

Study Session

The Meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened in the Woodward Technology Center, Room 141/142 on the main campus on Tuesday, August 26, 2008, at 5:15 p.m. Chairperson Ted Biondo called the meeting to order.

Roll Call

The following members of the Board were present:

Ms. Chris Beck
Mr. Ted Biondo
Ms. Katherine Kelley
Mr. Ken Nelson

Mr. Mike Olson
Ms. Michaela Perdue
Dr. Stephanie Raach
Mr. Randy Schaefer

Also in attendance: Dr. Jack Becherer, President; Mr. Mike Mastroianni, Associate Vice President of Outreach and Planning; Dr. Diane Nyhammer, Vice President of Academic Affairs; Mr. Sam Overton, Jr., Vice President of Administrative Services; Mr. Greg Wear, Dean of Professional Programs and Services; Mr. Chuck Martin, Managing Director of Human Resources; Ms. Ann Kerwitz, Assistant to the President and Ms. Janna Shwaiko, Administrative Assistant.

- Dr. Jack Becherer introduced Mr. Mike Mastroianni who reviewed the previous Truck Driver Training program, then outlined the business plan for the new program which will be headquartered at the former Essex Wire building on North Main Street in Rockford. Since the month-to-month lease agreement at that location is not yet signed, Mr. Ken Nelson requested that the lease contain verbiage stating that the agreement can be cancelled if the Board does not give final approval. Mr. Sam Overton will make the verbiage change.
- Mr. Ted Biondo indicated there may be a Closed Session at the September 9, 2008 Board of Trustees Committee Meeting. Committees will meet individually from 5:15 to about 6:30; the entire Board will meet for committee reports and discussion, then go to Closed Session.
- Mr. Ted Biondo asked how the budget would be adjusted to reflect the over levy by Winnebago County. Mr. Sam Overton indicated it would be treated as deferred revenue and the adjustment made next year.

Recess

The Study Session recessed at 5:54 p.m.

Budget Hearing

At 6:05 p.m. Chairperson Ted Biondo called the Budget Hearing to order in WTC 117/119/121.

Roll Call

The following members of the Board were present:

Ms. Chris Beck	Mr. Mike Olson
Mr. Ted Biondo	Ms. Michaela Perdue
Ms. Katherine Kelley	Dr. Stephanie Raach
Mr. Ken Nelson	Mr. Randy Schaefer

Also in attendance: Dr. Jack Becherer, President; Ms. Suzanne Berger, Vice President of Institutional Advancement and Executive Vice President of Foundation; Ms. Amy Diaz, Associate Vice President of Student Development; Ms. Ann Kerwitz, Assistant to the President; Mr. Pete Kostantacos, Attorney; Mr. Chuck Martin, Managing Director of Human Resources; Mr. Mike Mastroianni, Associate Vice President of Outreach and Planning; Dr. Diane Nyhammer, Vice President of Academic Affairs; Mr. Sam Overton, Jr., Vice President of Administrative Services; Mr. Greg Wear, Dean of Professional Programs and Services; Ms. Janna Shwaiko, Administrative Assistant; Dave Costello, Publicist/Web Coordinator; Andy Dolan, Director of Marketing; Mr. Randy Jurasek, president of Strategic Thinking Consultants, Inc.

Mr. Ted Biondo asked if anyone in attendance wished to speak at the Budget Hearing. There was no response from the audience.

Mr. Pete Kostantacos explained that the budget was published in accordance with the statute.

Mr. Sam Overton, Jr., provided a brief overview of the FY09 budget, as well as a review of the major capital projects: PEC, Stenstrom Center, CL1 and CL2.

On a motion by Mr. Ken Nelson, seconded by Randy Schaefer and unanimous roll call vote, the Budget Hearing was adjourned at 6:10 p.m.

Regular Meeting

At 6:15 p.m. Chairperson Ted Biondo called the regular meeting to order in WTC room 117/119/121.

Roll Call

The following members of the Board were present:

Ms. Chris Beck	Mr. Mike Olson
Mr. Ted Biondo	Ms. Michaela Perdue
Ms. Katherine Kelley	Dr. Stephanie Raach
Mr. Ken Nelson	Mr. Randy Schaefer

Also in attendance: Dr. Jack Becherer, President; Ms. Suzanne Berger, Vice President of Institutional Advancement and Executive Vice President of Foundation; Ms. Amy Diaz, Associate

Vice President of Student Development; Ms. Ann Kerwitz, Assistant to the President; Mr. Pete Kostantacos, Attorney; Mr. Chuck Martin, Managing Director of Human Resources; Mr. Mike Mastroianni, Associate Vice President of Outreach and Planning; Dr. Diane Nyhammer, Vice President of Academic Affairs; Mr. Sam Overton, Jr., Vice President of Administrative Services; Ms. Janna Shwaiko, Administrative Assistant; Mr. Greg Wear, Dean of Professional Programs and Services; Mr. Dave Costello, Publicist/Web Coordinator; Mr. Andy Dolan, Director of Marketing; Mr. Randy Jurasek, President of Strategic Thinking Consultants, Inc.

Minutes

A motion was made by Mr. Randy Schaefer and seconded by Mike Olson to approve the minutes of July 22, 2008. The minutes were approved by unanimous roll call vote.

A motion was made by Mr. Mike Olson and seconded by Randy Schaefer to approve the minutes of August 12, 2008. The minutes were approved by unanimous roll call vote.

Communications and Petitions

There were no communications or petitions.

Recognition of Visitors

No visitors were recognized.

General Presentations

Mr. Chuck Martin presented an overview of the Administrative Policy Analysis Project, then introduced Mr. Randy Jurasek, consultant with Strategic Thinking Consultants, Inc. (STCI), who outlined the goals and progress of Phase 1, the timeline for Phases 2 and 3, costs and next steps/other issues to consider. Mr. Jurasek indicated that \$15,000 is the estimated total cost and any changes or deletions will meet legal requirements. In response to a question, Mr. Ted Biondo clarified that both administrative policy and academic policy are Board Policies; Board Policy sets the general direction, while Administrative Procedure implements the details of the general direction.

Mr. Ted Biondo thanked Mr. Martin and Mr. Jurasek for their input.

Reports

Vital Signs

1. Mr. Sam Overton, Jr., presented his report on payroll, healthcare costs, cash and PEC remodel project:
 - a. Good progress is being made on the PEC renovations. Some classes are being held concurrent with the construction, while some have been moved to other buildings.
 - b. Payroll, healthcare costs and cash are about the same as last month.
 - c. Mr. Ted Biondo thanked Sam for his presentation, adding that the charts and graphs he uses are helpful tools for understanding RVC's financial status.
2. Dr. Diane Nyhammer presented the Illinois Performance Report highlighting how the team used the development of RVC's Math Lab as the effective practice to answer the four focus

areas: Affordability, Attainment, Diversity and Efficiency/Effective Transitions. Data inconsistencies and areas for improvement are recognized. Diane acknowledged the many contributors, but wished to especially thank Ms. Nancy Chamberlain, Director of Communications, for establishing and coordinating the process.

3. Ms. Suzanne Berger gave an overview of the FY 2007-2009 marketing and communications plan, then introduced Ms. Nancy Chamberlain, who presented the Communications Plan Report, outlining objectives and action plans for internal and external communications. Mr. Ted Biondo added that he appreciated the links to relevant news stories.
4. Ms. Suzanne Berger then introduced Mr. Andy Dolan who used a PowerPoint display to describe how the Marketing Department's Media Preferences Survey was conducted. The resulting data will guide decisions for future media placements. The full report will be available on the RVC Web site.

President's Reports

BR #6537 – Claims Sheet #634

It was recommended that the Board of Trustees approve the claims sheet, from Datatel®, dated August 1, 2008, totaling \$ 3,538,854.15.

Listing of Checks over \$10,000:

1.	\$ 308,149.50	Galla R.J.
2.	\$ 197,219.00	Gateway Companies
3.	\$ 10,920.00	IKON Office Solutions
4.	\$ 21,860.46	Liberty Mutual Group
5.	\$ 16,655.52	Nexus Office Systems
6.	\$ 13,800.00	U of I College of Medicine at Rockford
7.	\$ 12,216.98	Xerox
8.	\$ 86,451.50	Johnson Controls
9.	\$ 49,393.98	Constellation New Energy
10.	\$ 75,484.00	ITG Solutions
11.	\$ 17,780.84	Johnson Controls
12.	\$ 14,808.81	City of Rockford
13.	\$ 38,823.00	Wright Automotive
14.	\$ 54,593.60	Bank of America
15.	\$ 98,100.00	Champion Environmental Service
16.	\$ 30,500.00	Colfax
17.	\$ 12,262.25	National Safety Council
18.	\$ 17,388.90	Nelson Carlson Mechanical Contractors
19.	\$ 574,673.79	Norstar Heating & Cooling
20.	\$ 27,752.50	Paper Thin
21.	\$ 15,379.58	Ron Carlson Electric
22.	\$ 33,222.42	Saavedra Gehlhausen
23.	\$ 110,610.62	Sjostrom & Sons
24.	\$ 49,008.45	Statim Network Solution
25.	\$ 113,833.35	Stenstrom Companies
26.	\$ 28,575.31	TEM
27.	\$ 12,916.00	TIER Technologies
28.	\$ 19,086.85	EX LIBRIS (USA)

29.	\$	34,953.00	Custom Networks
30.	\$	58,992.00	Gateway Companies
31.	\$	58,855.31	Image Signs
32.	\$	17,176.00	Information Systems Group Inc.
33.	\$	11,081.00	Kelso Burnett
34.	\$	14,031.41	Mid City Office Products
35.	\$	43,670.34	Tile Specialists
36.	\$	12,384.97	Constellation New Energy
37.	\$	77,679.41	Constellation New Energy - Gas
38.	\$	64,797.00	First Agency
39.	\$	30,871.68	HMO Illinois
40.	\$	12,984.00	Target Commercial Interiors
41.	\$	37,203.25	Blackhawk College
42.	\$	41,994.79	Highland Community College
43.	\$	41,204.24	Illinois Valley Community College
44.	\$	11,300.73	State of Illinois ISAC
45.	\$	11,140.00	Commercial Technology Solution
46.	\$	10,920.00	IKON Office Solutions
47.	\$	30,257.44	KIMCO
48.	\$	10,648.44	Lincoln Trail Libraries System
49.	\$	10,000.00	Rock River Training

\$2,703,612.22

Approved on a motion by Mr. Randy Schaefer, seconded by Mr. Mike Olson, and unanimous roll call vote.

BR #6538 – Purchase Report #612

It is recommended that the Board of Trustees approve the marked items for purchase.

\$	29,971.94	A.	Rock River Disposal, Rockford, IL
\$	36,809.00	B.	Wells Cargo, DeKalb, TX
\$	99,327.00	C.	Midland Paper, Rockford, IL
\$	33,000.00	D.	Ann E. Johns
\$	20,000.00	E.	Saavedra-Gehlhausen Architects, Rockford, IL
\$	12,000.00	F.	Hendricks Development Group, Rockford, IL
\$	28,394.76	G.	Condensed Curriculum Int'l, Fairfield, NJ
\$	40,000.00	H.	Rockford Area Ventures, Rockford, IL
\$	11,469.25	I.	Medical Supply and Equipment, Houston, TX
\$	15,000.00	J.	Strategic Thinking Consulting, Inc., Byron, IL

\$ 325,971.95

Approved on a motion by Mr. Mike Olson and seconded by Mr. Randy Schaefer, and unanimous roll call vote.

BR #6539 – Personnel Report #600

Chuck Martin distributed copies of Corrected Personnel Report #600 to replace the report previously distributed in the Board packet., Under C., Promotions, Michael Youngblood's position was corrected to Interim Associate Dean of Art, Music, Humanities, Social Science, Mass Communication, Philosophy, Modern Languages, Grade 18.

Dr. Stephanie Raach requested that F., SPECIAL ASSIGNMENTS, be changed to read "SPECIAL ASSIGNMENTS, COACHING SEASON AND PARTICIPATION IN NATIONAL TOURNAMENTS, TO BE PAID..."

It was recommended that the Board of Trustees acknowledge the items of personnel as amended. The report was acknowledged and entered into the record.

BR #6540 – Rock River College Truck Driver Training Program (TDT)

It was recommended that the Board of Trustees allow the College to pursue Truck Driver Training and to hire personnel, lease equipment, lease space and a facility, and consult with Kishwaukee College, as a cost neutral program (minimum) to a revenue producing program, beginning in September 2008.

A motion was made by Mr. Mike Olson and seconded by Mr. Randy Schaefer to approve the board report.

After discussion the motion was approved on a unanimous roll call vote.

Attorney's Report

AR #211 Resolution Adopting the Budget

Mr. Pete Kostantacos explained that a proper hearing had been held and notices published.

A motion was made by Mr. Mike Olson and seconded by Mr. Ken Nelson to approve the resolution. The motion was approved on a unanimous roll call vote.

ICCTA Report

Mr. Ted Biondo stated that due to the increased cost of textbooks, some Illinois schools are publishing their own texts or putting them online in an effort to control costs.

Mr. Mike Olson noted that the governor's veto of HB bill #4189, an ICCTA-initiated bill clarifying that community college districts are units of local government and not state agencies under the State Officials and Employees Ethics Act, was overridden by the Legislature.

Mr. Olson also noted that he and Ms. Michaela Perdue, and possibly Mr. Ted Biondo will be attending the ICCTA meeting in Springfield in September.

Student Trustee Report

Ms. Michaela Perdue reviewed her written report outlining current and future campus events.

Board Committee Reports

There were no formal Board Committee Reports, however, Mr. Randy Schaefer noted that the Teaching and Learning Committee met recently and had a very productive meeting.

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

Trustee Comments

Dr. Stephanie Raach thanked Suzanne Berger, Nancy Chamberlain and Andy Dolan for their Communications and Marketing presentations, noting they have “raised the bar” for data-driven decision-making.

President’s Comments

Dr. Jack Becherer:

- Welcomed Dave Arnold, long-time friend of Rock Valley College and current Foundation member.
- Thanked all of the presenters for their hard work and informative presentations.
- Distributed the Fall Conference program to board members and invited them to attend the faculty/staff all-day event to be held Tuesday, September 2, 2008 at the Stenstrom Center.
- Explained that he and Chuck Billman represented the school at the recent Embry Riddle press conference, noting that RVC and its programs have made a strong impact upon the company’s executives.

Announcements from President’s Leadership Team

Ms. Suzanne Berger:

- Introduced Dave Arnold who will represent the Foundation board at Board of Trustees’ meetings.

Ms. Amy Diaz:

- Distributed an enrollment report confirming the school has reached its goal of 72,600 credit hours, a two percent (2%) growth. Headcount is up approximately 2.9 percent.

Mr. Chuck Martin:

- Thanked the Fall Conference committee for their hard work planning the event.
- Retirees have been invited to join us for lunch.
- Long-term employees will be recognized for their service.
- Emphasis is safeguarding our school with many emergency preparedness activities.

Dr. Diane Nyhammer:

- An adjunct faculty event she hosted last Saturday was well attended and productive.
- Posters have been circulated for the First Tuesday lecture series that starts September 9. The series is a 20-year tradition, presented by faculty members.

Adjourn to Closed Session

On a motion by Mr. Mike Olson seconded by Ms. Kathy Kelley, and unanimous roll call vote, the meeting adjourned at 7:55 p.m. to Closed Session.

Reconvene Open Session

The meeting reconvened at 8:10 p.m. No action was taken during Closed Session.

Next Meeting

The date of the next meeting: Committee Meetings, Tuesday, September 9, 2008, 5:15 p.m. in WTC 141/142; and the regular meeting September 23, 2008, 6:00 p.m., in WTC 117/119/121.

Adjournment

On a motion by Mr. Mike Olson, seconded by Mr. Randy Schaefer, and unanimous voice vote, the meeting was adjourned at 8:20 p.m.

Submitted by Ann Kerwitz

Ms. Kathy Kelley, Secretary

Mr. Ted Biondo, Chair