

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114**

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:45 p.m. Tuesday, January 10, 2023**

MINUTES

On December 08, 2022, Governor Pritzker issued the thirty-seventh Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, or his designee as chief administrative officer, will be physically present at the meeting location. **Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.**

Access to the Board of Trustees meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/94045510300?pwd=SXR2L3JXbnJmb1U4UmtqK1dxajhLZz09> or by phone at 312-626-6799 using Meeting ID: 940 4551 0300 Passcode: 777032. The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on January 10, 2023. Public comments submitted via email will be announced during the public comment portion of the meeting.

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened remotely by teleconference on Tuesday, January 10, 2023. The meeting was called to order at 5:46 p.m. by Board Chair Gloria Cudia.

Roll Call

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

Ms. Gloria Cudia	Ms. Crystal Soltow
Mr. Robert Trojan	Mr. Paul Gorski
Mr. John Nelson	Ms. Lynn Kearney

The following Trustee was absent at roll call: Mr. Ryan Russell, Student Trustee.

Also Present: Dr. Howard Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Mr. Rick Jenks, Vice President of Operations; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Interim Assistant to the President; Ms. Tracy Luethje, Assistant to the Vice President of Operations; Attorney Joseph Perkoski, Robbins Schwartz.

Communications and Petitions

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

Recognition of Visitors

Dr. Spearman recognized trustee candidate Kristen Simpson was attending the meeting.

Review of Minutes

There were no comments on the minutes from November 15, 2022, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2023 Enrollment Update. Ms. Snider stated that enrollment is 96% of the goal for the Spring 2023 semester that begins on January 14, 2023. Ms. Snider noted that she feels confident that the College will meet the goal for Spring 2023. Discussion ensued.

2. Career and Technical Education Running Start Memorandum of Understanding Rockford Public Schools (RPS) District #205

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, presented the Career and Technical Education Running Start Memorandum of Understanding with Rockford Public Schools (RPS) #205. Dr. Stewart stated that Career Running Start is a new program that will allow qualified students from RPS District #205 to attend RVC for their senior year of high school. Students take dual credit courses that meet the requirements for a high school diploma and an RVC certificate in Fundamentals of Mechatronics, Certified Manufacturing Associate, Industrial Welder, or 30 credits toward the Aviation Maintenance Program certificate. The Career Running Start program will be administered through the Early College Office at RVC in conjunction with RPS District #205.

The financial arrangement between RVC and RPS District #205 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Career Running Start student and pay the College the cost associated with this tuition and fees calculation, not to exceed \$460,000 during the term of this agreement. There is no cost to the students, as RPS District #205 will cover all costs, including books, supplies, and fees. The District's financial assistance helps reduce the overall cost of college for students and their families. Discussion ensued.

Finance Discussion: Board Liaison Trustee Trojan/Trustee Soltow

2. Purchase Reports

Ms. Olson presented the purchase reports.

Purchase Report A – FY 2023 Amendments:

A. Supplies – (Other Capital Outlay: LED Upgrades)		
1. Steiner Electric	Loves Park, IL	\$ 12,000.00 (1)*
B. Supplies – (Other Capital Outlay: LED Upgrades)		
2. Lift Works	Rockford, IL	\$ 9,800.00 (2)*

Discussion ensued on Purchase Report A, item A, and item D.

Purchase Report B – FY 2023 Purchases:

- A. Squad Car – (Operations & Maintenance Fund – RVC Police, Other Capital Outlay)
 - 1. Morrow Brothers Ford Greenfield, IL \$ 44,985.00 (1)*
- B. Software – (Maintenance Services Other IT Equipment – IT Administration)
 - 2. SonicWall, Inc. Milpitas, CA \$ 46,908.00 (2)*
- C. Supplies – (Instructional Supplies General: Path Grant, Instructional Equipment: Path Grant)
 - 3. Pocket Nurse Monaca, PA \$ 20,000.00 (3)*
- D. Equipment – (Theatre Stage Materials – Starlight Theatre)
 - 4. Full Compass Systems Madison, WI \$ 12,540.00 (4)*
Knight Sound & Lighting Stow, OH \$ 13,102.00
MainStage Milwaukee, WI \$ 14,832.00
- E. Equipment – Theatre Stage Materials: Starlight Theatre)
 - 5. Barbizon Lighting Company Chicago, IL \$ 12,008.00 (5)*
Sweetwater Music Instruments & Pro Audio Fort Wayne, IN \$ 13,196.00
Sound Productions Irving, TX \$ 13,316.00
- F. Printing – (Print/Copy Commercial Services: Unrestricted/Non-Chargeback Postage Unrestricted)
 - 6. Meridian Loves Park, IL \$ 12,008.00 (6)*
- G. Commencement Regalia – (Education Fund – Graduation and Commencement, Other Contractual Services)
 - 7. Jostens Waterford, WI \$ 17,500.00 (7)*
Oak Hall Salem, VA \$ 17,900.00

Discussion ensued on Purchase Report B, items B, C, and F.

3. Cash and Investment

Ms. Olson presented the Cash and Investment Report through December 31, 2023. Total operating cash and investments are \$76,593,409. Total capital funds are \$17,140,956. Since November 30, 2022, the change in capital funds has been <\$1,174,965>. Therefore, the difference in the operating cash and investments since November 30, 2022, was \$411,927. Ms. Olson stated that the total operating cash and investment funds were 72.49% of the Fiscal Year 2023 operating budget. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. Dental Hygiene Clinic Coordinator Memorandum of Agreement

Mr. Jim Handley, vice president of human resources, presented the Dental Hygiene Clinic Coordinator Memorandum of Agreement (MOA). Mr. Handley stated that on June 28, 2022, the RVC Board of Trustees and the RVC Faculty Association entered into an MOA to conduct a temporary pilot program for a new Dental Hygiene Clinic Coordinator position. The MOA stated that the pilot program would occur between July 1, 2022, and June 30, 2022. Once the MOA was approved, a candidate search commenced, and as a result of the search, a candidate was selected in July 2022 and approved by the Board to start work on August 13, 2022, which was after the originally planned start date of the pilot.

Because the intention of the Dental Hygiene Clinic Coordinator pilot was to thoroughly evaluate the position over the course of one full year, and because the selected candidate started several weeks after the date referenced in the original MOA, an Amendment to the MOA revising the dates that the pilot will be evaluated

has been prepared for consideration by the Board of Trustees. All other terms and conditions of the original MOA remain intact.

It is recommended that the Board of Trustees approves the Amendment to the Dental Hygiene Clinic Coordinator MOA, revising the dates of the pilot to occur between August 13, 2022, and August 11, 2023, to fully evaluate the new Dental Hygiene Clinic Coordinator position. Discussion ensued.

2. Personnel Report

Mr. Jim Handley presented the Personnel Report for January 2023. There is one appointment (revised), Kenosha Holland (Dental Hygiene Faculty–Clinic Coordinator), and two departures, Jasper Allgood (resigned) and Maureen Taylor (retiring).

3. Facilities Master Plan Update

Mr. Rick Jenks, vice president of operations, presented the Facilities Master Plan Update. Mr. Jenks stated that in July 2018, RVC commissioned the Larson and Darby architect firm to create a new Facilities Master Plan (FMP). The plan was revealed in 2021 and is known as the 2021 FMP. This plan was developed before the COVID-19 pandemic and the recent changes in the upper management of RVC. These two factors created a need to update the plan to meet the new needs of the College. The original plan is on file with the Illinois Community College Board (ICCB) as required per section 1501.602 Administrative Rules. RVC has had conversations with the ICCB regarding RVC's plan to update the information. In July 2022, the FMP Committee was formed. The FMP Committee consists of 15 members from the College and Board of Trustees. Mr. Jenks explained the steps the FMP Committee has taken and completed to date, including a summary of the College's findings. Mr. Jenks explained the current and next steps that the FMP Committee takes with a final Board approval in July of 2023.

Mr. Jenks explained that after the FMP is complete, the information will be used for a Comprehensive Maintenance Plan to determine the yearly capital expenses needed to maintain RVC buildings. RVC will work with the Board of Trustees and leadership to develop capital project plans and timelines and update any deferred maintenance requests with the State of Illinois. Mr. Jenks stated that utilizing the FMP will update and add projects to the Illinois Capital Resource Allocation and Management (RAMP) Program. RVC will be able to review the Comprehensive Maintenance Plan annually. Discussion ensued.

4. RVC Illinois Board of Higher Education (IBHE) Equity Plan Update

Mr. Keith Barnes, vice president of equity and inclusion, presented the RVC IBHE Equity Plan Update. Mr. Barnes stated that on June 7, 2022, Governor Pritzker signed House Bill 5464, which amends the IBHE Act. The Act requires state public universities and community colleges to develop and implement equity plans and practices to increase the access, retention, completion, and student loan repayment rates for minority students, rural students, adult students, women, and people with disabilities who are traditionally underrepresented in education programs and activities. The IBHE, in collaboration with the Illinois Community College Board (ICCB), will guide the implementation of the new equity plans. The equity plan derives from goal #2 under pillar #4 of the Rock Valley College Strategic Plan, which addresses diversity, equity, and inclusion. Mr. Barnes's goal is to merge the three plans and develop the fiscal year 2023 Diversity, Equity, and Inclusion (DEI) report in June 2023. Mr. Barnes explained that RVC would form an Equity Council that will convene in September, January, and April of every year to monitor the Equity Plan and gather information to enter on a quarterly status report. Discussion ensued.

5. Board Policy 3:10.030 Access to Personnel Files

Mr. Handley presented the Board Policy 3:10.030, Access to Personnel Files. Mr. Handley stated that Board Policy 3:10.030 currently states that employees may examine items in their personnel file with a 24-hour written notice to the Vice President of Human Resources or designee. In addition, the Illinois Personnel Records Review Act states that an employer shall provide an employee with an inspection opportunity. The inspection will be within seven working days after the employee makes the request. If the employer can reasonably show that such a deadline cannot be met, the employer shall have an additional seven days to comply.

The Administration recommends that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies to waive the requirement of two readings of this board policy revision and that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Records Review Act. Discussion ensued.

6. Repeal Board Policy 4:10.180 Communicable Disease, Students – Second Reading

Mr. Handley presented the Repeal of Board Policy 4:10.180; Communicable Disease, Students. Mr. Handley stated that on August 25, 2009, the Rock Valley College Board of Trustees approved and enacted Board Policy 2:20.080, “Communicable Diseases,” which applies to RVC staff, students, and the community. Policy 2:20.080 was subsequently revised on April 8, 2014. Administrative Procedures for Policy 2:20.080 were implemented on March 12, 2020, and changed on September 1, 2021.

On April 8, 2014, the Board adopted Policy 4:10.180, “Communicable Diseases, Students,” which only applies to College students. Board Policy 4:10.180 was never revised and had no Administrative Procedures. Board Policy 4:10.180 should be repealed because Board Policy 2:20.080 already addresses communicable diseases concerning students, thus making Policy 4:10.180 redundant as to the subject matter. Further, Policy 4:10.180 is outdated and inconsistent with Policy 2:20.080 and its updated Administrative Procedures.

The Administration recommends that the Board of Trustees repeal Board Policy 4:10.180, under Board Policy 1:10.080, through a unanimous vote of all voting Board members.

7. RVC College Events Calendar

Mr. Handley presented the RVC on-campus events calendar for January and February 2023.

New Business / Unfinished Business

Dr. Spearman stated that he could respond to Trustee Trojan’s question on Purchase Report B, Item F, on the results of the Foundation’s annual appeal letters. Ms. Brittany Freiberg, RVC Foundation chief development officer, responded directly to Dr. Spearman and clarified that, to date, the RVC Foundation has received \$123,328.00 in response to those appeal letters. There was no unfinished business.

Adjourn to Closed Session

At 7:05 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, 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 in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:50 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on January 24, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus when Illinois statute permits.

Board of Trustees Retreat

The Board of Trustees Retreat will be held on January 28, 2023, at 8:30 a.m. virtually via teleconference.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on February 14, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus when Illinois statute permits.

Adjourn

At 8:19 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje



Robert Trojan, Secretary



Gloria Cudia, Chair