

**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, September 10, 2024**  
**MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, September 10, 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
Ms. Kristen Simpson	Mr. Nico Mikos, RVC Student Trustee
Mr. Paul Gorski	

The following Trustee was absent at roll call: Ms. Crystal Soltow

Also present: Dr. Howard J. Spearman, President; Mr. Keith Barnes, Vice President of Diversity, Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. 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; Attorney Joseph Perkoski, Robbins Schwartz.

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

Trustee Nelson made a motion, seconded by Trustee Gorski, to allow Trustee Crystal Soltow to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Soltow entered the meeting via telephone.

**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.

**General Presentations**

**1. Higher Learning Commission (HLC) Visit Training for the Board**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented a handout of relevant questions for the Board of Trustees in preparation for the HLC on-site visit meeting on October 15th. The expectation is for the Trustees to understand their role on the day of the visit, prepare them for questions by the visiting team, and following the visit. Ms. Snider announced that Dr. Lisa Mehlig is retiring at the end of the month, so Ms. Snider will take on the role of Accreditation Liaison Officer (ALO). The purpose of the training is to ensure that the Board of Trustees are aware of RVC's mission, vision, strategic plans, and that RVC is effectively using resources authorized by the Board, including Finances, Human Resources, and Facilities. Discussion followed.

## **2. Rock Valley College Foundation Update**

Ms. Brittany Freiberg, chief development officer of the RVC Foundation, highlighted the current scholarship awarding period for the 2024-2025 Academic year. The total number of applications submitted this year was 686. There are two awarding periods: best chance (Feb 14 – April 1) total was 547, and the last chance (Aug 16– Sept 4) total was 134. There were 320 recipients awarded; best chance total was 320; the last chance total is in progress. The total amount of funds awarded was \$526,091, a percentage of 53%. The total available funds for awards this year was \$797,455, an estimated \$90,000 increase from FY2024 to FY2025. The remaining \$271,364 for last chance was re-opened for two weeks with the hope of awarding as much as possible. Ms. Freiberg emphasized the growth of allocations over the years and also shared the total assets held by the Foundation is \$17,892,333. Rock Valley College is 9th of 33 based on its Illinois Community College peers. The Foundation’s investments include a mixture of endowed and non-endowed funds at Savant Capital Management, a charitable remainder annuity held at Midland States Bank, and endowed funds at the Community Foundation of Northern Illinois. Ms. Freiberg invited the Board of Trustees to support the foundation and seek donors to help grow funds. Discussion followed.

### **Review of Minutes**

There were no comments on the minutes from the August 13, 2024, Board of Trustees Committee of the Whole meeting.

### **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 provided updated information. For Fall, RVC is at 103% to budget and 99% to the stretch goal.

#### **2. 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 years of high school. Students may enroll in a two-year degree completion program in which students take dual credit 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.

- **Dual and Articulated Credit MOU Rockford Public School District No. 205**
- **Running Start Intergovernmental Agreement (IGA) Rockford Public School District No. 205<sup>1</sup>**

### **Finance Discussion: Board Liaison Trustee Trojan**

#### **1. Cash and Investment Report**

Ms. Olson, vice president of finance, presented the Cash and Investment Report through August 31, 2024. Total operating cash is \$33,146,223. Total operating cash and investments are \$81,392,300. Total capital funds on July 31, 2024 are \$18,966,575. Since July 31, 2024, the change in capital funds is \$12,663,676. The change in the operating cash and investments since July 31, 2024, is (\$12,778,628). Ms. Olson stated that the total operating cash and investment funds were 80.02% of the FY2025 operating budget.

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<sup>1</sup>The Running Start IGA for Rockford Public School District No. 205 was not received in time to place in the September CotW packet but was included in the agenda for the September 24 Regular Board packet.

## Operations Discussion: Board Liaison Trustee Kennedy

### **Personnel Report**

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for September 2024. There is one appointment for the Director of Environment Health and Safety, effective September 25, 2024, and one departure for Charles Sicotte, Economics Associate Professor, effective December 31, 2024.

### **2. Fiscal year 2024 Annual Personnel Report**

Dr. Spearman explained that the report would be brought back next month due to data discrepancies.

### **3. Board Policy Manual Update: Article 1 Board of Trustees Bylaws / First Reading**

Ms. Terrica Huntley, interim vice president of human resources, presented the adoption of the Board Policy Manual Article 1: Board of Trustees Bylaws. The purpose of the Rock Valley College Board Policy Manual is to document the rules and regulations applicable to the operations of Rock Valley College and to ensure compliance with applicable laws and regulations. This review will be made on a section-by-section basis until the Board Policy Manual is fully updated. Attorneys from Robbin Schwartz perform an initial review to ensure all policies are in compliance with current legal standards. Ann Kerwitz, assistant to the president, and Terrica Huntley, interim vice president of human resources, will review the amended document to ensure institutional congruity. Additional changes will be finalized and then presented to the Board of Trustees for readings in accordance with RVC Board Policy. Discussion followed.

### **4. Intergovernmental Storage Agreement (IGA) with the City of Loves Park for Fire Truck**

Mr. Rick Jenks, vice president of operations, presented the Intergovernmental Storage Agreement with the City of Loves Park for Fire Truck. Rock Valley College was offered a 1993 Pumper Fire Truck from the Harlem Roscoe Fire District and accepted the donation in preparation for RVC's Fire Science program. The City of Loves Park has approved this agreement to store RVC's 1993 Pierce Pumper Fire Truck at the Fire Station located at 5180 Rock Valley Parkway in Loves Park, Illinois, with no cost to Rock Valley College. This agreement shall not exceed five (5) years from the Effective Date of August 5, 2024, but the parties may extend the agreement with additional terms by mutual written agreement of the parties. Discussion followed.

### **5. Classroom Building II (CLII) Update**

Mr. Jenks, vice president of operations, gave a quick overview of the CLII progress with the Capital Development Board (CDB). Mr. Jenks stated that the CDB has interviewed four architects, revealing that only one candidate is from the local area and is in the process of deciding on the architect firm for the project.

### **6. Change Order Update**

Mr. Jenks presented the change order update for the Student Center flooring construction project. No contingency funds were used, and the unused funds will be used for other projects at Rock Valley College. Discussion followed.

### **7. Rock Valley College Events Calendar**

Mr. Jenks presented the RVC on-campus events calendar for September and October 2024, including Fall Homecoming Week on September 23<sup>rd</sup> and several Shakespeare performances on September 26th and 27th. President Spearman spoke on RVC's 60<sup>th</sup> Anniversary Celebration. Discussion followed.

## New Business/Unfinished Business

### **1. Unfinished Business:**

- Dr. Spearman asked that the Board of Trustees RSVP to Ann Kerwitz for the HLC On-Site Visit.
- Dr. Spearman announced the ICCTA Northwest Regional Meeting will be held at the Advanced Technology Center on October 1<sup>st</sup>

## 2. New Business:

- Dr. Spearman shared that Rock Valley College hosted a webinar at the request of the State Historical Preservation Office in regard to the demolition of the downtown buildings. The following steps include finalizing the Memorandum of Understanding between Rock Valley College and the State of Historical Preservation Office which ensures mitigation measures to encapsulate and preserve the history of the buildings at the Downtown West Campus.

### Adjourn to Closed Session

At 6:32 p.m., a motion was made by Trustee Kennedy, seconded by Trustee Gorski, to adjourn to closed session to discuss: 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5) 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. The motion was approved by unanimous roll call vote. Trustee Soltow left the meeting at 6:32 p.m.

### Reconvene Open Session

At 6:41 p.m., a motion was made by Trustee Nelson, seconded by Trustee 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 September 24, 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 October 8, 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.

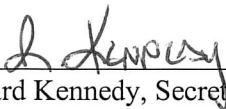
### Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on October 22, 2024, at 5:15 p.m.; The meeting will be held in room 1300 at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL 61008. **The location was changed for this meeting only.**

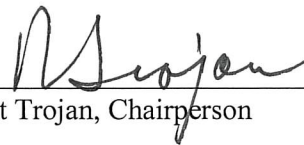
### Adjourn

At 6:54 p.m., a motion was made by Trustee Cudia, seconded by Student Trustee Mikos, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Araceli Olvera



Richard Kennedy, Secretary



Robert Trojan, Chairperson