	21,118,679
Total Operating Cash:	36,831,772
<u>Operating Investments Accounts</u>	
PMA Operating	42,312
ISDLAF*	50,591
CD's and CDARS	36,360,657
Treasuries	12,085,125
ISDLAF Term Series	2,525,000
Total Operating Investments:	51,063,685
<b>Total Operating Cash &amp; Investments:</b>	<b>87,895,458</b>

<b>Total Operating Cash and Investments on October 31, 2024</b>	<b>86,909,426</b>
<b>Total Operating Cash and Investments on November 22, 2024</b>	<b>87,895,458</b>
<b>Total Operating Cash and Investments on November 30, 2023</b>	<b>87,396,331</b>
<b>% of Operating Budget</b>	<b>86.41%</b>
<b>Change in Operating Cash and Investments since October 31, 2024</b>	<b>986,032</b>

*\*Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>
<u>Working Cash Accounts</u>	
ISDLAF*	14,705,794
Total Working Fund Cash:	14,705,794

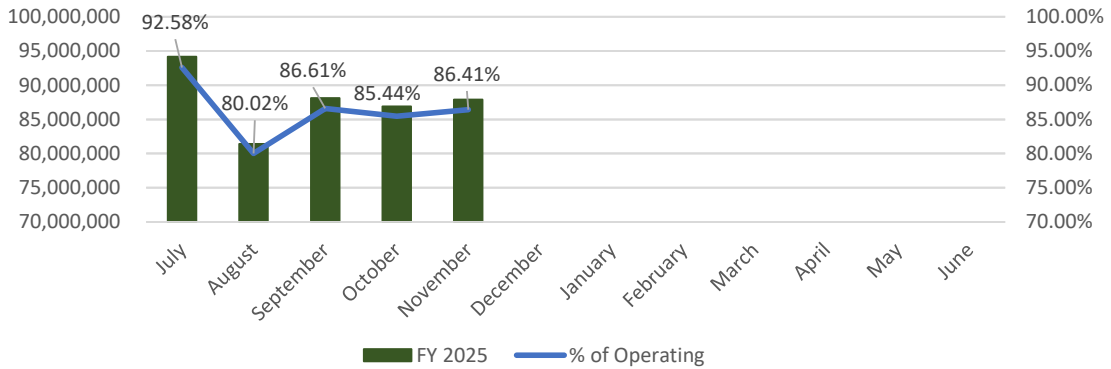
<b>Total Working Cash Funds on October 31, 2024</b>	<b>275,572</b>
<b>Total Working Cash Funds on November 22, 2024</b>	<b>14,705,794</b>
<b>Change in Working Cash Funds since October 31, 2024</b>	<b>14,430,222</b>

*\*Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	11,174,932
Life Safety	3,143,683
CDB Escrow	18,725,017
Building Funds	1,616,587
Total Capital Funds:	34,660,219

<b>Total Capital Funds on October 31, 2024</b>	<b>36,439,132</b>
<b>Total Capital Funds on November 22, 2024</b>	<b>34,660,219</b>
<b>Change in Capital Funds since October 31, 2024</b>	<b>(1,778,913)</b>

### Operating Cash Balance and % Coverage of FY'25 Operating Budget



Month / Year	Cash & Investments	Capital	Total
November 2024	87,895,458	34,660,219	122,555,677
November 2023	87,396,331	20,349,393	107,745,724
October 2024	86,909,426	36,439,132	123,348,557
October 2023	86,279,617	20,962,436	107,242,052
September 2024	88,096,984	36,073,771	124,170,755
September 2023	88,021,757	19,753,543	107,775,300
August 2024	81,392,300	31,630,251	113,022,551
August 2023	85,365,989	18,758,217	104,124,206
July 2024	94,170,928	18,966,575	113,137,503
July 2023	82,104,819	17,993,199	100,098,019
June 2024	95,190,321	18,733,561	113,923,882
June 2023	83,887,036	16,942,490	100,829,526
May 2024	87,363,344	13,008,319	100,371,663
May 2023	76,503,790	13,085,170	89,588,960
April 2024	86,332,941	12,124,823	98,457,764
April 2023	75,375,546	11,330,563	86,706,108
March 2024	86,836,088	12,144,016	98,980,104
March 2023	76,720,650	11,325,913	88,046,563
February 2024	88,191,264	12,055,291	100,246,555
February 2023	73,535,274	11,506,241	85,041,515
January 2024	89,622,418	12,080,229	101,702,648
January 2023	76,505,959	11,467,053	87,973,012
December 2023	86,619,649	12,022,984	98,642,633
December 2022	76,593,409	17,140,956	93,734,364
November 2023	87,396,331	20,349,393	107,745,724
November 2022	76,181,482	18,315,921	94,497,403

**Resolution Abating a Portion of the Working Cash Fund of the District for Reimbursement for Classroom Building II (CLII) and the Health Sciences Center (HSC) Capital Projects**

**Background:** On April 23, 2024, BR 8148-Capital Development Board (CDB) Project 810-080-017 Renovation of Classroom Building II (CLII) Selection of Renovation Option and Authorization to Open Trust Account was approved.

July 23, 2024, BR 8169-Resolution of Intent to Reimburse Certain Expenditures, Including Classroom Building II (CLII) and the Health Sciences Center (HSC) Project Expenditures, with Proceeds of Debt Obligation, was approved up to \$14,700,000. The intent of this resolution was in anticipation of the future bond obligation to permit Rock Valley College to reimburse itself for a portion of the capital expenditures associated with these projects. These items may include design costs, architecture and engineering services, construction, furniture, fixtures and equipment, and potential Environmental Protection Agency (EPA) mitigation costs.

August 23, 2024, \$18,000,000 was transferred to the CDB Trust Account for the Classroom Building II (CLII) project.

On November 18, 2024, Rock Valley College closed the Working Cash Bonds, Series 2024 sale. These bonds were issued to alter, remodel, and equip District facilities, including Classroom Building II (CLII) and the Health Sciences Center.

This resolution is intended to abate a portion of the Working Cash Fund and reimburse the Education Fund (Fund 01) \$12,415,582, a portion of the transfer to the CDB Trust Account.

**Recommendation:** It is recommended that the Board of Trustees approves the resolution to abate a portion of the Working Cash Fund and reimburse the Education Fund for \$12,415,582 for a portion of the capital expenditures associated with the altering, remodeling and equipping Classroom Building II (CLII) and the Health Sciences Center (HSC). **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, held in the Performing Arts Room of the Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois, in said Community College District at 5:15 o'clock P.M., on the 17th day of December, 2024.

\* \* \*

The meeting was called to order by the Chair and upon the roll being called, Robert Trojan, the Chair, and the following Trustees were physically present at said location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_  
No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_  
The Chair announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution abating a portion of the working cash fund of the District.

Whereupon Member \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION abating a portion of the working cash fund of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “*District*”), has heretofore created and is maintaining a working cash fund in and for the District (the “*Fund*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that a portion of the the Fund be abated; and

WHEREAS, Section 3-33.6a of the Public Community College Act of the State of Illinois, as amended (the “*Act*”), authorizes the Board to abate the Fund:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Amount of Abatement.* The Fund shall be abated as of the date hereof by the amount of \$12,415,582 (the “*Abatement Amount*”).

*Section 3. Permanent Transfer.* The Treasurer of the Board is hereby authorized and directed to forthwith permanently transfer the Abatement Amount to the Education Fund (Unrestricted) of the District, the same being the fund of the District most in need of the Abatement Amount. It is also hereby found and determined that following said abatement, the balance to the credit of the Fund, and amounts transferred pursuant to Section 3-33.6 of the Act and to be

reimbursed to the Fund, is at least equal to 0.05% of the value, as equalized or assessed by the Department of Revenue, of the taxable property in the District.

*Section 4. Outstanding Loans.* If necessary to effectuate such abatement and permanent transfer, any outstanding loans from the Fund to other funds of the District in an amount, together with any cash immediately transferred pursuant to Section 2 above, equal in the aggregate to the Abatement Amount shall be paid to the Education Fund, and any remaining outstanding loans shall be paid to the Fund at the time and in the manner required by the Act.

*Section 5. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 6. Repealer and Effective Date.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 17, 2024.

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Chair, Board of Trustees

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Secretary, Board of Trustees

Member \_\_\_\_\_ moved and Member \_\_\_\_\_  
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE: \_\_\_\_\_

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The following members voted NAY: \_\_\_\_\_

Whereupon the Chair declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

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Secretary, Board of Trustees



STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF WINNEBAGO    )

**CERTIFICATION OF MINUTES AND RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 17th day of December, 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating a portion of the working cash fund of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Public Community College Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Act and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature this 17th day of December, 2024.

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Secretary, Board of Trustees

**Transfer of Student Purpose Account to an Endowment Fund  
with Rock Valley College Foundation**

**Background:** Pre-2000, Rock Valley College established a checking account, commonly known as the “Brewster Account.” The purpose of this account was to offer students a short-term emergency loan due to an unforeseen situation that would hinder the student’s ability to attend and succeed at Rock Valley College. The loan would be paid back from a student's financial aid package. The Financial Aid Office was responsible for vetting the student, and the loan could not exceed \$600. There have been two requests since 2018, and neither loan has been paid back by the student.

Rock Valley College Foundation has become very active in receiving referrals from Student Services for students with emergency needs that may impede their success at Rock Valley College.

After discussion between the Administration and the Foundation, it was determined that providing a single source and process for emergency student needs would be in the best interest of the students, the College, and the Foundation.

The “Brewster” account has a balance of approximately \$81,473.93. The original funding of this account cannot be ascertained due to this account predating 2000.

It is the recommendation of the administration to transfer the balance in this checking account to Rock Valley College Foundation to establish an Endowment Fund. This fund will provide a reliable, long-term source of revenue to support future student emergency needs.

**Recommendation:** It is recommended that the Board of Trustees authorizes Rock Valley College to transfer the outstanding balance of the Brewster Account, \$81,473.93, held at Illinois Bank & Trust to the Rock Valley College Foundation for the purpose of establishing an Endowment Fund for Student Emergency Funding.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Fiscal Year (FY) 2025 Estimated Revenues by Source for Community College District No. 511  
Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois  
(Rock Valley College)**

**Background:** Each year, the Chief Financial Officer (CFO) for Rock Valley College is required to certify the upcoming year’s estimated revenues by their source.

**Recommendation:** It is recommended the Board of Trustees approves the Summary of FY2025 Estimated Revenues by Source for Rock Valley College and requests that Ellen K. Olson, the Treasurer for Rock Valley College, signs the attached report.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Fiscal Year (FY) 2025 Estimated Revenues by Source for Community College District No. 511  
Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois  
(Rock Valley College)**

Local- Real Estate Taxes (including Corporate Personal Property Taxes and others)	\$37,126,903
State of Illinois (Credit Hour, Grants, Vocational Ed. Rehabilitation, SURS, on behalf of)	\$30,013,258
Federal Government	\$ 9,565,123
Student Tuition and Fees	\$21,969,266
Other Fees and Investments Income (Includes Auxiliary Enterprises)	<u>\$15,268,122</u>
Total	\$113,942,672

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Ellen K. Olson, Treasurer of Community College No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College District) and Chief Financial Officer (CFO) of Rock Valley College

Subscribed and sworn to before me this 17th day of December 2024

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Notary Public

**Levy Year 2024 Estimated Taxes Required and  
Certificate of Compliance for Truth-In-Taxation Hearing**

**Background:** The Rock Valley College Board of Trustees approved the estimated taxes required for the upcoming levy year at the October 22, 2024, Board Meeting. The final 2024 tax levy did not change from the estimated taxes.

The total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 12.14%; therefore, a Truth-in-Taxation Hearing is required. A Truth-in-Taxation Hearing was held on December 17, 2024, at 5:15 p.m. A notice was published within 14 days of the Truth-in-Taxation Hearing in accordance with the Truth-in-Taxation Law.

This does not include the Bond and Interest amounts, as those are filed with the counties upon issuance of the bonds.

**Recommendation:** It is recommended that the Board of Trustees approves the following estimates for the amount of taxes necessary to be raised by taxation for the year 2024 as follows:

Educational Purposes – Fund 01 (\$.2300)	\$19,949,394
Operation and Maintenance Purposes – Fund 02 (\$.0400)	\$3,469,460
Protection, Health, Life or Safety – Fund 03 (\$.0173)	\$1,500,000
Financial Audit Purposes – Fund 11	\$60,000
Liability Protection Settlement Fund – Fund 12	
Liability Insurance/Tort & Risk Management	\$1,510,000
Social Security and Medical Insurance	<u>\$490,000</u>
<b>Total Tax Levy</b>	<b>\$26,978,854</b>

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**CERTIFICATE**

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois, (Rock Valley College); he further certifies that the attached “Levy Year 2024 Certificate of Tax Levy and Certificate of Compliance for the Truth-in-Taxation Hearing” is a true and authentic copy of the Board Report adopted on December 17, 2024, by the Board of Trustees.

Dated this 17th day of December 2024.

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Secretary, Board of Trustees  
Community College District  
No. 511 Winnebago, Boone,  
DeKalb, McHenry, Stephenson  
and Ogle Counties, Illinois  
(Rock Valley College)

Subscribed and sworn to before me  
This 17th day of December 2024.

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Notary Public

**CERTIFICATE OF TAX LEVY**

Community College District No. 511 County(ies) Winnebago, Boone, DeKalb, McHenry, Stephenson, & Ogle  
 Community College District Name: Rock Valley College and State of Illinois

We hereby certify that we require:

the sum of	\$19,949,394	to be levied as a tax for educational purposes (110 ILCS 805/3-1) and
the sum of	\$3,469,460	to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1)
the sum of	-0-	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of	\$1,510,000	to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of	\$490,000	to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of	\$60,000	to be levied as a special tax for financial audit purposes (50 ILCS 310/9) and
the sum of	\$1,500,000	to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of	-0-	to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2024.

Signed this 17th day of December 2024

\_\_\_\_\_  
 Chair of the Board of Said Community College District

\_\_\_\_\_  
 Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall, each year during the life of a bond issue, extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full (3) three.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

.....  
 (DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 511 County(ies) of Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2024 was filed in the office of the County Clerk of this county on \_\_\_\_\_, \_\_\_\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as Authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purposes for the year 2023 is \$11,981,861.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 County Clerk and County

## Fiscal Year (FY) 2026 Capital Project Requests

**Background:**

Below is a list of items or projects identified as capital or other expense needs. Funding for these items will be from money transferred from the operations fund to the capital fund or other funding sources listed. Transferring funds will allow purchases of new items, continued repairs, or system upgrades.

**Fleet**

Item	Justification	Amount Requested	Funding Source
<b>A Transit Connect replaces a 2008 Ford Pickup Truck</b>	The Plant, Operations, and Maintenance (POM) van was purchased in 2008 and has extensive rust around all lower panels and high mileage.	\$40,000	RVC capital
<b>A Ford E450 Box Truck replaces a 2000 GMC Sierra Cube</b>	The Bengst Sjostrom Theatre (BST) box truck was purchased in 2000 and has extensive rust around the lower frame, and the box is rusting off the frame.	\$60,000	RVC capital
	<b>The cost is an estimate and may differ upon final ordering due to supply/demand issues.</b>	<b>\$100,000</b>	

**Buildings**

Item	Justification	Amount Requested	Funding Source
<b>Stage and house lighting replacement at the BST</b>	All of the lights at the BST are now over 24 years old. This includes the production, house, stage lighting, and the hardware and software used to control them. This section will cover the replacement of stage and house lighting with new light-emitting diode (LED) fixtures.	\$400,000	RVC capital FY2024 - \$400,000 FY2025 - \$300,000 FY2026 - \$400,000
<b>Tuckpointing of rocks on buildings</b>	Many buildings on campus are experiencing issues with the rock façade mortar cracking and falling out. This compromises the stability of the wall.	\$400,000	RVC capital FY2023 - \$ 80,000 FY2025 - \$ 40,000 FY2026 - \$ 400,000
<b>Athlete field improvements</b>	The athlete fields are having issues with water drainage and irrigation. This creates difficulty for the teams to play when games are scheduled. Any remaining funds will be transferred to <b>replace the Physical Education Center (PEC) gym floor.</b>	\$800,000	RVC capital FY2024 - \$200,000 FY2025 - \$300,000 FY2026 - \$800,000
<b>PEC gym floor replacement</b>	Replace the mondo and wood basketball floor in the PEC. The wood floor has been sanded many times over the last 14 years, and the mondo floor has had several cuts and patchwork done.	\$1,000,000	RVC capital FY2023 - \$700,000 FY2025 - \$300,000 FY2026 - \$1,000,000
<b>Access control and alarm upgrade</b>	The current access control and alarm systems are over 25 years old and are beyond end of life. Parts are difficult to locate, and the systems need upgrading.	\$400,000	RVC capital FY2022 - \$ 235,032 FY2023 - \$ 80,000 FY2025 - \$1,200,000 FY2026 - \$ 400,000



<b>Boiler house generators</b>	By adding two additional generators to the boiler house co-generation, we will be able to supply power to the entire campus during an emergency, and we will be able to produce power during peak moments to save the college money. This is a first-year amount. More will be needed in future requests.	\$1,000,000	RVC capital
<b>Classroom Building II (CLII)</b>	Furniture, fixtures, and equipment (FFE) for the CLII remodel project.	\$2,000,000	RVC capital
<b>Health Sciences Center (HSC) third floor</b>	FFE for the HSC remodel.	\$200,000	RVC capital
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>\$6,200,000</b>	

**Parking Lots, Roadways, Walkways, and Grounds**

<b>Item</b>	<b>Justification</b>	<b>Amount Requested</b>	<b>Funding Source</b>
<b>Roadways, parking lots, and walkway improvements</b>	Parking lot repairs and replacement. Many lots have extensive cracking and damage. Lots will be upgraded to meet Americans with Disability Act (ADA) parking requirements. Many walkways have crumbled and need replacing to prevent lawsuits. This is a general fund for these types of improvements.	\$ 900,000	RVC capital FY2025 - \$ 400,000 FY2026 - \$ 900,000
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>\$ 900,000</b>	

**Other Capital Requests**

<b>Architect and engineering fees</b>	An architect or engineer will be needed to process all FY2025 and FY2026 capital requests.	\$550,000	RVC capital FY2025 - \$350,000 FY2026 - \$550,000
<b>Information technology (IT) equipment</b>	As part of the ongoing need to update old IT equipment, including servers, monitors, and computer equipment.	\$500,000	RVC capital
<b>Classroom Technology Upgrades</b>	RVC has a committee comprised of faculty and staff looking at ways to utilize new technology in the classroom to help improve the educational experience of our students. These funds will help to fund these efforts.	\$200,000	RVC capital
<b>Furniture upgrades</b>	This will continue our efforts to replace old chairs and other furniture in offices, labs, and common spaces.	\$200,000	RVC capital FY2024 - \$150,000
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>\$1,450,000</b>	

**Other Funds**

<b>Heating, ventilation, and air conditioning (HVAC) upgrade</b>	The current HVAC system controls are aging. Some have been in place for over 25 years. To keep the system current, some controllers will need to be upgraded.	\$300,000	Protection, Health and Safety (PHS) funds
	<b>The cost is an estimate and may change upon final ordering due to supply/demand issues.</b>	<b>\$300,000</b>	
			PHS \$ 300,000 RVC capital \$8,650,000
	<b>TOTAL REQUEST</b>		<b>\$8,950,000</b>

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the use of Fund 03 Capital and Protection, Health, and Safety funds, on the above-described projects.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Board Secretary

**Fiscal Year (FY) 2025 Fund Transfer Request**

**Background:**

Board Policy 5:10.160 – The operating fund balance goal is establishing and maintaining an operating fund (education fund and operations and maintenance fund) balance of thirty-five to fifty percent of the following year’s budgeted expenses. The College’s FY2024 revenues exceeded expenses by \$15,797,713, bringing the operating funds balance (Funds 01 and 02) to \$41,241,242.

Below is a request to transfer funds from operating funds (Funds 01 and 02) for various strategic initiatives. The total request below will maintain a 48.8% balance.

Fund 19 – Other Post Benefit (OPEB) Fund	\$1,000,000
Fund 05 – Auxiliary Fund	\$3,750,000
Fund 03 – Operations and Maintenance (Capital)	\$8,650,000
Fund 06 – Athletic Scholarships	\$1,600,000
<b>Total Transfer from Fund 01 – Operating Fund</b>	<b>\$15,000,000</b>

These transfers will allow the College to strategically plan for the future for:

- Other post-employment benefits liability total funded by transfers will be \$12,500,000. The College’s liability is approximately \$9,733,568, an increase from the prior year’s estimated liability of nearly \$9,069,605. Prior to that, the estimated liability was \$23,869,032. The reduction between FY2022 and FY2023 was the direct result of the change in the discount rate used to calculate the present value changed from 1.92 % to 3.69% based on the tax-exempt municipal bond rate index of general obligation bonds with an average AA credit rating. The \$1,000,000 is to maintain the College’s conservative process to protect itself against potential liability,
- Supplement the Auxiliary Fund 05, which includes Athletics, Starlight Theatre, Community Education, Continuing Education, and Center for Learning in Retirement.
- Current capital needs
- Athletic Scholarships: Fund 06 will support athletic scholarships for FY2027-2030.

**Recommendation:**

It is recommended that the Board of Trustees approves the College administration to allocate \$15,000,000 for the above strategic initiatives from operating funds.

\_\_\_\_\_  
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**

Yu Kay Law, Ph.D., Dean of Mathematics and Sciences, Full-time, ADM, Grade S, \$86,750, effective January 6, 2025.

\_\_\_\_\_, Automotive Instructor, Full-time Faculty, Lane \_\_\_, Step \_\_\_, \$ \_\_\_\_\_, effective \_\_\_\_\_.

\_\_\_\_\_, Economics Instructor, Full-time Faculty, Lane \_\_\_, Step \_\_\_, \$ \_\_\_\_\_, effective \_\_\_\_\_.

\_\_\_\_\_, Sociology Instructor, Full-time Faculty, Lane \_\_\_, Step \_\_\_, \$ \_\_\_\_\_, effective \_\_\_\_\_.

\_\_\_\_\_, Biology Instructor, Temporary Full-time Faculty, Lane \_\_\_, Step \_\_\_, \$ \_\_\_\_\_, effective \_\_\_\_\_.

\_\_\_\_\_, English Instructor, Temporary Full-time Faculty, Lane \_\_\_, Step \_\_\_, \$ \_\_\_\_\_, effective \_\_\_\_\_.

**B. Departures**

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

## Abatement - Downtown West Campus: Construction 2024

Committee of the Whole: 12/03/2024

\*Denotes updated information from the last presentation

\$42,394.00

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
*001	Transite wall abatement of asbestos - additional wall determined required abatement at old building 327 S. Winnebago St. building (former printing shop)	9/4/2024	\$3,165.00	\$3,165.00	Approved	9/6/2024	NES Inc.	\$39,229.00
002	There is a generator rental delivery fee and a full return fee (United Rentals) due to the electric utility shutoff risk at 720 Chestnut St. during asbestos abatement.	10/31/2024	\$2,438.81	\$2,438.81	Approved	11/4/2024	NES Inc.	\$36,790.19
003	The final pay app includes the release of \$36,790.19 for the remaining unused portion of the allowance to RVC from NES Inc.	10/31/2024	0	0	Approved	11/5/2024	NES Inc.	\$36,790.19

## Construction Manager at Risk - Downtown West Campus: Construction 2024

Committee of the Whole: 12/3/2024

\*Denotes updated information from the last presentation

\$3,000,000.00

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
PCO CCF-002	Camera on job site: 18-month rental, beginning Feb 1, 2025, of a self-contained, solar-powered job-site camera with web-based access.	11/7/2024	\$20,100.00	\$20,100.00	Approved	11/12/2024	Ringland Johnson Construction	\$2,979,900.00

## Demolition - Downtown West Campus: Construction 2024

Committee of the Whole: 12/03/2024

\*Denotes updated information from the last presentation

\$91,492.90

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
*1	Remove cistern walls and floor; backfill the cistern void with granular material.	10/10/2024	\$13,745.93	\$13,745.93	Approved	10/11/2024	Northern Illinois Service	\$77,746.97
*2	CE #003 - Temp fence changes at RHA Lot NIS to perform the following: Remove existing temporary moveable panel fencing and replace with post-driven temporary fencing at RHA property, approx. 20' North of the current locations. Posts will be directly driven through existing asphalt pavement.	10/28/2024	\$7,347.00	\$7,347.00	Approved	11/14/2024	Northern Illinois Service	\$70,399.97

# ROCK VALLEY COLLEGE 2024 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
<b>December</b>					
12/03 - 12/06	Fall Finals Frenzy Week - SSC Atrium, 11am	X	X		
12/3/2024	First Tuesday Lecture - SSC Atrium, 5:30pm	X	X		X
12/4/2024	Collaborative Experience with Rockford University - SSC 0100, 4pm		X		
12/4/2024	Hispanic Junto's Family Experience Panel - SSC Atrium, 5:30pm	X	X		X
12/5/2024	Women's & Men's Basketball Game - PEC Gym, 5pm & 7pm	X	X	X	X
12/5/2024	RVC Songs of the Season - ERC PAR, 7pm	X	X		X
12/06 - 12/07	Old Towne Band Fall Performance - ERC PAR, 7:30pm	X	X		X
12/10/2024	Community Orchestra Fall Concert - ERC PAR, 7pm	X	X		X
12/11/2024	Winter Employee Appreciation Event - SSC Atrium, 2pm	X			
12/12/2024	Nursing Pinning Ceremony - SSC Atrium, 11am	X	X		X
12/12/2024	Phlebotomy Pinning Ceremony - HSC Lobby, 6pm	X	X		X
12/14/2024	Men's Basketball Game - PEC Gym, 1pm	X	X	X	X
12/16/2024	High School Graphics Arts Design Award Ceremony - SSC Atrium, 5pm	X	X		X
12/20/2024	WEI Commencement Ceremony - PEC Gym, 10am	X	X		X
<b>January</b>					
1/4/2025	Women's Basketball Game - PEC Gym, 1pm	X	X	X	X
1/9/2025	New Student Welcome Event - SSC Atrium & CLI, 11am		X		
1/10/2025	Faculty Development Day - ERC PAR, 8am	X			
1/10/2025	TRiO Spring Retreat - SSC Atrium, 8:30am		X		
1/11/2025	Rumble in the Rock - PEC Gym, 9am	X	X	X	X
1/22/2025	Martin Luther King Day Celebration - SSC Atrium, 11:30am	X	X		
1/23/2025	RVC FAFSA & CFNIL Scholarship Event - WTC 1102, 1110 & 1114, 5pm	X	X		
1/28/2025	Women's Basketball Game - PEC Gym, 5pm	X	X	X	X
<b>February</b>					
2/2/2025	Youth Baseball Camp - PEC Gym, 8am				X
2/3/2025	First Generation Speaker Series - SSC Atrium, 12pm	X	X		
2/4/2025	First Tuesday Lecture - SSC Atrium, 5:30pm	X	X		X
2/12/2025	Wellness Wednesday - SSC Atrium, 12pm	X	X		
02/18 & 02/19	Early College Transition Event - SSC Atrium, 5:30pm	X			X
2/22/2025	ICTM Regional Mathematics Contest - SSC, ERC, JCSM & CLI, 8am	X	X		X