

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, January 11, 2022
MINUTES

On January 7, 2022, Governor Pritzker issued the twenty-fifth 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/99847078196?pwd=QStHSmRJK2ZDN0YyRIRDbnlKYkFkdz09> or by phone at 312-626-6799 using Meeting ID: 998 4707 8196, Password: 089017. The meeting will include an opportunity for public comment. Any member of the public 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 January 11, 2022. 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 5:15 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 joined at 5:34 p.m.	Ms. Gloria Cudia
Mr. John Nelson joined at 5:19 p.m.	Mr. Robert Trojan
Ms. Evelyn Molina, Student Trustee	

Also Present: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Rick Jenks, Vice President of Operations; 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; Ms. Jennifer Thompson, Executive Director of College Communications; Ms. Brittany Freiberg, Chief Development Officer of Rock Valley College Foundation; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Attorney Matthew 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 December 7, 2021 Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY 2022 enrollment update. Ms. Snider explained that the report was outdated since enrollment moved so fast since the information was created. Although the report states 83% to budget for spring, it has changed to 93% to spring budget. Ms. Snider then gave a few dates for the enrollment. January 10, 2022, thru January 14, 2022, is the schedule adjustment period, and you will see a lot of fluctuations during this period. January 19, 2022, is the deadline for students to drop and receive a refund. It is also the deadline for students to comply with the Executive Order regarding vaccines and weekly testing. There were no questions and no discussion.

2. Adult Education Plan

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the Adult Education Plan. Dr. Smith explained the needs and barriers for the Rockford region. She stated that of the 282,830 adults in the College district, 35,724 have less than a high school diploma; 10,243 have less than a 9th-grade education which is a big issue in our community. Dr. Smith explained that the RVC Adult Education Plan offers Allied Health and Nursing classes, Arts and Social Sciences, Communications and Humanities, Instructional Support Services, Math and Sciences, and Adult and Developmental Education. In addition, three areas to be developed under Adult and Developmental Education (K5 Tutoring, Human Services Program, and Early Childhood Education Learning Lab) will provide additional support to children and adults enrolled in Adult Education or credit coursework, as well as a new Human Services program. What brings the three areas together is work-based learning, which will address the needs of the Rockford community. Dr. Smith gave a timeline for the Adult Education Plan. Discussion ensued.

3. Fiscal Year 2022 – 2024 Operations Calendar

Mr. Rick Jenks, vice president of operations, presented the Fiscal Year 2022 - 2024 Operations Calendar. Mr. Jenks stated that RVC combined the Academic and Operations Calendar as one calendar in past years. However, on March 27, 2018, Board Report #7496 separated the Academic and Operations Calendar. Mr. Jenks explained that the 2022 - 2024 Operations Calendar subset includes dates the College is closed, and there will be no access to College buildings, offices, and student services. The primary use for the calendar is to communicate to the public and college community the dates when the College operations are affected. There were no questions and no discussion.

4. 2022 – 2023 Academic Calendar Update

Dr. Smith presented the revised 2022 - 2023 Academic Calendar. A revision was necessary as the Board has approved June 19, Juneteenth National Freedom Day, and November 8, 2022, for General Election Day as paid holidays on which the College will be closed. There were no questions and no discussion.

5. Participation in the Federal Surplus Aircraft Program

Dr. Smith presented information on the General Services Administration Federal Surplus Personal Property Donation Program. This program will provide RVC the opportunity to accept aircraft at low cost or no cost for the Aviation Maintenance Program. A brief discussion ensued.

6. Advanced Technology Center (ATC) Wall Art Design Process and Donor Recognition Display

Ms. Jennifer Thompson, executive director of college communications, and Ms. Brittany Freiberg, chief development officer for the Rock Valley College Foundation, presented the ATC Wall Art Design Process and Donor Recognition Display presentation. Ms. Thompson explained that the objective is to create a dynamic, eye-catching visual for the front wall inside the ATC. The process will be to select a vendor to partner with on the art's creation and installation, finalize the concept drawing, and select materials to be used.

Ms. Freiberg presented the donor signage information. Ms. Freiberg stated the objective is to recognize donors of the individually named spaces. RVC will work with the vendor to identify value words to include on the signage and work with the vendor and marketing to finalize the concept drawings for each donor. The recognition wall will be located in the ATC lobby.

Ms. Thompson stated that the ribbon-cutting will be held on March 30, 2022, at 2:00 p.m. Ms. Thompson explained that the planning committee will provide a hands-on event to spotlight the programs offered at the ATC to coincide with a non-traditional, innovative "ribbon-cutting." In addition, lead donors for the RVC Strong fundraising campaign will be recognized and will launch the public campaign. Discussion ensued.

Finance Discussion: Board Liaison Trustee Soltow

1. Purchase Reports

Ms. Ellen Olson presented the purchase reports.

Purchase Report A – FY 2022 Addendums:

A. Contractual Services – (Maintenance Services for Buildings; Plant Maintenance)			
1. Helm Services	Freeport, IL	\$	50,000.00 (1)*
B. Scholarships – (External, Private Donor Scholarships)			
2. Northern Illinois University	DeKalb, IL	\$	3,100.00 (2)*
C. Software – (HEERF: General Institutional Expenses)			
3. Servio Consulting	Frankfort, IL	\$	102,000.00 (3)*
D. Software – (HEERF: General Institutional Expenses)			
4. Carahsoft	Reston, VA	\$	12,500.00 (4)*
E. Software – (HEERF: General Institutional Expenses)			
5. LingK	Danville, CA	\$	10,000.00 (5)*

F. Software – (HEERF: General Institutional Expenses)			
6. Formstack	Fishers, IN	\$	7,500.00 (6)*

Purchase Report B – FY 2022 Purchases:

A. Commencement Regalia – (Education Fund – Graduation and Commencement, Other Contractual Services)			
1. Oak Hall	Salem, VA	\$	14,006.00 (1)*
Herff Jones	Indianapolis, IN	\$	15,578.00
Jostens	Waterford, WI	\$	16,496.00
B. Online Training for Employees – (HEERF: General Institutional Expenses)			
2. Cornerstone OnDemand, Inc.	Palatine, IL	\$	18,515.00 (2)*
C. Contractual Services – (Other Conference and Meeting Expenses: Upward Bound)			
3. Media Arts Institute	Huntsville, AL	\$	18,000.00 (3)*
D. Membership Fees – (Membership and Dues: President’s Office)			
4. American Assoc. of Community Colleges	Baltimore, MD	\$	10,833.00 (4)*
E. Contractual Services – (HEERF: General Institutional Expense)			
5. Hyland	Olathe, KS	\$	49,600.00 (5)*
F. Other Materials – (Other Materials: Big Thunder Blvd., Belvidere)			
6. Meridian	Loves Park, IL	\$	12,390.00 (6)*
Image Signs	Loves Park, IL	\$	13,858.00
G. Printing – (Print/Copy Commercial Services: Unrestricted / Non-Chargeback Postage; unrestricted)			
7. Meridian	Loves Park, IL	\$	11,039.00 (7)*
H. Computers – (HEERF: General Institutional Expense)			
8. To Be Determined		\$	XXX.XX (8)*
I. Equipment – (Capital Instructional Equipment: Workforce Development)			
9. To Be Determined		\$	XXX.XX (9)*

Purchase Report C – FY 2022 Advanced Technology Center (ATC) Change Orders:

A. Advanced Technology Center – (Operations and Maintenance Fund: ATC)			
1. Stenstrom Construction	Rockford, IL	\$	1,562.00 (1)*
B. Advanced Technology Center – (Operations and Maintenance Fund: ATC)			
2. Stenstrom Construction	Rockford, IL	\$	1,334.00 (2)*

Discussion ensued.

2. Cash and Investment

Ms. Olson presented the cash and investment report through December 31, 2021. Total operating cash and investments are \$69,848,911. Total capital funds are \$13,496,844. The change in the operating cash and investments since November 30, 2021, is <\$9,994,765>. Ms. Olson stated that as of December

31, 2021, the total operating cash and investments funds were at 64.22% of the FY'22 operating budget. There were no questions and no discussion.

Operations Discussion: Board Liaison Trustee Kearney

1. Subaward Agreement Modification Between Goodwill Industries of Northern Illinois and Rock Valley College for One-Stop, Adult, and Dislocated Worker Services

Mr. Jim Handley, vice president of human resources, presented the Subaward Agreement Modification Between Goodwill Industries of Northern Illinois and Rock Valley College for One-Stop, Adult, and Dislocated Worker Services. As a result, RVC and Goodwill Industries of Northern Illinois were approved to be the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator and Career Services provider for adult and dislocated worker services for the region. WIOA is a federally funded program passed down to the local service delivery areas. The total amount of the grant has not changed. The cost-reimbursement agreement does not exceed the total amount of \$586,654 from July 1, 2021, through June 30, 2022. The Administration recommends that the Board approve the Subaward Agreement Modification Between Goodwill Industries of Northern Illinois and RVC for One-Stop, Adult and Dislocated Worker Services. Discussion ensued.

2. Rock Valley College Foundation Funding Request

Ms. Brittany Freiberg, chief development officer for the Rock Valley College Foundation, presented the RVC Foundation Funding Request. Ms. Freiberg stated that the RVC Foundation's mission is to build regional relationships and secure resources to advance RVC and its students. Since March 28, 2017, the College has provided no financial support to the Foundation outside of an in-kind donation of rent for the Spring Brook House and accounting services that average around \$50,000 per year. The Foundation covers three full-time employees along with its daily operational expenses. Ms. Freiberg stated that the RVC Foundation is requesting consideration for funding by RVC an annual amount of \$150,000 in support of Foundation operations. The impact on the Foundation will be that the Foundation will reinstate a fourth position lost in 2017, the Director of Development and Alumni Relations, and assist with operational support. The administration recommends that the Board approve the request for funding in the annual amount of \$150,000 in support of the RVC Foundation. Discussion ensued.

3. RVC Computer Enhancement Roadmap

Mr. Rick Jenks, vice president of operations, presented the Life Cycle and Potential Future Remote Technology Upgrade plan. Mr. Jenks explained that RVC has traditionally tried to maintain a three-to-five-year life cycle replacement on computers, particularly in computer and specialized lab environments which utilize software like AutoCAD and MATLAB. Due to funding difficulties, RVC has not been able to maintain this replacement cycle, and many of the computers throughout the campus are old. The computers have difficulty running some of the software needed to conduct classes properly. The COVID-19 pandemic has created unique situations where RVC has had to adapt. The overall plan is to accelerate life cycle replacement and take advantage of Higher Education Emergency Relief Fund (HEERF) to replace or upgrade existing computers in all areas of the college. RVC will research building out a Virtual Desktop Infrastructure solution utilizing Azure (Microsoft) or Amazon Web Services (AWS) and research improving the classroom technology to allow for professors to instruct both students in the classroom and remote (Hyflex). Discussion ensued.

4. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for January 2022. There are two placeholders and one departure. There were no questions from Trustees.

5. Compensation Study Recommendation

Mr. Handley presented the Compensation Study Recommendation. Mr. Handley stated that the compensation study recommendation applies only to Administration (ADM), Educational Support Personnel (ESP), and Professional Staff Association (PSA) workgroups. Faculty (FAC), Fraternal Order of Police (FOP), and Support Staff Association (SSA) salary guidelines adhere to their collective bargaining agreements. The last formal Compensation Study was done in 2006. Minor adjustments were made to RVC's annual salary schedule in 2015 and 2019. The annual salaries for new hires and promotions are determined using the existing salary schedule and consider the internal pay equity of incumbents. Some concerns are that RVC needs to remain competitive with the annual salaries to attract and retain top talent. If turnover increases at RVC, that could be detrimental to the services we provide our students and community and negatively impact our budget. Human Resources (HR) will partner with Purchasing to obtain at least three competitive bids to conduct a market and industry-based compensation study. Ms. Ellen Olson will present a Purchasing Report recommending contracting with a Compensation Consultant at the March Committee of the Whole Meeting. If approved by the Board, HR will work with the selected consultant to complete the compensation study. If necessary, the consultant and HR will report back to the Board with the recommended changes to the existing salary guidelines.

6. Official College Holidays; Board Policy 2:10.050 (Second Reading)

Mr. Handley presented the proposed revision to Board Policy 2:10.050, Official College Holidays. (Second Reading). Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865. On November 23, 2021, the RVC Board of Trustees approved Juneteenth as an official college holiday. The Administration recommends that the Board of Trustees approve a revised Board Policy 2:10.050, Official College Holidays, adding Juneteenth National Freedom Day as an additional paid holiday for RVC employees. No discussion ensued.

7. Bereavement Leave; Board Policy 3:30.150 (Second Reading)

Mr. Handley presented the proposed update to Board Policy 3:30.150, RVC Bereavement Leave (Second Reading). On July 29, 2016, Governor Rauner signed the Child Bereavement Leave Act. The Act provides a maximum of two weeks (10 workdays) of unpaid leave for bereavement of an employee's child. The current board policy does not address employees' needs to care for other family members' grieving or funeral planning, nor does it allow any paid time off to grieve the loss of a family member, including the loss of a child.

The Administration is recommending to rename the policy from Child Bereavement Leave to Bereavement Leave and expand time off to include time away from work to plan for funerals and grieve the loss of other members of the immediate household in addition to a child, and to include up to three days of paid time off to plan for and grieve the loss of their immediate family member. No discussion ensued.

9. RVC Events Calendar

Mr. Handley presented the RVC events calendar. Discussion Ensued

10. RVC Athletics Update

Dr. Peyer presented the RVC Athletics update. Dr. Peyer reported on the RVC Men's and Women's Basketball Teams and that all other sports are currently off-season.

11. Advanced Technology Center (ATC) Update

ATC Progress Update: Mr. Jenks presented an update on the ATC. Mr. Jenks stated that the ATC is open and teaching limited classes, such as Mechatronics and Welding, which started on Monday, January 10, 2022. There were no questions from the Trustees.

ATC Cost Summary: Ms. Olson presented the ATC cost summary. To date, Ms. Olson stated that RVC has spent \$463,670.79 on change orders. In addition, Ms. Olson said that RVC came in under the \$500,000 budget. Trustees Trojan and Gorski complimented the RVC group on a job well done. Mr. Jenks stated that he is looking at also receiving some potential change order credits.

New Business / Unfinished Business

New Business: Dr. Amanda Smith stated that in November 2021, a press conference was held announcing that a grant was received in conjunction with AAR for \$2,600,000. As a result, AAR is donating an aircraft to RVC's Aviation Program. It is expected that the airplane will be delivered at the end of this month.

Unfinished Business: Dr. Spearman stated that Studer Education would present its quarterly report at the Board of Trustees Meeting on January 25, 2022. Studer Education will be doing an onsite visit to RVC during the first week of February.

Adjourn to Closed Session

At 7:54 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, 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 a unanimous roll call vote.

Reconvene Open Session

At 8:15 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 January 25, 2022, at 5:15 p.m. remotely via teleconference.


Next Committee of the Whole Meeting

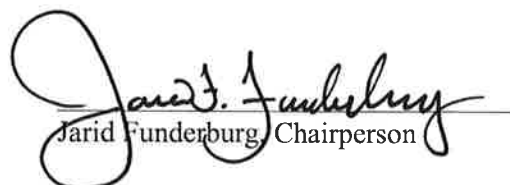
The next Committee of the Whole meeting will be held on February 8, 2022, at 5:15 p.m., remotely via teleconference.

Adjourn

At 8:17 p.m., a motion was made by Trustee Kearney, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy Luethje


Robert Trojan, Secretary


Jarid Funderburg, Chairperson

Minutes – Rock Valley College Board of Trustees Committee of the Whole, January 11, 2022