

**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, June 13, 2023
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, June 13, 2023, 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 Trustee Gloria Cardenas Cudia.

Roll Call

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

Ms. Gloria Cardenas Cudia

Ms. Kristen Simpson

Ms. Crystal Soltow

Mr. John Nelson; joined the meeting at 5:16 p.m.

Mr. Robert Trojan

Mr. Richard Kennedy

Mr. Juan Noguera, RVC Student Trustee

Also present: Dr. Howard Spearman, President; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; 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

There were no visitors to be recognized.

Adjourn to Closed Session

At 5:18 p.m., a motion was made by Trustee Trojan, seconded by Trustee Simpson, 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) 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); and/or 4) 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 a unanimous roll call vote.

Reconvene Open Session

At 5:55 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, 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.

Review of Minutes

There were no comments on the minutes from the May 9, 2023, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the enrollment update. Ms. Snider stated that Summer II is at 88% to budget goal, and Fall is at 65% to budget goal for FY 2024. The total for Summer II and Fall is 68% to budget goal. Summer II classes begin June 20, 2023. Fall classes begin on August 19, 2023, for weekend classes, and weekday classes start on August 21, 2023.

Trustee Nelson asked Ms. Snider if she was confident that RVC would improve the enrollment numbers. Ms. Snider responded that based on the last year's pattern, she was confident that the numbers would improve. Dr. Peyer added that RVC is actively working on contacting individual students and will continue to do so. Dr. Peyer noted that he is confident RVC will exceed or be at the 110,000 credit hour overall budget goal. Trustee Trojan asked Ms. Snider if she noticed any trends because of the drop in nursing and engineering science associates enrollments. Ms. Snider stated that she had not noticed anything different from previous years but would continue to monitor the situation.

2. Grants Update

Ms. Snider presented the Grants update. Ms. Snider broke the grant funds down by type. Recovery Act (COVID) Grants were \$18,100,038, Federal Grants were \$2,213,366, State Grants were \$4,063,397, and Local Grants were \$291,243. Each Grantor has guidelines that the grantees must follow. Several checks and balances are in place to ensure appropriate use of the grant funds. Some of the common expenditures that the grants are used for are personnel (salary and benefits), travel, equipment, and supplies. Ms. Snider gave examples of Federal, State, Local, and Recovery Act grants over \$100,000 that have been awarded to RVC. Trustee Trojan wanted to know if the Recovery Act grants would be continued. Ms. Snider responded no; the Recovery Act grants will not be continued by the federal government. Discussion ensued.

Finance Discussion: Board Liaison Trustee Trojan

1. Purchase Reports

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

Purchase Report A - FY 2023 Amendments:

- A. Business Consulting – (Professional Services – Small Business Development Center)
 - 1. Edward Caceres Delavan, WI \$ 4,000.00 (1)*
 - B. Uniform Rental and Cleaning – (Professional Services – Plant, Operations, and Maintenance)
 - 2. Cintas Cincinnati, OH \$ 3,500.00 (2)*
 - C. Fire Safety – (Maintenance Services – Plant, Operations, and Maintenance)
 - 3. Automatic Fire Systems Rockford, IL \$ 3,500.00 (3)*
 - D. IT Administration – (Contractual Services – IT)
 - 4. CDW Chicago, IL \$ 5,000.00 (4)*
 - E. Plant, Operations, and Maintenance – (Maintenance Services Buildings – Plant Maintenance)
 - 5. Frinks Sewer Service Chicago, IL \$ 3,000.00 (5)*
- Discussion ensued on Purchase Report A, Item A, and Item B.

Purchase Report B - FY 2023 Purchases:

- A. Contractual Services (HCCTP) – (IDOT Grant – Contract Instructors)
 - 1. Latino Worker Safety Center (LWSC) Hillside, IL \$ 24,459.84 (1)*

B. Constructions – (Capital Expense)

2. Geocon Professional Services Rockford, IL \$ 19,220.00 (2)*

C. Employee Benefits – (Human Resources – Consulting Fees)

3. Rockford Consulting and Brokerage, Inc. Rockford, IL \$ 12,000.00 (3)*

Trustee Simpson wanted to know why there was not a 90-day notice. Ms. Olson stated that the 90-day notice was given and that the 90 days were for the run-out period. Trustee Simpson asked why the fee was from 2022; Ms. Olson stated that RVC just received the bill.

Purchase Report C - FY 2024 Purchases:

A. Publication – (College and Program Advertising – Marketing and Communications)

1. Meridian Loves Park, IL \$ 57,245.00 (1)*

Stolze Printing Bridgeton, MO \$ 55,217.28

Montenegro Roselle, IL \$ 74,210.00

B. Travel Expenses – (Grant Funding – TRiO and Upward Bound)

2. Wilderness Resort Wisconsin Dells, WI \$ 24,245.28 (2)*

Trustee Nelson questioned if the participants would be visiting colleges and institutions, and Ms. Olson stated yes.

C. Services – (Budgeted Expense – Library)

3. Illinois Heartland Library System (IHLS) Edwardsville, IL \$ 16,000.00 (3)*

D. Services – (Recruitment Advertising – Human Resources)

4. Indeed Austin, TX \$ 15,000.00 (4)*

Monster, Inc. Weston, MA \$ 19,470.00

LinkedIn Sunnyvale, CA \$ 16,415.00

Trustee Gorski stated that Lee County uses a service open to units of government and educational facilities where they broadcast it on one platform, and it will “blast out” to other platforms. Trustee Gorski isn’t sure if it is open to colleges, but he will forward RVC the information.

Purchase Report D - FY 2024 Site Rentals:

A. Rental of Office and Classroom Space – (Restricted Purposes Funds – IETC Rental Fund, Rental Facilities)

1. The Workforce Connection Rockford, IL \$ 63,000.00 (1)*

B. Rental – (Education Fund – Transitional Opportunity and Education/Adult Education Center, Rental Facilities)

2. Illinois Holler, LLC. Rockford, IL \$156,200.00 (2)*

C. Rental – (Education Fund – Aviation Maintenance Technology Rental Facilities)

3. Greater Rockford Airport Authority Rockford, IL \$ 11,500.00 (3)*

Discussion ensued on Purchase Report D.

Purchase Report E - FY 2024 Licensing / Software Renewals:

A. Software – (Other Contractual Services Software Support – Instructional)

1. Ad Astra Overland Park, KS \$100,000.00 (1)*

B. Software – Trust and Agency Fund – Org Sync, Other Contractual Services)

2.	Anthology	Leawood, KS	\$ 15,000.00 (2)*
C. Software – (Unrestricted – Foundation: Maintenance Services, Software Support)			
3.	Blackbaud	Charleston, SC	\$ 14,000.00 (3)*
D. Software – (Unrestricted – Foundation: Maintenance Services, Software Support)			
4.	Blackbaud	Charleston, SC	\$ 14,000.00 (4)*
E. Software – (Education Fund, Emergency Preparedness Fund)			
5.	Blackboard, Inc.	Reston, VA	\$ 11,000.00 (5)*
F. Software – (Education Fund, IT Administration, Instructional Services, Software Support)			
6.	CDW-G	Chicago, IL	\$ 35,000.00 (6)*
G. Maintenance – (Education Fund, IT Administration, Maintenance Services, Software Support)			
7.	CDW-G	Chicago, IL	\$ 72,000.00 (7)*
H. Hardware Support – (Educational Fund, IT Administration, Maintenance Services, Software Support)			
8.	CDW-G	Chicago, IL	\$ 17,329.08 (8)*
I. Maintenance – (Education Fund, IT Administration, Maintenance Services, Software Support)			
9.	CDW-G	Chicago, IL	\$ 64,000.00 (9)*
J. Software Maintenance – (Operations and Maintenance Fund, Plant Operations, and Maintenance Administration, Administrative Software)			
10.	Brightly (Formerly Dude Solutions)	Cary, NC	\$ 40,000.00 (10)*
K. Software – (Other Contractual Services: Institutional Research and Perkins Postsecondary Funds)			
11.	Economic Modeling, LLC (Lightcast)	Moscow, ID	\$ 19,500.00 (11)*
L. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services, Software Support)			
12.	Ellucian	Malvern, PA	\$650,000.00 (12)*
M. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services, Software Support)			
13.	Entrinsik, Inc.	Raleigh, NC	\$ 30,770.00 (13)*
N. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services, Software Support)			
14.	Hyland, LLC	Lenexa, KS	\$ 79,000.00 (14)*
O. Software – (Other Contractual Services: Academy for Teaching and Learning Excellence (ATLE) Academic)			
15.	Instructure, Inc.	Salt Lake City, UT	\$160,000.00 (15)*

P. Budget Software – (Other Contractual Services: Financial Services)		
16.	Prophix Software, Inc.	Ontario, Canada \$ 73,000.00 (16)*
Q. Software – (Other Contractual Services: Institutional Research & Planning)		
17.	Qualtrics, LLC	Provo, UT \$ 16,206.75 (17)*
R. Software – (Other Contractual Services: Institutional Research and Planning)		
18.	Watermark Insights	New York, NY \$ 95,000.00 (18)*
S. Software – (College/Program Advertising: Communications)		
19.	Siteimprove	Sacramento, CA 23,871.00 (19)*
T. Tutoring Service – (Educational Fund – Tutoring Center, Instructional Software)		
20.	Upswing	Austin, TX \$ 24,000.00 (20)* NOT TO EXCEED
U. Software – (IT: Maintenance Services, Software Support)		
21.	Carahsoft	Reston, VA \$ 60,000.00 (21)* NOT TO EXCEED
V. Software – (IT: Maintenance Services, Software Support)		
22.	LingK	Danville, CA \$ 10,000.00 (22)*
W. Software – (Marketing: Website Services, Software Support)		
23.	Modern Campus	Camarillo, CA \$ 30,675.00 (23)*
X. Software – (IT: Maintenance Services, Software Support)		
24.	GHA Technologies	Scottsdale, AZ \$ 40,828.00 (24)*
Y. Internet Service – (IT: Maintenance Services, Software Support)		
25.	Northern Illinois University	DeKalb, IL \$ 11,000.00 (25)*

Purchase Report F - FY 2024 Blanket Purchase Orders:

Ms. Olson reviewed the blanket purchase orders that had changed or were of a higher dollar amount from the previous year. The information consisted of the vendor, city, state, description, the fiscal year 2023 amount, the fiscal year 2024 projected amount, and comments regarding the expense. Discussion ensued.

2. Cash and Investment

Ms. Olson presented the Cash and Investment Report through May 31, 2023. Total operating cash is \$31,326,445. Total operating cash and investments are \$76,503,790. Total capital funds are \$13,085,170. Since April 30, 2023, the change in capital funds has been \$1,754,607. The change in the operating cash and investments since April 30, 2023, was \$1,128,244. Ms. Olson stated that the total operating cash and investment funds were 72.40% of the Fiscal Year 2023 operating budget.

3. Fiscal Year 2023 Fund Transfer Request

Ms. Olson presented the FY 2023 Fund Transfer Request. Ms. Olson explained that the Operating Fund Balance is to establish and maintain an operating fund (education fund and operations and maintenance fund) balance of 35%-50% of the following year's budgeted expenses. As of April 30, 2023, the College is estimating an operating fund balance of 48.1%.

The Auxiliary Fund (Fund 05) is defined as accounts for college services where a fee is charged, and the activity is intended to be self-supporting. Due to challenges brought by the COVID pandemic, the Auxiliary Fund (Fund 05) is on track for a net loss for Fiscal Year 2023. The request is for a fund transfer of \$500,000 from Operating Funds (Funds 01 and 02) to Auxiliary Fund (Fund 05) to maintain a positive fund balance. The request will maintain an estimated 47.4% balance.

Rock Valley College has been the recipient of grants under the Higher Education Emergency Relief Fund (HEERF)-Institutional from May 12, 2020, to June 30, 2023, totaling \$12,702,212. The College has been intentional in its use of these funds, and the grant period ends June 30, 2023. There is approximately \$1.7 million remaining that has been designated for projects already approved by the Board of Trustees. However, due to supply chain issues, the funds have not been fully disbursed. The administration has the capacity to utilize the approximate \$1.7 million as a recovery for lost revenue. The lost revenue would be recognized as revenue in the Education Fund (Fund 01). The administration would like to transfer an amount not to exceed \$1,610,000 to Capital (Fund 03) to complete the projects in progress.

The administration would like to recommend that the Board of Trustees approves the College administration's request to allocate \$500,000 from Operating Funds (Fund 01) to the Auxiliary Fund (Fund 05) and to approve the College administration's request to allocate an amount not to exceed \$1,610,000 to Capital (Fund 03) to complete the outstanding projects utilizing the Higher Education Emergency Relief Fund (HEERF) grant funding. Discussion ensued.

4. ESP/PSA/Administration Salaries for 2023-2024 (FY 2024)

Ms. Olson explained that the Board of Trustees annually approves salary increases for Educational Support Personnel (ESP), Professional Staff Association (PSA), and Administrative employees. The administration would like to recommend the approval of a 3.5% increase to the base salaries of each full-time ESP, PSA, and Administrative employee in grades J to V (formerly grades A to G). The estimated fiscal impact will be \$400,054.

Trustee Nelson asked if the Collective Bargaining Agreements (CBA) were taken into consideration with the request, and Ms. Olson stated that per the CBA, the SSA would receive a 4.0% increase for FY 2024, the Fraternal Order of Police (FOP) were in negotiations, and the Faculty will receive a 1.5% increase plus \$1,500 for FY 2024.

5. Adopting the FY 2024 Final Budget

Ms. Olson presented the FY 2024 Final Budget for RVC. Ms. Olson stated that the FY 2024 Tentative Budget has been on file and available for public inspection at the Financial Services office from May 24, 2023, until the present. A Notice of Public Hearing was published by Rock Valley Publishing in The Gazette and The Belvidere Republican. The Public Hearing for the FY 2024 Final Budget will be held on June 27, 2023. Ms. Olson stated that there were no changes to the FY 2024 Tentative Budget.

The Administration would like to recommend that the Board of Trustees adopts the FY 2024 Final Budget for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties.

Chairperson Cardenas Cudia asked about publishing in the newspapers, and Ms. Olson explained why the newspapers were chosen. Trustee Trojan inquired why RVC did not publish in the Rockford Register Star, and a discussion ensued. It was agreed that RVC has met the legal requirements for publishing in the papers that were chosen.

6. Certifying Attesting to the Fiscal Year 2024 Final Budget

Ms. Olson reviewed the draft board report explaining that the Fiscal Year 2024 Tentative Budget was adopted by the RVC Board of Trustees at a regularly scheduled meeting on May 23, 2023, and on June 27, 2023, the Fiscal Year 2024 Final Budget would be reviewed at a Public Budget Hearing. The certificate attesting to the Fiscal Year 2024 Final Budget will be submitted to the Illinois Community College Board (ICCB) upon its approval by the Board of Trustees at its June 27, 2023, regular meeting.

7. Resolution Authorizing Byron Power Station Real Property Tax Assessment Settlement Agreement

Ms. Olson presented the Resolution Authorizing Byron Power Station Real Property Tax Assessment Settlement Agreement. Ms. Olson stated that a proposed tax agreement has been reached between the taxing bodies and Constellation's Byron Nuclear Power Station. This agreement was negotiated primarily by Byron School District CUSD #266. The

proposed tax agreement with Constellation sets the station's EAV (equalized assessed value) for 2022 through 2027 tax years, along with the corresponding payment to each of the taxing bodies. The proposed agreement sets the total tax liability that would be paid on the Byron Power Plant at \$202 million over the six-year agreement. The College's share of the \$202 million in total tax payments is approximately \$2,132,975. In modeling, the College's tax rate is estimated to be \$0.4266. The agreement also prohibits Constellation from filing any tax protests for those assessment years, and Constellation and the Byron School District will dismiss all litigation at the Property Tax Appeal Board (PTAB), including tax years 2012 through 2019. Neither party has filed nor will file appeals regarding the Byron Station for the purposes of real property taxation for tax years 2020 through 2021.

Trustee Trojan wanted to know where/how the funds would be distributed, and Ms. Olson responded that the funds distribution would be directed by Ogle County, and the funds would go into Fund 04 (Bonds), Fund 11, Fund 03, and Fund 12, and the Fund that would be short from the Levy amount would be Fund 01 (Education Fund). Discussion ensued.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for June 2023. There are three appointments; Mr. Anthony Schiassi, Aviation Instructor; Mr. Ethan Olson, Aviation Instructor; and Mr. Jonathan Cole Regnery, Mathematics Instructor. There is one placeholder for a Sociology Instructor.

Trustee Trojan asked if the Aviation Instructors were new or replacements, and Dr. Stewart responded that both were replacements.

2. Facilities Master Plan (FMP) Update

Mr. Jenks presented the FMP Update and discussed the process that has taken place to date. Mr. Jenks presented the cost of the projects that have been presented to the Board and their order of importance. The Board will receive the 95% plan by June 16, 2023, via email. Paper copies will also be available. Currently, the College has developed the concepts of the buildings and assigned a price to the new construction or remodeling. The projects now need to be ranked by priority, which is based on five factors: 1) Available funding sources; 2) Current needs of the community and college; 3) Emerging trends or programs that industry partners feel are important; 4) Condition of the existing structure and the need for improvement or upgrade; and 5) Need for compliance with building, state, or federal law or regulations. The priority of the projects is: 1) Downtown; 2) CLII; 3) CLII performance; 4) WTC remodel; and 5) Bengt Sjostrom Theatre (BST), airport facility (ACEC), and Athletic Field Sports Facility (AFSF). Discussion ensued.

3. Sublease Agreement Between Rock Valley College and The Workforce Connection

Mr. Jenks presented the Sublease Agreement between RVC and The Workforce Connection. Mr. Jenks explained that RVC Refugee and Immigrant Services and other employment grants, such as the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator, are housed at 303 N. Main Street, Rockford. The lease agreement with The Workforce Connection provides for a lease of 3,451 square feet. This sublease agreement is not to exceed \$59,840.34.

It is recommended that the Board of Trustees approves the sublease agreement with The Workforce Connection. Trustee Nelson asked if it has been attorney-reviewed, and Mr. Jenks responded yes.

4. Advanced Technology Center (ATC) Phase Two Change Order Status Report

Mr. Jenks presented the ATC Phase Two Change Orders. Mr. Jenks stated that there are two change orders, one being a credit in the amount of \$285.00 for the removal of a fire extinguisher cabinet. The second change order is in the amount of \$19,220.00 to test the base material and asphalt quality of the ATC parking lot.

5. RVC College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for June and part of July and August. Discussion ensued.

New Business / Unfinished Business

Unfinished Business: Decennial Committee Rollout Plan

Dr. Spearman discussed the rollout plan for the Decennial Committee, the purpose of having a Decennial Committee, and who will be on the committee. Dr. Spearman recommended the Illinois Community College Board (ICCB) Recognition Report, the Higher Learning Commission (HLC) Report, and the Comprehensive Annual Financial Report (CAFR) as topics for the Decennial Committee. Dr. Spearman stated that the reports that RVC looks at annually show accountability and efficiency. Discussion ensued.

New Business: Open Meetings Act (OMA) Complaint Discussion

Attorney Joseph Perkoski gave an update on a complaint that was filed regarding an alleged improper discussion during a closed session during the March 28, 2023, closed session Board meeting. Attorney Perkoski stated that it was a proper discussion covered under Section 2 (C)(1) of the Open Meetings Act. The College is responding to the complaint.

Next Special Board of Trustees Meeting

The Special Board of Trustees Meeting will be held on June 20, 2023, at 5:15 p.m.; The meeting will be held in Room 2106 in the Jacobs Center for Science and Math (JCSM) on the main campus.

Next Decennial Committee Meeting

The Decennial Committee Meeting will be held on June 27, 2023, 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.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting and FY 2024 Budget Hearing will be held on June 27, 2023, at 5:30 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.

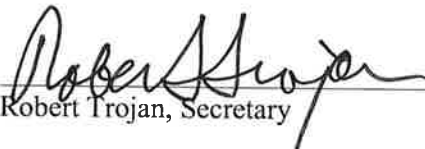
Next Committee of the Whole Meeting


The next Committee of the Whole Meeting will be held on July 11, 2023, 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.

Adjourn

At 7:55 p.m., a motion was made by Trustee Nelson, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje


Robert Trojan, Secretary


Gloria Cardenas Cudia, Chairperson