

## 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, January 27, 2009 at 5:20 p.m. Chairperson Ted Biondo called the meeting to order.

### Roll Call

The following members of the Board were present:

Mr. Mike Olson	Ms. Katherine Kelley
Mr. Ted Biondo	Ms. Michaela Perdue
Mr. Ken Nelson	Mr. Randy Schaefer

The following members of the Board were absent: Ms. Chris Beck, Dr. Stephanie Raach

Also present: Dr. Jack Becherer, President; Ms. Ann Kerwitz Assistant to the President; Dr. Diane Nyhammer, Vice President of Academic Affairs; Greg Wear, Dean of the College.

Dr. Diane Nyhammer and Mr. Greg Wear distributed sample documents and explained a proposed administrator feedback process that has been approved by faculty and is similar to what is used for faculty evaluation by students. Following discussion, it was agreed that confidentiality will be maintained, follow-up will be linked directly to goals and behavior, and aggregate scores will be shared with the Board. Dr. Jack Becherer indicated the process is only for Academic Affairs and may eventually be expanded to the rest of the college. After further discussion, Board consensus is that Dr. Nyhammer and Mr. Wear shall proceed to implement the program.

Dr. Jack Becherer presented drafts of a new format for his 2009/2010 goals and a timeline to align his evaluation process with the rest of the college. He will work with the Board's Human Resources Committee to refine his goals and include any other topics the Board would like added.

### Recess

The Study Session recessed at 6:00 p.m.

### Regular Meeting

At 6:08 p.m., January 27, 2009 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:

Mr. Mike Olson	Ms. Katherine Kelley
Mr. Ted Biondo	Ms. Michaela Perdue
Mr. Ken Nelson	Mr. Randy Schaefer

The following members of the Board were absent: Ms. Chris Beck, Dr. Stephanie Raach

Also in attendance: Dr. Jack Becherer, President; Ms. Suzanne Berger, Vice President of Institutional Advancement and Executive Vice President of RVC Foundation; Ms. Amy Diaz, Associate Vice President of Student Development; Ms. Ann Kerwitz, Assistant to the President; Mr. Pete Kostantacos, College 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 the College.

## Minutes

A motion was made by Mr. Randy Schaefer and seconded by Mr. Ken Nelson to approve the minutes of December 16, 2008. The minutes were approved by unanimous voice vote.

## Communications and Petitions

There were no communications or petitions.

## Recognition of Visitors

Dr. Diane Nyhammer introduced Faculty of the Year winner, Ms. Erin Fisher, and highlighted her many accomplishments. Ms. Fisher gave high praise to the college and thanked everyone who supported her while as a student and now as a faculty member.

Ms. Suzanne Berger recognized Ms. Tammy Hockison and Ms. Michelle Dunnett for their winning holiday card designs and presented each with a stipend from the RVC Foundation.

Dr. Jack Becherer introduced Ms. Frances Shun, RVC nominee for a Jack Kent Cooke Scholarship award, and highlighted her academic excellence and extensive community engagement.

## General Presentations

Ms. Suzanne Berger gave a short history of the Web Redesign project and introduced Mr. Tony Herrera, Mr. Andy Dolan and Mr. Josh Curtiss who further demonstrated features of the new Web Site that will be launched January 30, 2009.

Dr. Diane Nyhammer and Mr. Greg Wear presented an overview of how data-driven decision making is a major component of academic planning, particularly the Stenstrom Center. Data from the Facilities Master Plan and input from the Stenstrom Visioning Committee, faculty and others, as well as preliminary results of the Strategic Enrollment Management environmental scan indicate that creating a Degree Site at the Stenstrom Center will help meet the needs of underserved students in our district. Responding to Trustee Schaefer's question about timeline, Mr. Sam Overton explained that he is meeting with the college's architects on the Stenstrom remodeling project as well as the Classroom Building III project, and that design details and construction costs will likely be presented to the Board in February.

## Reports

### Vital Signs

Mr. Sam Overton, Jr. presented the 2<sup>nd</sup> Quarter Financial Report, indicating that the estimated \$2 million surplus is due to EAV growth, tuition and fees, and favorable health benefits. Mr. Overton also noted that the Board should expect future reduced state funding and lower interest rates on investments.

Mr. Overton also presented the current status of payroll, healthcare costs, cash and the PEC remodel project. Work on the PEC interior will begin soon to ensure that the facility will be available for May commencement activities.

Mr. Mike Mastroianni presented a summary of the College 2009 Initiatives, highlighting how the initiatives link to various focus areas: 1) Comprehensive Academic Plan 2) Educational Aspirations and Access 3) Data-Driven Decision Making and 4) Coordinated Faculty and Staff Development program.

Ms. Suzanne Berger introduced Ms. Nancy Chamberlain, Director of Communications, who explained the new Media Coverage Vital Signs report. Ms. Chamberlain noted that although the Media Coverage Report will be presented to the Board on a quarterly basis, "Telling the RVC Story" will be distributed electronically whenever appropriate.

### President's Reports

#### BR #6569 – Claims Sheet #639

It was recommended that the Board of Trustees approve the claims sheet from Datatel® dated December 23, 2008, totaling \$1,490,832.10.

Listing of Checks over \$10,000:

1.	\$ 31,130.10	Pratt Partition Corp.
2.	\$ 15,975.00	Computer Aided Planning
3.	\$ 47,490.59	Constellation New Energy
4.	\$ 17,776.00	Constellation New Energy - Gas Division
5.	\$ 11,577.00	Entre Computer Systems
6.	\$ 11,760.30	Lindstrom Travel
7.	\$ 11,387.41	Robbins, Schwartz, Nicholas
8.	\$ 44,765.32	Bank America
9.	\$ 27,067.75	CDW Government
10.	\$ 14,808.81	City Rockford
11.	\$ 21,582.00	Johnson Controls
12.	\$ 30,257.44	KIMCO
13.	\$ 30,278.67	Saavedra Gehlhausen
14.	\$ 359,753.29	Sjostrom Sons
15.	\$ 21,000.00	ASIS Massage Education
16.	\$ 11,823.64	Constellation New Energy
17.	\$ 29,567.28	HMO Illinois
18.	\$ 10,266.00	Thomson Gale

\$ 748,266.60

BR #6569, Claims Sheet #639 was approved on a motion by Mr. Mike Olson, seconded by Mr. Ken Nelson and unanimous roll call vote.

**BR #6570 – Purchase Report #617**

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

\$ 180,800.00	A.	Saavedra Gehlhausen Architects, Rockford, IL
\$ 12,528.00	B.	SimplexGrinnell, Madison, WI
\$ 14,900.00	C.	Tri-Star Communications, Sycamore, IL
<u>\$ 13,500.00</u>	D.	Rockford Truck Sales, Rockford, IL
\$ 221,728.00		

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

**BR #6571– Personnel Report #605**

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

**BR #6572 – ICCB Project Status Report**

It is recommended that the Board of Trustees approve the ICCB Project Status Report and the Statement of Final Completion of State and Locally Funded Projects. The report was approved by unanimous roll call vote on a motion by Mr. Randy Schaefer, seconded by Mr. Mike Olson.

**BR #6573 – Facilities Master Plan (FMP) Update**

It is recommended that the Board of Trustees approve the changes to the Facilities Master Plan Priority List as updated January 2009 for Rock Valley College, allowing for communications of those updates to the Illinois Community College Board (ICCB).

Mr. Sam Overton explained that Academic Affairs has been leading the Stenstrom Visioning and Classroom Buildings I&II (CLI & CLII) renovations and providing information for the FMP. As a result, priorities have changed and in the event funding becomes available through the Obama Administration Stimulus Package, the college is notifying ICCB that construction of Classroom Building III is being moved from Priority C to Priority A status. The report was approved by unanimous roll call vote on a motion made by Mr. Mike Olson, seconded by Mr. Randy Schaefer.

**BR #6574 – Adult Education Bridge Grant Award**

It is recommended that the Board of Trustees approve \$36,514 to support the development of an Adult Education Bridge Program for the period of December 1, 2008 to June 30, 2009.

The report was approved by unanimous roll call vote on a motion by Mr. Mike Olson, seconded by Mr. Randy Schaefer.

**BR #6575 – Family and Medical Leave**

It is recommended that the Board of Trustees approve the updated Board Policy #625.00 in accordance with the Family and Medical Leave Act (FMLA) as prescribed by law. Mr. Chuck Martin gave a brief description of the benefits changes which primarily impact military personnel and their families. The report was approved by unanimous roll call vote on a motion by Mr. Ken Nelson, seconded by Mr. Mike Olson.

### **Attorney's Report**

Attorney Peter Kostantacos announced that the following people had filed their petitions for the vacant trustee positions: Mr. Randy Schaefer, Ms. Kathy Kelley and Ms. Linda Smith. A lottery will be held to determine ballot placement.

### **ICCTA Report**

There was no ICCTA report. However, Mr. Ted Biondo commented that the ICCB has proposed legislation to create a central data warehouse.

### **Student Trustee Report**

Ms. Michaela Perdue reviewed her written report outlining current and upcoming campus events, particularly Spring Welcome Week activities. She recently attended the ICCB-SAC meeting and is on the Awards Committee helping to plan the banquet for the final meeting of the year.

## **Board Committee Reports**

There were no Board committee reports.

## **Unfinished Business**

There was no unfinished business. However, Mr. Ted Biondo asked how much the college loses with the city's new TIF districts and our costs for tort insurance coverage. Mr. Sam Overton will provide answers at the February meeting.

## **New Business**

There was no new business.

## **Trustee Comments**

There were no trustee comments.

## **President's Comments**

### **Announcements from President's Leadership Team**

Dr. Diane Nyhammer reported on the two successful faculty development days held in January. She also announced that the first Illinois hybrid online RN nursing degree was launched spring semester 2009. The Northern Illinois Online Initiative for Nursing (NIOIN) is the result of a four-year collaboration of Highland Community College, Kishwaukee College, Sauk Valley Community College and Rock Valley College with the support of eight area hospitals. Dr. Nyhammer also invited trustees to attend the next First Tuesday lecture scheduled February 3 at 6:00 p.m. in the Student Center Atrium.

Ms. Suzanne Berger thanked Dr. Diane Nyhammer and Ms. Amy Diaz for their informative presentations to the Foundation Board.

Ms. Amy Diaz distributed an updated Spring Enrollment Report noting an eight percent increase in headcount and a seven percent increase in credit hours.

Adjourn to Closed Session

Reconvene Open Session

Possible Action Items as a Result of Closed Session

Next Meeting

The next Committee Meeting will be held March 10, 2009 at 5:15 p.m. in WTC room 117/119/121. The next Regular Meeting will be held March 24, 2009 with a Study Session at 5:15 p.m. in WTC 141/142 and the Regular Meeting at 6:00 p.m. in WTC 117/119/121.

Adjournment

On a motion by Ms. Kathy Kelley, seconded by Mr. Mike Olson, and unanimous voice vote, the meeting was adjourned at 7:55 p.m.

Submitted by Ann Kerwitz

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Ms. Katherine Kelley, Secretary

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Mr. Ted Biondo, Chair