

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 14, 2021
MINUTES

On August 20, 2021, Governor Pritzker issued the twentieth Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. ***Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.***

Access to the Regular Board of Trustees meeting is provided via teleconference online: <https://rockvalleycollege-edu.zoom.us/j/91698904767?pwd=SkhWN3QrVzIzV1pnU0pocExNK3lidz09> or by phone at 312-626-6799 using Meeting ID: 916 9890 4767 Password: 142627 The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on September 14, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:18 p.m. by Chairperson Jarid Funderburg.

Roll Call

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

Mr. Jarid Funderburg	Mr. Paul Gorski
Ms. Lynn Kearney	Mr. Bob Trojan, joined at 5:20 p.m.
Ms. Gloria Cudia	Ms. Evelyn Molina, Student Trustee

The following Trustees were absent at roll call: Mr. John Nelson; Ms. Crystal Soltow

Also Present: Dr. Howard Spearman, President; Mr. Ron Geary, Vice President of Academic Affairs and Campus Safety; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Jim Handley, Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance; Ms. Heather Snider, Vice President of Institutional Effectiveness & Communications; Mr. Keith Barnes, Vice President of Equity and Inclusion; Mr. Rick Jenks, Chief of Police; Ms. Janet Taylor; Executive Director of Facilities and Operations; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Mr. Bernie Luecke, Director of Business Development and Outreach; Mr. Chance Kruse, Advanced Technology Center Specialist; Attorney Joseph Perkoski, Robbins Schwartz; Attorney Mathew Gardner, Robbins Schwartz

Communications and Petitions

There were no public comments.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the August 10, 2021 Board of Trustees Committee of the Whole meeting.

General Presentations

1. COVID Update

Mr. Rick Jenks, chief of police, presented the COVID-19 Executive Order Number 87 Update. Mr. Jenks explained that Executive Order 2021-20 requires all higher education sites in Illinois to require all personnel and students either to be vaccinated or submit to weekly COVID-19 testing.

Higher education personnel includes full-time, part-time, community education, continuing education, adult education, Center for Learning in Retirement, and any other student who might attend any in-person training or class. In addition, all students and personnel must submit proof of vaccination consisting of (1) a vaccination record card or photograph of the card; (2) documentation of vaccination from a health care provider or electronic health record; or (3) state immunization records. If the individual does not provide proof of vaccination, they must submit weekly to COVID-19 testing and submit evidence of compliance.

The vaccine or testing requirement is effective as of September 5, 2021. However, Governor Pritzker's office extended the deadline for compliance from September 5, 2021, to September 19, 2021. Mr. Jenks stated that an executive order is not law, and therefore, the College is not technically required to comply. However, the Illinois Community College Board (ICCB) has indicated that community colleges should comply, and there are indications that non-compliance could result in possible sanctions from the ICCB.

The RVC's COVID-19 response team has developed a detailed plan and action items to comply with the executive order. Beginning the week of September 20, 2021, students and employees of Rock Valley College will be required to upload a copy of their vaccination card, doctor's notice of vaccination, or a copy of their state immunization records into the new database system, Qualtrics. Individuals who choose not to vaccinate or upload the vaccination documentation will be notified by the system and will be required to upload a copy of an authorized COVID-19 test result into Qualtrics on a weekly basis. Students who refuse to comply will be handled as a violation of the Student Code of Conduct per existing procedures. Employees will be handled on a case-by-case basis through the RVC Human Resources Department. The college attorney is conducting a final review of both processes to ensure the processes meet legal requirements. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Fall Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Fiscal Year 2022 enrollment update. Ms. Snider stated that Summer II credit hours were down 9.75% and 94% to budget compared to Fiscal Year 2021.

Fall classes started on August 14, 2021, and credit hours were down 2.44% and 97% to budget compared to Fiscal Year 2021.

2. Diversity, Equity, and Inclusion (DEI) Mission and Vision

Mr. Keith Barnes, vice president of equity and inclusion, presented the draft RVC Diversity, Equity, and Inclusion (DEI) vision, mission, and core value statement. Mr. Barnes stated that RVC's DEI Vision Statement is for a campus and community that embodies trust, equity, and a sense of belonging. The Mission Statement is committed to creating and sustaining a diverse, equitable, and inclusive campus where all learners can make progress towards their educational and career goals. Therefore, the College shall establish initiatives, measures, programs, procedures, and curriculum to advance equity and inclusion for students, staff, faculty, administration, vendors, contractors, and other community partners. Mr. Barnes stated the DEI Motto, Purpose Statement, and DEI's Core Values. The Core Values are cultural competence, equity-mindedness, fairness, mutual respect, objective truth, sense of belonging, and solidarity. There was no further discussion.

3. Truck Driver Training (TDT) Audit

Ms. Heather Snider presented the audit portion of the Truck Driver Training Audit. Ms. Snider explained that the TDT enrollments and TDT completions were not entered into Colleague in a timely manner and that process improvements are being implemented. Ms. Snider stated audit results verified that the TDT program had profits as of March 31, 2021. Ms. Snider said some courses were built in the wrong fiscal year. Training has been conducted for individuals building courses.

Dr. Patrick Peyer, vice president of student affairs, presented the enrollment and onboarding processes for TDT. First, Dr. Peyer walked through the five steps for students to enroll in the TDT program. There are 68 students in the pipeline for enrollment and onboarding in the TDT program for Fiscal Year 2022.

Ms. Snider reported that for Fiscal Year 2021, there were a total of 52 enrollments and 46 completions for the TDT course. In addition, Ms. Snider said the numbers for Fiscal Year 2022, as of September 10, 2021, are at 21 enrollments and 13 students have completed the TDT course.

Mr. Bernie Luecke, director of business development and outreach, presented the employment outcomes with TDT. Mr. Luecke stated that the Workforce Equity Initiative (WEI) Grant participants had an employment success rate of 55%. Mr. Luecke discussed companies that recruit and pre-hire TDT completers and explained that RVC would be implementing a follow-up survey process to track employment outcomes for all TDT students.

4. CNC 32-Week Program Update

Dr. Peyer presented the CNC 32-week program update on enrollment and outreach. Dr. Peyer stated that two student success advisors were hired in July and August of 2021 and are completing training on credit and non-credit program curriculum. RVC is reaching out to all students in automotive, mechatronics, welding, truck driver training, CNC, and industrial maintenance to help with onboarding students. Dr. Peyer's department is working closely with Marketing on a plan for reaching out to students, industry partners, and high schools. Strategic communications and marketing plans for the Advanced Technology Center (ATC) are in development.

Mr. Luecke presented the CNC program timeline. The first cohort will have 16 students starting January 10, 2022, and the program will end on August 26, 2022. The second cohort will also have 16 students, and their program will start June 13, 2022, and end on February 3, 2023. A new cohort will be starting every 16 weeks, which will create an overlap in the curriculum for use of the mills and lathes.

Mr. Luecke introduced Chance Kruse, advanced technology center specialist. Mr. Kruse discussed the curriculum for the ATC. There will be seven sections over 32 weeks. In addition, three textbooks will be utilized. There will be six potential National Incident Management System (NIMS) credentials, nine

student projects, along with utilization of CNC lathe, CNC mill, outside diameter (OD) and surface grinding, manual lathe and mill machines.

5. Community College Survey of Student Engagement (CCSSE) 2021

Ms. Snider presented an overview of the CCSSE survey results for spring 2021. There were 4,063 surveys sent out via email, and 8% (351 students) completed the study. Results showed that women were overrepresented by sixteen percentage points, whereas Hispanic students were underrepresented by nine percentage points. There are five benchmark results: (1) active and collaborative learning; (2) student effort; (3) academic challenge; (4) student-faculty interaction; (5) support for learners. Ms. Snider stated that RVC was just a little below average on active and collaborative learning, student effort, and support for learners. RVC scored average or slightly above average academic challenge and student-faculty interaction. RVC's strengths were aspects of student engagement, and RVC's challenges were aspects of students' engagement.

Trustee Kearney wanted to know if there was any way faculty or the athletic department could help increase the survey response. Ms. Snider stated that prior to Covid, the survey was administered in each class, where everyone participated. However, Ms. Snider feels that if we continue to administer the survey online, there are ways it could be done better.

6. Equipment for Learning Donation

Mr. Ron Geary, vice president of academic affairs and campus safety, presented the donation report for the Manufacturing Engineering Technology Program. Mr. Geary stated that Mr. Collin Ruthe, RVC's manufacturing technology coordinator, discovered that the sales representative for TRAK Machine Tools/Southwestern Industries, Inc. was interested in touring the campus. As a result of that conversation, the Rich and Marion Leonhard Foundation, created by founders of Southwestern Industries, Inc., has offered to donate three TRAK-K3-KMX Mills for use by the College's credit-based programs. The new equipment will be housed in the Woodward Technology Center on the main campus and will replace the 75-year-old Bridgeport hand mills. The value of this newly donated equipment is \$74,250. The Board of Trustees would like to recognize the generosity of the donor with a plaque.

Finance Discussion: Board Liaison Trustee Soltow

1. Purchase Reports

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

Purchase Report A – FY2022 Emergency Purchases:

A. PPE Supplies – (PPE Supplies: General Institutional Expenses)			
1. Interstate Plastics	Sacramento, CA	\$	31,000.00 (1)*
B. Software – (HEERF: General Institutional Expenses)			
2. Qualtrics, LLC	Provo, UT	\$	45,875.00 (2)*
C. Stenstrom Center for Career Education Hot Water Heater Repairs – (Maintenance Services Buildings: Boiler House)			
3. Helm Service	Freeport, IL	\$	12,833.00 (3)*
D. Elevator Repairs – (Maintenance Services Plant Operations Equipment: Plant Maintenance)			
4. Schumacher Elevator	Denver, IA	\$	13,000.00 (4)*
			NOT TO EXCEED

Purchase Report B – FY2022 Purchases:

A. Snow Removal – (Maintenance Services Site / Grounds)

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1.	Khoine Management Services	Cicero, IL	\$ 90,000.00 (1)*
	Tovar Snow Professionals	East Dundee, IL	\$ 96,000.00
	Belrock	Belvidere, IL	\$ 99,900.00
B. Parking Lot Lighting Repairs – (Repair Materials and Supplies: Plant Maintenance)			
2.	William Charles Electric, LLC	Rockford, IL	\$ 11,000.00 (2)*
	Electric Conduit Construction	Elburn, IL	\$ 11,898.00
	Wilson Electric	Rockford, IL	\$ 13,425.00
C. Utility – (Electricity: Big Thunder Blvd. Belvidere)			
3.	Commonwealth Edison	Carol Stream, IL	\$ 85,000.00 (3)*
D. Computers – (Instructional Equipment: Mass Communications)			
4.	Apple, Inc.	Austin, TX	\$ 12,290.00 (4)*
	GovConnection, Inc.	Merrimack, NH	\$ 12,340.00
	CDW	Vernon Hills, IL	\$ 12,665.60
E. Software – (HEERF: General Institutional Expenses)			
5.	TBD		\$ xxx.xx (5)*

Purchase Report C – FY2022 Advanced Technology Center (ATC) Purchases:

A. Equipment – (Other Equipment: ATC Equipment)			
1.	CDW	Vernon, IL	\$ 12,507.87 (1)*
B. Equipment – (Other Equipment: ATC Equipment)			
2.	MSC Industrial Supply Co.	Machesney Park, IL	\$ 95,000.00 (2)*

NOT TO EXCEED

2. Fiscal Year 2022 Budget

Ms. Ellen Olson, vice president of finance, presented information on the Fiscal Year 2022 budget. On August 24, 2021, the Fiscal Year 2022 Tentative Budget for Community College District No. 511 was adopted by the Rock Valley College Board of Trustees. The Fiscal Year 2022 Tentative Budget has been on file and has been conveniently available for public inspection at the Financial Services office on the campus of Rock Valley College. It is recommended that the Board of Trustees adopt the Final Fiscal Year 2022 Budget as the budget for the fiscal year beginning July 1, 2021.

3. Certificate Attesting to the Fiscal Year 2022 Budget

Ms. Olson presented the certificate attesting to the Fiscal Year 2022 Budget. It is recommended that the Secretary and Chairperson of the Rock Valley College Board of Trustees attest to the Fiscal Year 2022 Budget being a true and correct copy in its legal form.

4. ESP/PSA/Administrative Salaries for 2021-2022 (FY2022)

Ms. Olson stated that the Board of Trustees annually approves salary increases for Educational Support Personnel (ESP), Professional Staff Association (PSA), and Administrative employees. Therefore, it is recommended that effective July 1, 2021, a \$1,600 increase will be added to the base pay of each full-time and continuous part-time employee in grades A to H. Employees who were hired on or after July 1, 2021 are not eligible for the increase. The estimated fiscal impact is \$249,600. Trustee Kearney wanted to know if there were any changes in healthcare, and Ms. Olson stated there were no changes.

5. Cash and Investment Report

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Ms. Olson presented the August 31, 2021, cash and investment report. The total for operating cash and investments is \$67,229,922. The change in operating cash and investments since July 31, 2021, was \$2,241,896. Total Capital Funds are \$24,163,878, and the change in capital funds since July 31, 2021, was \$1,207,957. Ms. Olson stated that the changes were due to the receipt of property taxes in the different counties. There were no questions.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the draft personnel report for September 2021. The administration recommends appointing Rick Jenks as vice president of operations, chief operations officer, effective October 1, 2021. Trustees wanted to know who would be replacing Mr. Jenks as chief of police. Mr. Handley stated that Deputy Chief Yehl would act as interim police chief until someone is hired for that position. Trustee Trojan was glad it was an internal promotion. There were no further questions.

2. RVC College Events Calendar

Mr. Handley mentioned that the RVC events calendar was in the Committee of the Whole packet for review. Trustee Trojan asked why there were not more RVC Foundation events on the Events Calendar. Ms. Janet Taylor, executive director of facilities and operations, will look into Trustee Trojan's question. There were no further questions.

3. Advanced Technology Center (ATC) Update

Ms. Janet Taylor presented the ATC progress update. Ms. Taylor stated that they were able to complete some tasks that were previously delayed due to COVID-19 and other uncertainties. The focus right now is to get inspections completed to receive the certificate of occupancy. There will be some change orders coming through regarding plumbing and fire inspections. The Helm Group will be finishing the electric drops for the Flex Lab equipment, and that should be completed within three to five days. The CNC machining equipment is in place, and more equipment will be coming in October, November, and December. Trustee Kearney asked if the equipment that was stuck on the coast would be what is being installed in November and December. Ms. Taylor stated yes, that is the equipment that will be installed.

Ms. Olson presented the ATC Cost Summary. Ms. Olson stated that the College has paid out \$7,696,691.92, and the remaining to be spent is \$6,674,560.08. Ms. Olson wanted to point out that the \$313,870.42 of funds that have not been allocated may need to be used due to some delays.

Other Business / New Business

There was no new or unfinished business.

Adjourn to Closed Session

At 7:41 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5) and/or 4) 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 a unanimous roll call vote.

Reconvene Open Session

At 8:19 p.m., a motion was made by Trustee Kearney, seconded by Trustee Trojan, 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 28, 2021, at 5:15 p.m. remotely via teleconference.

Next Committee of the Whole Meeting

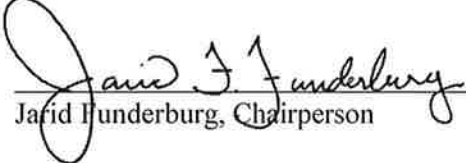
The next Committee of the Whole meeting will be held on October 12, 2021, at 5:15 p.m., remotely via teleconference.

Adjourn

At 8:20 p.m., a motion was made by Trustee Trojan, seconded by Trustee Cudia, to adjourn the meeting. The motion was approved by a unanimous voice vote.

Submitted by: Tracy Luethje


Robert Trojan, Secretary


Jafid Hunderburg, Chairperson