

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, February 13, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, February 13, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Vice Chairperson Paul Gorski called the meeting to order at 5:15 p.m.

Roll Call

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

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|---------------------|---------------------------------------|
| Mr. Paul Gorski | Ms. Kristen Simpson |
| Mr. Richard Kennedy | Ms. Crystal Soltow |
| Mr. Robert Trojan | Mr. Juan Noguera, RVC Student Trustee |
| Mr. John Nelson | |

The following Trustee was absent at roll call: Ms. Gloria Cardenas Cudia.

Also present: Dr. Howard J. Spearman, President; Mr. Keith Barnes, Vice President of Equity and Inclusion; Mr. Jim Handley, Vice President of Human Resources; Dr. Patrick Peyer, Vice President of Student Affairs; 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; Ms. Ellen Olson, Vice President of Finance; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Christopher Gorman, Robbins Schwartz.

Board Member Attendance by Means Other than Physical Presence

The anticipated request from a trustee to attend via teleconference was not needed.

Communications and Petitions

Mr. Paul Nolly, Executive Director of Project First Rate, spoke to the Board of Trustees regarding the Responsible Bidder Ordinance (RBOs).

Recognition of Visitors

Dr. Spearman, president of Rock Valley College, recognized Mr. Benjamin Donovan, Political Director at Northwestern Illinois Building and Construction Trades Council.

Review of Minutes

There were no comments on the minutes from the January 20, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

Strategic Plan Update: Case Management for Academic Advising:

Dr. Patrick Peyer, vice president of student affairs, presented the Case Management for Academic Advising. Dr. Peyer explained that Rock Valley College (RVC) formally transitioned from open/passive advising to case management advising on October 9, 2023. This is the culmination of several years of staff and resource

planning, which involved reassigning roles and locating Student Affairs staff at multiple campuses. The installation and launch of Salesforce (CRM) provided the software needed to organize and monitor student appointments, records, and case management metrics needed for this transition.

Passive advising provided students with excellent general support and flexibility but required them to initiate meetings to accomplish registration and academic goal planning.

Proactive case management advising emphasizes staff regularly reviewing student caseloads, reaching out early to establish contact to request student meetings at critical registration periods, and monitoring student enrollment behavior (drops, withdrawals) and academic progress.

Dr. Peyer discussed case management assignments at every RVC campus and a meeting/outreach plan for years one and two. Discussion ensued.

Strategic Plan Update: Marketing Plan for Community Outreach and Downtown West:

Ms. Jennifer Thompson, executive director of college communications, presented the Marketing Plan for Community Outreach and Downtown West. Ms. Thompson discussed the purpose, goals, strategies, and tactics of RVC's Marketing Department. The College marketing aims to generate leads for programs that create enrollment and/or revenue. Marketing uses zip codes of the College district, target audiences, demographics, and keywords. Marketing's primary objective is to create a strong awareness of the College's brand and educational offerings. Marketing uses numerous strategies and tactics to engage RVC's district stakeholders outside Rockford.

Ms. Thompson discussed some of the marketing strategies for the RVC Downtown West Project. Some of those strategies are a microsite (web) to communicate project updates, media releases at project stages, event milestones to create video content for web, social, and sharing, creating a "roadshow" with architectural renderings and handouts to speak to key stakeholders and community groups, and social engagements for special events. Trustee Trojan inquired about a special tuition program once Downtown West is opened. Dr. Spearman responded that there would be a tuition program for Downtown West. However, it is too early in the process to begin. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2024 enrollment update. Ms. Snider stated that for Summer II, Fall, Winterim, and Spring, RVC is 105% above budget for the entire Fiscal Year. Ms. Snider stated that RVC has passed the spring census date, and she feels comfortable with the numbers. Trustee Trojan inquired about the enrollment cliff the Illinois Community College Trustee Association (ICCTA) predicts. Ms. Snider is aware of the enrollment cliff, so RVC is focusing on non-traditional student enrollment. Discussion ensued.

Finance Discussion: Board Liaison Trustee Trojan

1. Purchase Report

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

Purchase Report A – FY2024 Amendments:

A. Software Maintenance – (Operations & Maintenance Fund, Plant Operations Maintenance Administration, Administrative Software)

1. Brightly (formerly Dude Solutions) Cary, NC \$ 2,500.00 (1)*

B. Environmental Maintenance – (Risk Management Fund)

2. Critical Environments Professionals Arlington Heights, IL \$ 6,000.00 (2)*

Purchase Report B – FY2024 Purchases:

| | | | |
|---|----------------------------------|-------------------|-------------------|
| A. Flooring – (Facilities, Plant Operations, and Maintenance – Capital Expense) | | | |
| 1. | Boss Carpet One | Dixon, IL | \$221,700.00 (1)* |
| | Benchmark Flooring | Loves Park, IL | \$237,519.00 |
| | Tiles in Style dba Taza Supplies | South Holland, IL | No Bid |
| B. Curriculum Modules – (RAISE Program – CFNIL Grant Expense) | | | |
| 2. | Education Associates, Inc. | Louisville, KY | \$ 13,300.00 (2)* |
| C. Truck and Trailer Branding – (Truck Driver Training – Rental Equipment) | | | |
| 3. | L&L Graphic Solutions | Itasca, IL | \$ 28,275.00 (3)* |
| | Brands Imaging | Philadelphia, PA | \$ 32,010.00 |
| D. Healthcare Services – (Workforce Equity Initiative Grant – Other Contractual Services) | | | |
| | | | \$ 11,000.00 (4)* |
| 4. | Physician’s Immediate Care | Carol Stream, IL | Not to Exceed |
| E. Software – (IT Administration – Employee Training) | | | |
| 5. | PluralSight | Dixon, IL | \$ 10,941.00 (5)* |
| F. Construction Manager at Risk – (TBD – Capital Expense) | | | |
| 6. | TBD | TBD | \$ TBD (6)* |

Mr. Gorski questioned Purchase Report B, item A. Mr. Gorski wanted to know why RVC received only two bids for the Stenstrom Student Center Carpeting. Ms. Olson answered that those were the only two bidders who responded. Trustee Nelson asked how many invitations were sent out to bidders. Mr. Richard Jenks, vice president of operations, answered he was unsure how many invitations were sent but would check. Trustee Nelson replied that for his vote to support the recommendation, he would need to know how many bids were requested.

Trustee Nelson questioned item F, Purchase Report B, Construction Manager at Risk (CM-R). Trustee Nelson said he doesn’t like to see TBD on preliminary purchase report items and wanted to know where the Committee was with the Request for Qualifications (RFQ) for the Construction Manager at Risk (CM-R) proposals. Ms. Olson explained that there were six responses to the RFQ, and the Committee chose to interview the top three. The Committee scheduled interviews for Monday and Tuesday, February 12, 2024, and February 13, 2024, in hopes of having a decision by the end of this week. Once the decision has been made by the Committee, it will be shared with the Board of Trustees. Trustee Nelson wanted to know if the Board would vote on the decision; Ms. Olson answered yes, and the Board of Trustees would have to approve the decision.

Mr. Gorski asked for the criteria for choosing the CM-R. President Spearman replied that per Attorney Mathew Gardner and Chairperson Cardenas Cudia, per legislation, RVC should hold the criteria until after the process was completed, and if any Trustees had any questions to talk to Trustee Trojan and Trustee Kennedy.

Mr. Gorski thought the process would be comparable to when RVC interviewed the architect firms for the Downtown West Campus. Trustee Trojan explained the process to the Trustees, and Mr. Gorski stated he would ask questions later.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through January 31, 2024. Total operating cash is \$43,034,890. Total operating cash and investments are \$89,622,418. Total capital funds are \$12,080,229. Since December 31, 2023, the change in capital funds is \$57,245. The operating cash and investments change since December 31, 2023, is \$3,002,769. Ms. Olson stated that the total operating cash and investment funds were 83.50% of the FY2024 operating budget.

Trustee Nelson inquired about the filing with the Internal Revenue Service (IRS), asking when RVC might hear something from the IRS and what RVC fund the money would go to. Ms. Olson responded that she could not predict when the IRS would respond to the application. Ms. Olson said a backlog with the IRS would need to be cleared up before the IRS looked at RVC's application. Trustee Nelson asked if the board would be consulted, and Ms. Olson responded that when she received the check, she would deposit the check immediately into the Operating Funds.

3. FY2024 Second Quarter Vital Signs

Ms. Olson presented the vital signs for the second quarter. The total revenues as of December 31, 2023, was \$36,285,754, excluding SURS on behalf, which is 68.15% of the FY2024 budget. As of December 31, 2023, the total operating expenses were \$21,520,276, or 42.86% of the FY2024 budget, excluding SURS on behalf. Ms. Olson

explained that the FY2024 actuals for payroll are running 10% below budget. Ms. Olson said healthcare costs are running under budget year-to-date; however, the insurance renewal was in January 2024, and she expects that gap to close slightly depending on what claims come in during the last half of FY2024. Discussion ensued.

4. FY2025 Tuition and Fees Discussion

Ms. Olson explained RVC's current tuition and fees and that Per Section 110ILCS 805/6 of the Public Community College Act and Illinois Community College Board (ICCB) Rule 1501.505, the in-district student tuition may not exceed one-third of the per capita cost as defined in the chargeback reimbursement calculation. The College's FY2023 per capita cost is \$595.36, resulting in a one-third per capita cost of \$198.45. The College's administration would like to recommend increasing the Student Activity Fee by \$2.00 per credit hour to provide additional funding for student clubs and other programs within the auxiliary fund, Fund 05. Ms. Olson explained that the weighted average of these rates still falls below the one-third estimated per capita cost for FY2023 of \$198.45 and \$189.75 for FY 2022.

Ms. Olson stated that the College's administration would like to recommend a change in calculating the tuition rate for out-of-district and out-of-state tuition based on the 110 ILCS 805/6 of the Public Community College Act and the additional guidance provided by the ICCB System Rules Manual in Section 1501.505. Ms. Olson explained that changing the calculation rate would change the out-of-district tuition rate from \$151 per credit hour to \$226.50 per credit hour, and out-of-state tuition would go from \$694 per credit hour to \$226.50 per credit hour. Ms. Olson stated it would affect RVC by approximately <\$163,000>. The administration feels that money can be made up of more out-of-district, out-of-state/international students with 1,200 credit hours or 41 new students from those groups. Ms. Olson stated that in FY2023, out-of-district students were 219, and out-of-state/international students were 92; Ms. Olson said that some were 100% online, which is charged at the in-district rate. Discussion ensued.

5. Board Policy 5:10.120 Purchasing / Second Reading

Ms. Olson explained that the current \$10,000 Board Policy requirement goes back to Board Report #5519, dated January 1993, which was rescinded on October 18, 1999, with Board Report #5741. The \$10,000 Board Policy requirements did not change in alignment with the escalation of inflation over the past 20+ years. Ms. Olson explained that a recommendation was made at the October 24, 2023, Decennial Committee to increase the Board of Trustees approval requirements for expenditures from \$10,000 to \$25,000. Ms. Olson said this would create efficiencies in purchasing transactions with vendors, allow for a quicker turnaround time on expenditures less than \$25,000, and facilitate the implementation of smaller projects and programs that may exceed \$10,000. Ms. Olson stated all expenditures are available for review on the monthly claims report provided at the Regular Board of Trustees meeting. Ms. Olson presented a summary of the purchase reports by dollar amount and nature of the request over 13 months.

Trustee Trojan requested a listing of items once a month to see what was being spent, and Mr. Gorski said he would even like a quarterly report. Ms. Olson asked if an Excel report with the vendor's name and amount would be acceptable, and the Trustees agreed that it would be fine.

BR#8130 Board Policy 5:10.120 was tabled on January 30, 2024, due to a discussion on the Responsible Bidder Compliance and lowering the construction contracts from \$150,000 to \$25,000. The administration recommended that the RBC remain at \$150,000. The Board of Trustees requested information, so Ms. Kerwitz distributed information to the Board of Trustees so that they would be more informed. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Jenks presented the February 2024 Personnel Report. He stated that there was one appointment and no departures. Ms. Caroline Gulbrandsen accepted the Dean of Health Sciences position effective May 27, 2024. Mr. Jenks stated that there would be a change in the Personnel Report due to May 27, 2024, being Memorial Day. Ms. Gulbrandsen will start on May 28, 2024.

2. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for February 2024 and highlighted several upcoming events. Mr. Jenks mentioned the Northern Illinois University Engineering at RVC Internship and Job Fair, the WEI Skilled Trades Career Fair, the Illinois Council of Teachers of Mathematics (ICTM) Regional Math Contest, and the Women in Technology and Manufacturing symposium on February 28 in the Student Center Atrium at 10:00 a.m. Trustee Gorski wanted to know the age group for the Regional Math Contest, and Dr. Smith responded that they were high school students.

3. Rock Valley College Downtown West Campus Square Footage Update

Mr. Jenks presented the RVC Downtown West Campus Square Footage Update. Mr. Jenks stated that in the original request, the total square footage requested for the RVC Downtown West Campus was 124,656. With more in-depth discussions with deans and others, the square footage has been reduced to 85,501 with a grossing factor of 19,731. The grossing factor is for the square footage of hallways, mechanical rooms, janitor closets, etc. Heavy-duty diesel was removed, but light-duty diesel will remain. Welding may be a part of the Auto and Collision curriculum, but welding classes will remain at the Advanced Technology Center (ATC). Due to ordinance issues with the City of Rockford, the fire science program will be kept at the main campus. Community space was also reduced. Additional space reductions were gained by consolidating classrooms and creating multi-functional collaborative spaces. Discussion ensued.

New Business/Unfinished Business

Unfinished Business: Dr. Spearman thanked the Board of Trustees for updating their emails to RVC emails or keeping their current emails. Mr. Gorski reminded Trustees that they are responsible for maintaining emails.

New Business: Dr. Spearman discussed the ACCT Retreat and that it would be professional development. Dr. Spearman stated that the executive director of ICCTA, Mr. Jim Reed, will be joining the retreat led by Dr. Jill Wakefield, ACCT consultant.

Dr. Spearman recognized Mr. Benjamin Donovan, Political Director at Northwestern Illinois Building and Construction Trades Council, and Mr. Paul Nolly, Executive Director of Project First Rate. Dr. Spearman and Mr. Jenks met with both, and Mr. Donovan and Mr. Nolly are interested in supporting local businesses. RVC has a strong partnership with both.

Dr. Spearman stated that he and Ms. Jennifer Thompson attended the ACCT Legislative Summit in Washington, DC, and discussed the legislative priorities for RVC with legislators. Dr. Spearman recommends that a member or two of the Board of Trustees attend next year's ACCT Legislative Summit.

Adjourn to Closed Session

At 7:06 p.m., Trustee Gorski made a motion, seconded by Trustee Trojan, to adjourn to closed session to discuss the purchase or lease of real property for the use of the public body per Section 2 (c) (5), in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:38 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.

Board of Trustees Association of Community College Trustees (ACCT) Retreat

The Board of Trustees ACCT Retreat will be held on February 24, 2024, at 8:30 a.m.; The meeting will be held in Room 1308 in the Woodward Technology Center (WTC) on the main campus.

Next Decennial Committee Meeting

The next Decennial Committee Meeting will be held on February 27, 2024, at 5:15 p.m. 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 Trustee Meeting will be held on February 27, 2024, 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 March 12, 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.

Adjourn

At 7:41 p.m., a motion was made by Trustee Trojan, seconded by Trustee Simpson, 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