

**Rock Valley College Board of Trustees  
Community College District No. 511  
3301 N. Mulford Rd, Rockford, IL 61114  
Educational Resource center, Performing Arts room, room 0214**

**Regular Board Meeting  
December 17, 2024, 5:15 p.m.**

**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. Recess to Truth-In-Taxation Hearing**
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**TRUTH-IN-TAXATION HEARING**

1. Open Hearing
  2. Presentation by Vice President of Finance/Chief Financial Officer – Mrs. Ellen Olson
  3. Receive Oral Testimony from the Public, if any
  4. Close Hearing
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**REGULAR MEETING AGENDA, Continued**

- G. Reconvene Regular Meeting**
- H. General Presentations**
- I. Approval of Minutes**
  1. November 5, 2024 Committee of the Whole Meeting
  2. November 19, 2024 Regular Board Meeting
- J. Action Items**
  1. Approve Claims sheet (Check Register – November 2024) (BR8216)
  2. Approve Purchase Report
    - a. Purchase Report A – FY25 Amendments (BR8217-A)
    - b. Purchase Report B – FY25 Purchases (BR8217-B)
  3. Approve Resolution Abating a Portion of the Working Cash Fund of the Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois (BR8218)
  4. Approve Transfer of Student Purpose Account to an Endowment Fund with Rock Valley College Foundation (BR8219)
  5. Approve Fiscal Year 2025 Estimated Revenues by Source for Rock Valley College (BR8220)

6. Approve Levy year 2024 Estimated Taxes Required and Certificate of Compliance for Truth-In-Taxation Hearing (BR8221)
7. Approve Fiscal Year 2026 Capital Project Requests (BR8222)
8. Approve Fiscal year 2025 Fund Transfer Request (BR8223)
9. Approve Personnel Report (BR8224)

**K. Other Business**

1. New Business
2. Unfinished Business
  - a. Informational Only: Cash and Investment Report as of November 30, 2024

**L. Updates/Reports**

1. President's Update
2. Leadership Team Update
3. ICCTA Report
4. Trustees Comments
5. Student Trustee Report
6. RVC Foundation Liaison Report
7. Freedom of Information Act (FOIA) Report

**M. 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) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

**N. Reconvene Open Session**

**O. Date of Next Committee of the Whole Meeting:** January 14, 2025, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resources Center (ERC) on the main campus.

**P. Date of Next Regular Board Meeting:** January 28, 2025, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resources Center (ERC) on the main campus.

**Q. 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.

**R. Adjourn**

Robert Trojan, Board Chair



# Truth in Taxation Hearing Levy Year 2024

December 17, 2024

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Presented by:

Ellen Olson, Vice President of Finance / CFO

# 2023 Levy vs. 2024 Levy

Fund	Fund Description	Levy Year 2023		Levy Year 2024	
		Rate	Extension 2023	Maximizes Fund 01 & 02 rate	
				10.22% Estimated Increase	
	2022 EAV Actual		7,160,941,744		
	2023 EAV Actual		7,869,445,871		
	2024 EAV Estimate			8,673,649,408	
01	Educational Current maximum \$.23	0.2223	17,458,376	0.2300	19,949,394
02	Operations & Maintenance Current maximum \$.04	0.0387	3,036,239	0.0400	3,469,460
12	Tort:				
	Insurance & Tort/Risk Management	0.0200	1,570,000	0.0174	1,510,000
	Social Security	0.0055	430,000	0.0056	490,000
11	Financial Audit	0.0009	64,000	0.0007	60,000
03	Protection, Health & Safety \$.05	0.0191	1,500,000	0.0173	1,500,000
	Revenue Recapture	-			
	Total Property Tax Extension	0.3065	24,058,615	0.3110	26,978,854
04	Bond & Interest				
	2015C Bonds	0.0019	141,950	0.0016	141,950
	2015D Bonds	-	-	-	-
	2015E Refinancing	-	-	-	-
	2017C Bonds	-	-	-	-
	2022A Bonds	0.1445	11,350,500	0.0774	6,715,600
	2022B Bonds	0.0063	489,411	0.0609	5,282,750
	Total Debt Service Extension	0.1527	11,981,861	0.1400	12,140,300
	COMBINED EXTENSION	0.4592	36,040,476	0.4510	39,119,154

\$ Increase over Levy Year 2023

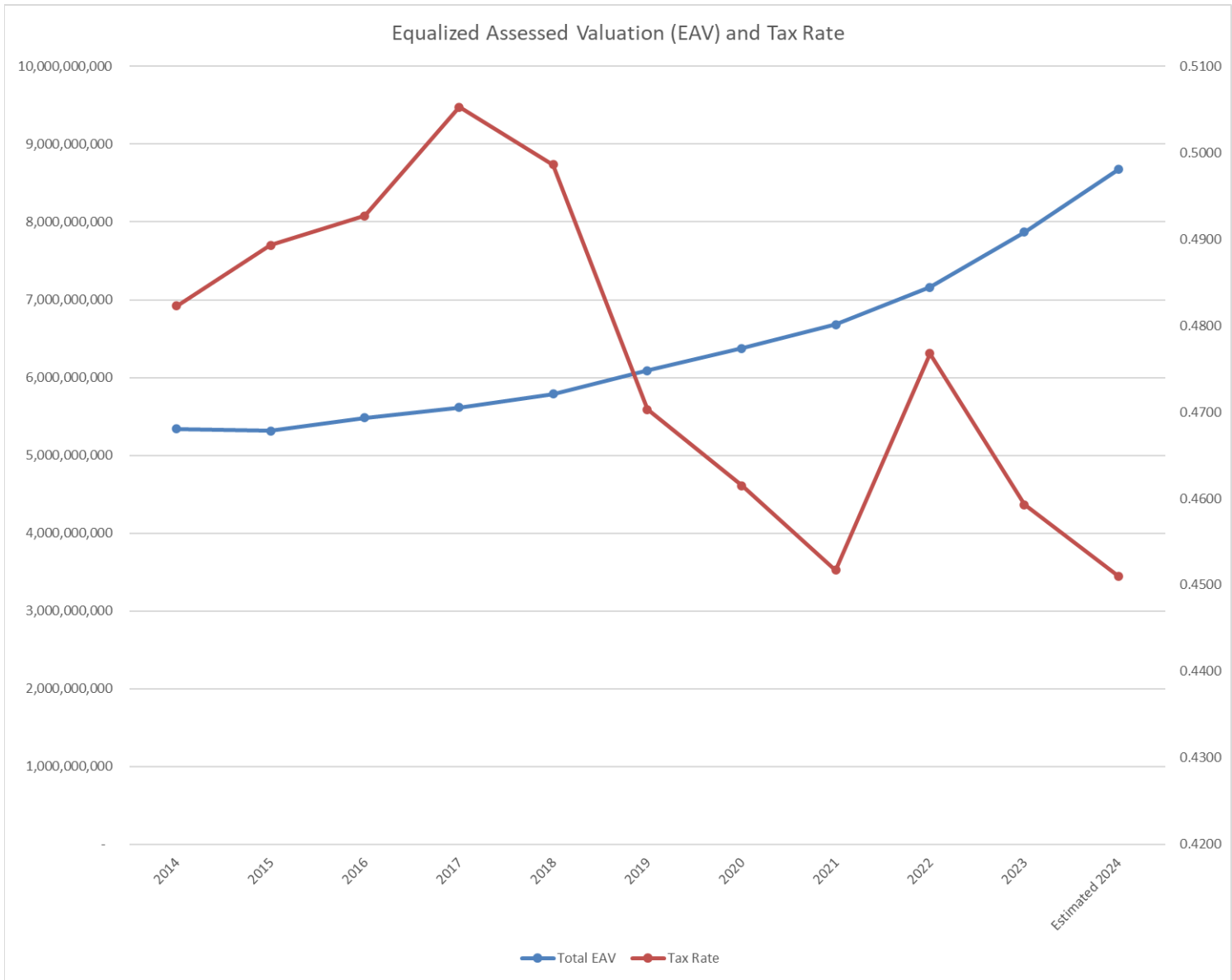
3,078,678

% \$ Increase over Levy Year 2023

8.54%

Rate Increase / (decrease) over Levy Year 2023

(0.0081)



**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

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

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING  
November 19, 2024, 5:15 p.m.  
MINUTES**

**Call to Order**

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

**Roll Call**

Mr. Robert Trojan  
Ms. Gloria Cardenas Cudia  
Mrs. Kristen Simpson  
Mr. John Nelson joined at 5:33 p.m.

Mr. Richard Kennedy  
Mr. Paul Gorski  
Ms. Crystal Soltow  
Nico Mikos, Student Trustee

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Academic Affairs/Chief Academic Officer; Dr. Terrica Huntley, Interim Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance/Chief Financial Officer; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Keith Barnes, Vice President of Equity and Inclusion; Ms. Ann Kerwitz, Assistant to the President, Ms. Araceli Olvera, Interim Executive Assistant; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Matt Gardner, Robbins Schwartz.

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

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

**Communications and Petitions (Public Comment)**

No public comments were received.

**Recognition of Visitors**

There were no visitors to be recognized.

**General Presentation**

There were no general presentations.

**Approval of Minutes**

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve the minutes of the October 5, 2024, Committee of the Whole meeting, the October 15, 2024, Special meeting, and the October 22, 2024, Regular Board meeting. There was no discussion. The motion was approved by unanimous roll call vote.

**Action Items**

**1. BR 8211 – Claims Sheet**

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from October 1, 2024, to October 31, 2024. The total is \$4,200,538.74.

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8211. There was no discussion. The motion was approved by unanimous roll call vote.

**2. BR 8212-A – Purchase Report A – FY2025 Amendments**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked item for purchase on Board Report 8212-A, Purchase Report – A – FY2025 Purchases.

<b>A. Com Ed</b>	<b>Rockford, IL</b>	<b>\$15,000.00</b>
<b>B. Concord Theatricals Corp</b>	<b>New York, NY</b>	<b>\$1,800.00</b>
<b>C. Windstar</b>	<b>Carroll, IA</b>	<b>\$35,000.00</b>

Trustee Gorski asked if changes had been made to BR8212-A Purchase Report A since the November 5, 2024 Committee of the Whole meeting. VP Olson confirmed there were no changes.

A motion was made by Trustee Gorski, seconded by Student Trustee Mikos, to approve Board Report 8212-A. There was no discussion. The motion was approved by unanimous roll call vote.

**3. BR 8212-B – Purchase Report B – FY2025 Purchases**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked item for purchase on Board Report 8212-B, Purchase Report – B – FY25 Purchases.

<b>A. US Radar</b>	<b>Morganville, NJ</b>	<b>\$33,290.00</b>
<b>B. Snap-on Industrial</b>	<b>Crystal Lake, IL</b>	<b>\$36,147.95</b>
<b>C. Nicor Gas</b>	<b>Naperville, IL</b>	<b>\$170,000 Not to Exceed</b>
<b>D. AT&amp;T</b>	<b>Waukesha, WI</b>	<b>\$203,692.43 Not to Exceed</b>

Trustee Gorski commented on BR8212-B regarding changes to the report since the November 5, 2024 Committee of the Whole meeting. VP Olson stated that two items were added to BR8212-B. The first item is Nicor Gas, an expense to reroute a gas main for \$170,000 not to exceed, and the second is AT&T, an expense to reroute AT&T telephone poles and cables for \$203,692.43 not to exceed; these items are for the Downtown West project. The total cost for utility relocations is about \$664,000 with a total budget of \$725,000.

A motion was made by Trustee Gorski, seconded by Trustee Soltow, to approve Board Report 8212-B. The motion was approved by unanimous roll call vote.

**4. BR 8213 – Fiscal Year 2024 Audit Annual Comprehensive Financial Report**

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees accepts the Fiscal Year 2024 Financial Audit prepared by the independent auditing firm of Sikich CPA, LLC:

Trustees' comments included:

- Trustee Gorski commented on BR8213 regarding updates to the report since the November 5, 2024, Committee of the Whole meeting, and the public having access to the

audit reports. VP Olson stated that they would be posted on the RVC website once approved by the Board of Trustees.

- Chair Trojan commended the Finance department regarding the Fiscal Year 2024 Financial Audit Report; he said it was a fine report and received outstanding recognition from the State.
- Trustee Cudia praised Rock Valley College's Financial Department for their efforts regarding the Fiscal Year 2024 Financial Audit Report.

A motion was made by Trustee Gorski, seconded by Student Trustee Mikos, to approve Board Report 8213. There was no discussion. The motion was approved by unanimous roll call vote.

#### **5. BR 8214 – Personnel Report**

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel actions listed on Board Report 8214.

A revised Personnel Report was walked in for the Board of Trustees consideration. The revisions included the removal of an appointment for the Dean of Math and Sciences, and adding the departure of Chemistry Professor, Frank Calvagna.

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8214. There was no discussion. The motion was approved by unanimous roll call vote.

Chair Trojan mentioned to the audience that all the documents were thoroughly discussed at the November 5, 2024 Committee of the Whole meeting.

#### **6. BR 8215 – Request for Special Unpaid Leave of Absence for Full-Time Employee**

The Board Report reads in part: It is recommended that the Board of Trustees approves a special unpaid leave of absence for such employee for three additional months starting December 1, 2024 and ending February 28, 2025. It is also recommended that the requirement of Board Policy 3:30.120 that the employee shall be required to pay extended health insurance premiums be waived at this time.

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8215. There was no discussion. The motion was approved by unanimous roll call vote.

### **Other Business**

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

Dr. Spearman shared the Region 1 Planning Council is hosting their Annual Legislative Luncheon at Hoffman House on Wednesday, December 11, 2024 from 11:00 a.m. to 2:00 p.m. If you would like to attend, please contact Ann Kerwitz.

Rick Jenks, vice president of operations, and a Robbins Schwartz attorney are attending a meeting tonight to provide an overview of the Rock Valley College (RVC) Downtown West Planned Unit Development with the City of Rockford Zoning Board of Appeals (ZBA). The next approvals needed by the City of Rockford will be on November 25, with the Code and Regulations Committee, and then December 2, with the City Council. By the December 3, 2024 Committee of the Whole meeting, RVC administration will have an updated report for the Board of Trustees regarding the approvals process of the Downtown West project.

There will be two more community engagement sessions for the Downtown West project. RVC will have a community engagement session with the Westgate Coalition in January. The groundbreaking ceremony will be announced at a later time.

Trustees' comments included:

- Chair Trojan inquired about possible risks or expectancies. President Spearman stated that Rock Valley College has been transparent and the City of Rockford has been a great partner throughout the project; however, risks are probable due to multiple steps; he has confidence the project will move forward.
- Trustee Gorski stated that he spoke with an official of the ZBA regarding the Downtown West project and how they would like to move forward with the project. President Spearman expressed gratitude for Trustee Gorski's support.

## **2. Unfinished Business**

There was no unfinished business.

### **Updates/Reports**

#### **1. President's Update**

President Spearman serves on a national commission for the American Association of Community Colleges. On November 12-13, he attended the Fall Meeting on Structured Pathways in Arlington, VA. He presented on Rock Valley College's Non-Credit CNC and 2+2 agreements with NIU.

On November 15, he attended the Illinois Council of Community College Presidents, a statewide council through ICCB, meeting and luncheon. They discussed topics such as the Business Enterprise Program (BEP), Applied Science Baccalaureate degrees, and Common Course Numbering for Illinois Community Colleges.

He serves on the Adequacy and Equity Taskforce committee through ICCB with Trustee Cudia and Dr. Luevinus Muhammad, interim dean of students. The focus is on advancing adequacy-based funding for Community Colleges in Illinois.

Trustees' comments included:

- Trustee Trojan asked if there has been discussion or speculation regarding the potential budget impact with the State. President Spearman stated it could be a flat rate or a 2% decline. Chair Trojan asked if Rock Valley College's Financial department is looking ahead. President Spearman said more information would be presented at the State of the College.
- Trustee Nelson estimated that the budget impact could be more than a 2% increase based on the projection of politics.

#### **2. Leadership Team Updates**

- Dr. Keith Barnes, vice president of equity and inclusion, commemorated the month of November as Native American Heritage Month. He was a presenter at the 2024 Illinois Council of Community College Administrators conference in East Peoria, Illinois, giving recognition to colleagues for their attendance. Similarly, he will be a presenter at the National Association of Diversity Officers in Higher Education (NADOHE) annual conference in March of 2025.
- Dr. Patrick Peyer, vice president of student affairs, shared previous and current events on campus, including the annual TRiO Friendsgiving event, Eagles Nest Food Pantry Food Drive, and the Annual International Showcase. Dr. Peyer thanked Dr. Elaine Dussard and her team for their leading efforts. He announced that the fall athletic programs have wrapped up

their seasons and reported the teams' results. He congratulated all of RVC student-athletes and coaches for a wonderful season of athletics!

- Dr. Terrica Huntley, interim vice president of human resources, acknowledged the Human Resources Business Partners, Kris Fuchs and Linda Mora, for their efforts in creating supplemental support resources for supervisors. She mentioned that the Open Enrollment period for benefits-eligible employees is available until November 24 for employees and dependents. She also announced that the Employee Recognition Committee will host a Winter Employee Celebration on December 11 from 2:00 p.m. to 4:00 p.m. in the Stenstrom Student Center Atrium.
- Heather Snider, vice president of institutional effectiveness and communications, provided an enrollment update. She planned and hosted the 2024 Illinois Association of Institutional Research Forum, as the 2024 Forum Chair alongside the Institutional Research team, where they represented RVC as leaders in the state. She recognized Sonnie Glusman, executive assistant; Rich Gocken, director of institutional research; and William Siaw, research analyst.
- Dr. Amanda Smith, vice president of academic affairs, shared the efforts launched between RVC's Early Childhood Education and Student Life in collaboration with Alignment Rockford and RPS 205; on November 19, they held a Lunch and Learn at RVC's Main Campus. Students are welcome to support our community by volunteering to read to children. In addition, Dr. Smith celebrated the award-winning Professor Paulette Gilbert, who received two community awards: the Greater Rockford Chamber of Commerce's Community Hero Award, at their Pow(H)er Women in Business Luncheon, and she and her husband, Skip Gilbert, received the Community Service Award at the NAACP's 79th Annual Freedom Fund Banquet. Dr. Smith said RVC is proud to work with a strong community advocate and social justice champion.

### **3. ICCTA Report**

Trustee Nelson provided the ICCTA Report for the conference held November 15-16, which included discussions on many topics regarding how board members can better serve and support their institutions. These topics included student success, DEI, and the Open Meetings Act.

### **4. Trustee Comments**

- Trustee Gorski reminded online viewers that the Regular Board Meetings go rapidly because items have already been discussed at the Committee of the Whole (CotW) meetings. He encouraged people interested in Board business to attend CotW meetings. He followed up on President Spearman's report regarding standardization of course codes.
- Trustee Cudia attended several college events recently and such events make her feel more connected to her role as a trustee and the college's mission. Those events included the Foundation Scholarship Donor Luncheon, Veteran's Day Celebration, and HCCTP Graduation Ceremony.
- Trustee Simpson attended the Foundation Scholarship Luncheon and enjoyed hearing the wonderful student and donor stories.
- Trustee Soltow paid tribute to former Belvidere Mayor Mike Chamberlain, who passed away recently at the age of 73. Not only was Mayor Chamberlain a lifelong community advocate and a strong supporter of RVC and the ATC, but he was also a mentor to Soltow. She concluded her comments by wishing everyone a wonderful holiday with their families.
- Trustee Nelson echoed Trustee Soltow's comments regarding Mayor Chamberlain and congratulated her for her efforts in running for State Senate.
- Trustee Kennedy had no comments.
- Trustee Trojan also commented on Mayor Chamberlain's role in the ATC. Trustee Trojan shared his delight in seeing RVC's 60<sup>th</sup>-anniversary TV ad. He was impressed by Marketing's



thoughtful and intentional placement in a high viewership program. Trustee Trojan asked about the RPS 205 career center and their career offerings. He reported that three current board members will run for reelection, and two new community members will also seek seats. There are three open seats on the April ballot.

**5. Student Trustee Report**

Student Trustee Nico Mikos reported on several events, including TRiO Friendsgiving, RVC's Fall Jazz Concert, the International Student Showcase, Fall Frenzy Week, and upcoming basketball games.

**6. RVC Foundation Liaison Report**

Trustee Trojan's Foundation Report focused on the successful Annual Foundation Scholarship Donor Luncheon. The event had such a great turnout of scholars and donors that the Foundation will seek a larger venue next year. He thanked Foundation Board member Bridget Coleman for her generous sponsorship of the event.

**7. Freedom of Information Act (FOIA) Report**

The FOIA Report was accepted as presented.

**Adjourn to Closed Session**

There was no closed session.

**Next Meeting**

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

The next Regular Board meeting will be held on Tuesday, 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.

The Board of Trustees Retreat will be held on Saturday, January 25, 2024, at 8:00 a.m. The meeting will be held in the Woodward Technology Center (WTC) in Room 1308, on the main campus.

**Adjournment**

At 6:25 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cudia, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Araceli Olvera

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Richard Kennedy, Secretary

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Robert Trojan, Board Chair

**Claims Sheet**

**Recommendation:**

It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from November 1, 2024 to November 30, 2024.

The total is \$2,559,164.18.

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Howard J. Spearman, Ph.D.  
President

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

**Purchase Report-A - FY2025 Amendments**

Recommendation: Board approval for items marked with an asterisk.

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

<b>Carahsoft Technology Corp</b>	<b>Reston, VA</b>	<b>\$46,000.00*(1)</b>
		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)**

<b>Ellucian</b>	<b>Malvern, PA</b>	<b>\$270,000.00*(2)</b>
		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)

<b>Northern Illinois Service Company</b>	<b>Rockford, IL</b>	<b>\$3,998,632.00*(3)</b>
Fischer Excavating, Inc	Freeport, IL	\$ 4,385,662.00

3. This expense is for the Sitework package of Bid 24-26-D04 Sitework and Structural for Downtown Campus. The sitework includes the Downtown Campus construction's earthwork, exterior improvements, and utilities. Bid 24-26-D04 was opened on December 10, 2024 and received two responses for the sitework portion of the bid. Ringland-Johnson reviewed the responses, and the recommendation is to award the sitework portion of the bid to Northern Illinois Service Company as the lowest responsible bidder. The amount requested includes a 10% contingency.

FY2025 Capital Expense

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

<b>Ruiz Construction Systems</b>	<b>Rockford, IL</b>	<b>7,602,100.00*(4)</b>
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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 was opened on December 10, 2024, and one response was received for the structural portion of the bid package. Ringland-Johnson reviewed the response, and the recommendation is to award the structural portion of the bid to Ruiz Construction Systems. Ruiz Construction is certified with the Business Enterprise Program (BEP) and with the City of Rockford as a Minority Business Enterprise. The amount requested includes a 10% contingency.

FY2025 Capital Expense

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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)**

<b>Northern Illinois Service Company</b>	<b>Rockford, IL</b>	<b>\$3,998,632.00*(3)</b>
Fischer Excavating, Inc	Freeport, IL	\$ 4,385,662.00

3. This expense is for the Sitework package of Bid 24-26-D04 Sitework and Structural for Downtown Campus. The sitework includes the Downtown Campus construction's earthwork, exterior improvements, and utilities. Bid 24-26-D04 was opened on December 10, 2024 and received two responses for the sitework portion of the bid. Ringland-Johnson reviewed the responses, and the recommendation is to award the sitework portion of the bid to Northern Illinois Service Company as the lowest responsible bidder. The amount requested includes a 10% contingency.

~~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)**

<b>Ruiz Construction Systems</b>	<b>Rockford, IL</b>	<b>7,602,100.00*(4)</b>
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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 was opened on December 10, 2024, and one response was received for the structural portion of the bid package. Ringland-Johnson reviewed the response, and the recommendation is to award the structural portion of the bid to Ruiz Construction Systems. Ruiz Construction is certified with the Business Enterprise Program (BEP) and with the City of Rockford as a Minority Business Enterprise. The amount requested includes a 10% contingency.

~~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.~~

**Purchase Report-B - FY2025 Purchases**

FY2025 Capital Expense

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Howard J. Spearman, Ph.D.  
President

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

**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.

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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)**

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.

---

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 2024 is \$11,981,861.

\_\_\_\_\_  
Date

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

**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.

---

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~~ 2024 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.	\$400,000	RVC capital FY2022 - \$ 235,032

	Parts are difficult to locate, and the systems need upgrading.		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>	
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**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>	
			<b>PHS \$ 300,000</b> <b>RVC capital \$8,650,000</b>
	<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.

Matthew Cole, Automotive Instructor, Full-time Faculty, Lane 1, Step 15, \$68,096, effective January 9, 2025.

Jonathan E. Devereueawax, Ed.D., Economics Instructor, Full-time Faculty, Lane VII, Step 11, \$81,833, effective January 9, 2025.

Doreen Pierce, Sociology Instructor, Full-time Faculty, Lane IV, Step 10, \$74,965, effective January 9, 2025.

Eric Haas, Biology Instructor, Temporary Full-time Faculty for the Spring 2025 semester, Lane IV, Step 8, \$37,483, effective January 9, 2025.

**B. Departures**

\_\_\_\_\_  
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.

Matthew Cole, Automotive Instructor, Full-time Faculty, Lane 1, Step 15, \$68,096, effective January 9, 2025.

Jonathan E. Devereueawax, Ed.D., Economics Instructor, Full-time Faculty, Lane VII, Step 11, \$ 81,833, effective January 9, 2025.

Doreen Pierce, Sociology Instructor, Full-time Faculty, Lane IV, Step 10, \$ 74,965, effective January 9, 2025.

Eric Haas, Biology Instructor, Temporary Full-time Faculty for the Spring 2025 semester, Lane IV, Step 8, \$ 37,483, effective January 9, 2025.

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

**B. Departures**

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

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

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
November 30, 2024

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	7,765,036
PMA Operating Cash	11,202,626
Petty Cash	3,965
ISDLAF*	16,492,442
Total Operating Cash:	35,464,070
<u>Operating Investments Accounts</u>	
PMA Operating	42,476
ISDLAF*	1,350,999
CD's and CDARS	35,105,658
Treasuries	12,105,745
ISDLAF Term Series	2,525,000
Total Operating Investments:	51,129,878
<b>Total Operating Cash &amp; Investments:</b>	<b>86,593,948</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 30, 2024</b>	<b>86,593,948</b>
<b>Total Operating Cash and Investments on November 30, 2023</b>	<b>87,396,331</b>
<b>% of Operating Budget</b>	<b>85.13%</b>
<b>Change in Operating Cash and Investments since October 31, 2024</b>	<b>(315,478)</b>

\*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Working Cash Accounts</u>	
ISDLAF*	14,730,535
Total Working Fund Cash:	14,730,535

<b>Total Working Cash Funds on October 31, 2024</b>	<b>275,572</b>
<b>Total Working Cash Funds on November 30, 2024</b>	<b>14,730,535</b>
<b>Change in Working Cash Funds since October 31, 2024</b>	<b>14,454,963</b>

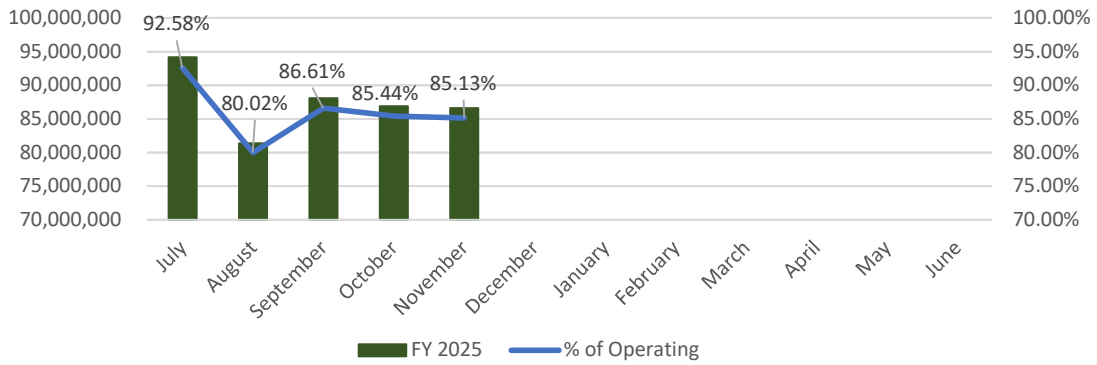
\*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	11,385,930
Life Safety	3,155,725
CDB Escrow	18,796,509
Building Funds	1,618,120
Total Capital Funds:	34,956,285

<b>Total Capital Funds on October 31, 2024</b>	<b>36,439,132</b>
<b>Total Capital Funds on November 30, 2024</b>	<b>34,956,285</b>
<b>Change in Capital Funds since October 31, 2024</b>	<b>(1,482,847)</b>



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



Month / Year	Cash & Investments	Capital	Total
November 2024	86,593,948	34,956,285	121,550,233
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

## **Rock Valley College Student Trustee Report**

**Nico Mikos, Student Trustee**

### **Board of Trustees Regular Board Meeting, December 17, 2024**

- The new Student Activities Coordinator, Eunice Obeng-Adjekum, started on 12-09-2024
- RVC Involvement and Community Fair will be held on 01-21-2025
- All RVC Clubs are preparing for the 2025 Spring Welcome Week 1-21-2025 through 1-24-2025
- Happy Holidays and a happy New Year everyone.

**Rock Valley College Board of Trustees**  
**Freedom of Information Act Report**  
**Nov. 14 – Dec. 11, 2024**

Date Received	FOIA#	Requestor	Request	Response Date
11/20/2024	2025-23	Toni Marek, And The She Spoke Up	All students for the Fall 2024 Term. All faculty and staff for the Fall 2024 Term. <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• College Email</li> <li>• College Phone Number</li> </ul>	completed 12/6/2024
12/6/2024	2025-24	Kim Doyle, Barnes & Noble	Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/3.1 et seq.) ("Act"), I am formally requesting copies of (i) all proposals, (ii) all materials, offers and bids submitted in response thereto (including but not limited to all information, documents, financials, videos, PowerPoint and other presentations and the like) by all bidding parties during your institution's most recent campus bookstore selection process with a due date of May 24, 2024, and (iii) proposal comparison analysis notes by your institution's selection committee.  I also hereby formally request a complete copy of the contract that governs your institution's relationship with your current bookstore vendor, including all attachments and exhibits to the same.	commercial request due 1/9/2024
12/10/2024	2025-25	Jeff Kolkey, Rockford Register Star	A list of all Rock Valley College employees who earned \$75,000 or more in fiscal years 2022-23 and 2023-24 by name, job title, base salary, overtime pay, any special pay, any bonuses, total actual pay	due 12/17/2024
12/11/2024	2025-26	Ana Sanchez, Concordia University Wisconsin	List of winter graduates from the fall 2024 semester, Including emails and academic programs	due 12/18/2024