

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 11, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, June 11, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Chairperson Robert Trojan 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:

Ms. Gloria Cardenas Cudia	Mr. Paul Gorski joined the meeting at 6:33 p.m.
Mr. Richard Kennedy	Mr. Robert Trojan
Ms. Kristen Simpson	Mr. Nico Mikos, RVC Student Trustee
Mr. John Nelson; joined the meeting at 5:16 p.m.	Ms. Crystal Soltow

Also present: Dr. Howard J. Spearman, President; Mr. Jim Handley, Vice President of Human Resources; Mr. Keith Barnes, Vice President of Equity and Inclusion; 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; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ellen Olson, Vice President of Finance; 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 Joseph Perkoski, 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

There were no communications and petitions to recognize.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the May 14, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

1. Strategic Plan Update: Adult Recruitment Metrics (Non-traditional and Adult Education)

Dr. Patrick Peyer, vice president of student affairs, presented the Adult Recruitment Metrics (Non-traditional and Adult Education). Dr. Peyer reviewed the Strategic Enrollment Plan for FY2025. The goals are to increase the Adult Education, Non-Credit, and Non-Traditional Student completer's enrollment in RVC credit and non-credit/additional non-credit courses annually and to monitor and improve data for persistence, retention, and completion rates for identified populations. 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 Enrollment Update. Ms. Snider stated the College is at 89% to goal for Summer II and 55% to goal for Fall. In Summer II and Fall, the College is 57% to goal and 56% to the stretch goal.

2. Downtown Adult Learner Program Update: Criminal Justice and Human Services

Dr. Amanda Smith, vice president of Academic Affairs, presented the Downtown Adult Learner Program Update. Dr. Smith highlighted the Adult Learners aged 25 and up, the Human Services, and the Criminal Justice programs at the Downtown West Campus. Discussion ensued.

3. Early College Items

As an introduction to the Early College items on the agenda, Dr. Hansen Stewart, vice president of career and technical education and workforce development, provided an overview of the Dual and Articulated Credit and Running Start programs and agreements with the area high school districts.

To provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed the Dual and Articulated Credit Memorandum of Understanding (MOU) to utilize districts offering dual credit for high school courses. These dual credit courses are taught by qualified high school instructors and are designed to allow eligible students to receive college credit in high school.

Running Start is a formal program that allows qualified students to attend RVC for their junior and senior high school years. Students may enroll in a two-year degree completion program in which students take courses that meet the requirements for both a high school diploma and an RVC associate degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of RVC credit courses simultaneously. The Running Start program will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program. Discussion ensued.

Dual and Articulated Credit MOU Pecatonica C.U.S.D. #321

Dual and Articulated Credit MOU Rockford Christian School

Dual and Articulated Credit MOU South Beloit C.U.S.D. #320

Running Start Intergovernmental Agreement (IGA) Pecatonica C.U.S.D. #321

Running Start IGA South Beloit C.U.S.D. #320

4. Grants Update / *Informational Only*

The Grants Update was included in the June 11, 2024, Committee of the Whole packet. On the Committee of the Whole Agenda, "Informational Only" is used after some presentations. The presentations marked with "Informational Only" will be included in the packets, but there will be no presentations at the meeting of the Board of Trustees Committee of the Whole. Trustees are to review those presentations before the meeting, and if they have any questions, they can ask them at the Committee of the Whole. Discussion ensued on the Grants Update presentation.

5. Manufacturing Student Success Through Industry Partnerships / *Informational Only*

The Manufacturing Student Success Through Industry Partnerships presentation was included in the June 11, 2024, Committee of the Whole packet as "Informational Only." The presentation was presented at the Association of Community College Trustees (ACCT) Leadership Congress held in October 2023 in Las Vegas, Nevada.

Finance Discussion: Board Liaison Trustee Gorski

1. Purchase Reports

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

Purchase Report A – FY2025 Purchases:

- A. Training Services – (Instructional Reserve – Faculty Development)
- | | | | |
|---|--------------|----|----------------|
| 1. Institute for Evidence-Based Change (IEBC) | Rockford, IL | \$ | 35,000.00 (1)* |
|---|--------------|----|----------------|
- B. Software – (IT Administration – Maintenance Services Software Support)
- | | | | |
|-----------------------------|--------------------|----|---------------------------------|
| 2. Burwood Group, Inc. | Chicago, IL | \$ | 40,860.48 (2)*
Not to Exceed |
| CDW-G | Chicago, IL | \$ | 59,905.59 |
| Entre Computer Solutions | Machesney Park, IL | \$ | 72,046.76 |
| Howard Technology Solutions | Ellisville, MS | \$ | 74,513.00 |
- C. Publication – (College and Program Advertising – Marketing and Communications)
- | | | | |
|--------|-----|----|----------|
| 3. TBD | TBD | \$ | TBD (3)* |
|--------|-----|----|----------|
- D. Lawn Care Services – (Operations and Maintenance – Grounds Maintenance)
- | | | | |
|--------|-----|----|----------|
| 4. TBD | TBD | \$ | TBD (4)* |
|--------|-----|----|----------|
- Discussion ensued on Purchase Report A.

Purchase Report B – FY2025 Site Rentals:

- A. Rental – (Education Fund – Transitional Opportunity and Education/Adult Education Center, Rental – Facilities)
- The Iconic Building, LLC
- | | | | |
|-----------------------------------|--------------|----|-----------------|
| 1. (Formerly Illinois Holler LLC) | Rockford, IL | \$ | 216,930.00 (1)* |
|-----------------------------------|--------------|----|-----------------|
- B. Rental – (Education Fund – Aviation Maintenance Technology Rental Facilities)
- | | | | |
|---------------------------------------|--------------|----|----------------|
| 2. Greater Rockford Airport Authority | Rockford, IL | \$ | 11,500.00 (1)* |
|---------------------------------------|--------------|----|----------------|
- Discussion ensued on Purchase Report B.

Purchase Report C – FY2025 Software Licensing Renewals:

- A. Software – (Institutional Research and Planning – Instructional Software Support)
- | | | | |
|-------------|-------------------|----|-----------------|
| 1. Ad Astra | Overland Park, KS | \$ | 100,000.00 (1)* |
|-------------|-------------------|----|-----------------|
- B. Software – (IT Administration – Maintenance Services Software Support)
- | | | | |
|------------------------------|-------------|----|----------------|
| 2. Alliance Technology Group | Hanover, MD | \$ | 55,000.00 (2)* |
|------------------------------|-------------|----|----------------|
- C. Software – (Plant, Operations, and Maintenance – Administrative Software)
- | | | | |
|----------------------------|----------|----|----------------|
| 3. Brightly Software, Inc. | Cary, NC | \$ | 30,000.00 (3)* |
|----------------------------|----------|----|----------------|
- D. Software – (IT Administration – Maintenance Services Software Support)
- | | | | |
|--------------|------------|----|---------------------------------|
| 4. Carahsoft | Reston, VA | \$ | 79,000.00 (4)*
Not to Exceed |
|--------------|------------|----|---------------------------------|
- E. Hardware Support – (IT Administration – Maintenance Services Software Support)
- | | | | |
|----------|-------------|----|----------------|
| 5. CDW-G | Chicago, IL | \$ | 32,000.00 (5)* |
|----------|-------------|----|----------------|
- F. Software – (Education Fund – Administrative and Instructional Software)
- | | | | |
|----------|-------------|----|----------------|
| 6. CDW-G | Chicago, IL | \$ | 35,000.00 (6)* |
|----------|-------------|----|----------------|

G. Software – (IT Administration – Maintenance Services Software Support)		
7.	CDW-G	Chicago, IL \$ 65,000.00 (7)*
H. Software – (IT Administration – Maintenance Services Software Support)		
8.	CDW-G	Chicago, IL \$ 110,000.00 (8)*
I. Software – (IT Administration – Maintenance Services Software Support)		
9.	Entrinsic, Inc.	Raleigh, NC \$ 30,770.00 (9)*
J. Software – (IT Administration – Maintenance Services Software Support)		
10.	GHA Technologies	Scottsdale, AZ \$ 54,000.00 (10)*
K. Software – (IT Administration – Maintenance Services Software Support)		
11.	Highland LLC	Lenexa, KS \$ 83,000.00 (11)*
L. Software – (Academy for Teaching and Learning Excellence (ATLE) – Instructional Software)		
12.	Instructure, Inc.	Salt Lake City, UT \$ 135,092.70 (12)*
M. Software – (Marketing – Website Services Software and Support)		
13.	Modern Campus	Camarillo, CA \$ 45,000.00 (13)*
N. Software – (IT Administration – Administrative Software)		
14.	Prey, Inc.	San Francisco, CA \$ 25,000.00 (14)*
O. Software – (Financial Services – Administrative Software)		
15.	Prophix Software, Inc.	Ontario, Canada \$ 74,500.00 (15)*
P. Tutoring Software and Service – (Tutoring Center – Instructional Software)		
16.	Upswing International	Austin, TX \$ 25,000.00 (16)* Not to Exceed
Q. Software – (Institutional Research and Planning – Administrative Software)		
17.	Watermark Insights LLC	Austin, TX \$ 100,793.62 (17)*

Purchase Report D - FY2025 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 2024 amount, the fiscal year 2025 projected amount, and comments regarding the expense. Discussion ensued, and the Board of Trustees requested a list of the new vendors on the FY2025 Blanket Purchase Order Report at the Regular Board meeting on June 25, 2024.

Purchase Report E – FY2024 Purchases:

A. Vehicle – (General Institution – Insurance Proceeds)		
1.	Middleton Ford	Middleton, WI \$ 37,390.00 (1)*
	Discussion ensued.	

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through May 31, 2024. Total operating cash is \$39,967,768. Total operating cash and investments are \$87,363,344. Total capital funds are \$13,008,319. Since April 30, 2024, the change in capital funds is \$883,496. The change in operating cash and investments since April 30, 2024, is \$1,030,403. Ms. Olson stated that the total operating cash and investment funds were 81.39% of the FY2024 operating budget.

3. Educational Support Personnel (ESP), Professional Staff Association (PSA), and Administrative Salaries for 2024-2025 (FY2025)

Ms. Olson presented the ESP, PSA, and Administrative Salaries for 2024-2025 (FY2025). Ms. Olson explained that the Board of Trustees annually approves salary increases for ESP, PSA, and Administrative employees not in a Collective Bargaining Agreement. Ms. Olson stated that the administration recommends a 3.25% increase effective July 1, 2024. The 3.25% increase will be added to the base pay of each full-time ESP, PSA, and Administrative employee from July 1, 2024, through June 30, 2025. Employees hired after July 1, 2024, are not eligible for the pay increase. Ms. Olson stated that the estimated fiscal impact to the College will be \$441,800.00. Discussion ensued, and the Board of Trustees requested that the percentage increase be raised to 3.50% instead of 3.25%.

4. Adopting the FY2025 Budget / 5. Certificate Attesting to the FY2025 Budget

Ms. Olson stated that the FY2025 Tentative Budget has not changed since the 30-day posting. The administration is recommending that the Board of Trustees adopts the FY2025 Final Budget and certificate attesting to the FY2025 Final Budget. Discussion ensued. Trustees would like to see if any/how many people have looked at the FY2025 Tentative Budget on the Finance webpage and in the Finance Office. Ms. Olson stated that no one had come to the Finance Office to view the FY2025 Tentative Budget, and she would check with Marketing to see about the webpage.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report. Mr. Jenks stated that there was a placeholder for the Interim Director of Student Life and Intercultural Student Services. There were no departures. Discussion ensued.

2. Classroom Building II (CLII) Update

Mr. Jenks gave a quick overview of the CLII progress with the Capital Development Board (CDB). Mr. Jenks stated that CDB has accepted the scope of work for the architect selection for CLII. CDB posted the Request for Qualifications for the architect on June 3, 2024. Discussion ensued.

3. Change Order Update

Mr. Jenks explained that the JCSM generator change order was finalized on June 10, 2024, noting that gas piping, a landscaping increase, and extra conduit and wire were needed for the project. The change order cost is \$7,460.60, leaving a contingency of \$23,069.40. Discussion ensued.

4. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for June, July, and August 2024 and highlighted several events.

New Business/Unfinished Business

Unfinished Business: Board Chair Trojan stated that July 22, 2024, the day before the July 23, 2024, Regular Board meeting, is the end of RVC's 90-day policy review, at which point RVC will be out of compliance.

Mr. Trojan proposed that the Board of Trustees put the Board Policy Manual on the agenda for the June 25 meeting to adopt the current Board Policy Manual as it is with no extension. The Board Policy Manual will be reviewed on a section-by-section basis until it is fully updated.

New Business: Dr. Spearman stated there was a water main break in front of CLII and that everything had been fixed. Dr. Peyer discussed the Heritage Day parade in Belvidere on Saturday, June 29, 2024, and the parade in Rockford on July 4, 2024. Trustee Trojan requested that details of both parades be sent to the Trustees.

Dr. Spearman discussed the positive attention that Workforce Development was receiving and that he and others presented at Studer Education in Pensacola, Florida.

Dr. Spearman mentioned the speaking events that he and other RVC staff will or have attended: Rockford University's Business and Education Summit, the Illinois Community College Trustee Association (ICCTA), where RVC Industry Partner Bourn & Koch was presented with the 2024 Business/Industry Partnership Award.

Dr. Spearman stated that Congressman Darin LaHood was at the ATC on June 10, 2024.

Dr. Spearman explained that the Illinois Manufacturers Association presents an annual Educator of the Year Award. RVC had three nominations: the Advanced Technology Center (ATC), Bill Isham, RVC's Welding Instructor, and Lucas Greenlee, an RVC Engineering Instructor, was nominated.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on June 25, 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.


Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on July 9, 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 6:45 p.m., Trustee Cardenas Cudia made a motion, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje


Richard Kennedy, Secretary


Robert Trojan, Chairperson