

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 13, 2022
MINUTES

On August 19, 2022, Governor Pritzker issued the thirty-second 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/94204678776?pwd=Tk10Rk5ESmNFdTh5Q2FVbWMzOkc3OT09> or phone at 312-626-6799 using Meeting ID: 942 0467 8776, Passcode: 605905. 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 September 13, 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 Vice Chairperson Gloria Cudia.

Roll Call

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

Ms. Gloria Cudia	Mr. John Nelson
Ms. Crystal Soltow joined at 6:10 p.m.	Mr. Robert Trojan
Mr. Paul Gorski	Ms. Lynn Kearney
Mr. Ryan Russell, Student Trustee	

The following Trustee was absent at roll call: Mr. Jarid Funderburg

Also Present: Dr. Howard Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Keith Barnes, Vice President of Equity and Inclusion; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Interim Assistant to the President; Attorney Christopher Gorman, Robbins Schwartz.

Communications and Petitions

There were no public comments, communications, and/or petitions.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from August 9, 2022, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

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 2023 Fall Enrollment Update. Ms. Snider stated that RVC is holding at 100% to goal for fall classes. Ms. Snider said that RVC continues to check the enrollment numbers as RVC still has students registering for late starting classes and a second eight-week session that begins halfway through the semester. The first 12-week courses started on Saturday, September 10, 2022, and a second eight-week registration will begin on Saturday, October 8, 2022.

2. 14th-Day Census Enrollment Data Brief Strategic Plan Update

Ms. Snider presented the 14th-Day Census Enrollment Data Brief. Ms. Snider explained that the data in the report had been captured and submitted to the Illinois Community College Board (ICCB). The RVC fall census enrollment identifies the number of students officially enrolled in credit courses at the College at the end of registration for the fall term. Ms. Snider stated that the 14th-day census enrollment is based on an unduplicated headcount of Arts, Sciences, Career Education, Adult Education, and Vocational Skills courses in Community and Continuing Professional Education. Ms. Snider explained that the 14th-day census enrollment is to provide a “snapshot” or point-in-time view of RVC’s fall enrollment. At RVC, data to inform the report is captured on the 14th “class” day from the first day of classes, including Saturdays.

Ms. Snider stated that from Fiscal Year (FY) 2019 to FY 2023, RVC experienced a 6.13% decrease in unduplicated headcount as reported on the 14th class day, with an annual increase between FY 2022 and FY 2023 of 6.68%. Ms. Snider stated that this is the first increase of the five-year period. Ms. Snider noted that a similar pattern can be seen with credit hours and full-time equivalents (for this report, full-time equivalent (FTE) is based on 15 credit hours per term) with an overall decrease of 10.03% over the five years and a 0.98% increase from FY 2022 to FY 2023. Ms. Snider also stated that over the five years, credit hours and FTE had decreased faster than headcount, suggesting that students take fewer credit hours on average. Discussion ensued.

3. Early College Enrollment Update

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, introduced Ms. Cara Schultz, dean of early college, and presented the Early College update. Ms. Schultz explained that Early College opportunities include Dual Credit Programs (college credit programs; high school credit awarded). These dual credit programs are comprised of Dual Credit at High School, Linking Talent with Opportunity Pathways, Dual Credit at RVC, Running Start, and Senior Semester. Other Early College opportunities include Dual Enrollment at RVC (college credit program; no high school credit awarded), Transitional Math and English (college placement program; high school credit only), and Pathways Bridge Programs (summer cohort career and technical education college credit program). Ms. Schultz presented the enrollment and course completion numbers for the programs mentioned above. Trustee Trojan noted that he would like to see enrollment data for aviation, NIU engineering, healthcare,

and the ATC to see how those are trending. He also asked if high school students have access to scholarships offered by the RVC Foundation. Discussion ensued.

4. Higher Learning Commission (HLC) Quarterly Update

Dr. Lisa Mehlig, executive director of outcomes assessment, presented the Higher Learning Commission (HLC) Accreditation update. Dr. Mehlig stated that with recognition of the Advanced Technology Center (ATC) as an RVC location, RVC meets the criteria for a multi-location visit from the HLC. The process for a multi-site visit is that HLC’s peer reviewer confirms the continuing effective oversight of locations, and a multi-location visit institutional report will be submitted 30 days prior to the visit. The dates that HLC will be on-site at the Advanced Technology Center are October 5, 2022, and at the Stenstrom Center for Career Education (SCCE) on October 19, 2022. Some of the actions identified in the HLC Annual Status Report will be to document a process for reviewing the mission, vision, and core values; close achievement gaps in persistence, retention, and completion; redesign the college website to improve consistency and currency of information; ensure administrative policies and related process are clear, current, and easily accessible; review and potentially revise Institutional Student Learning Outcomes (ISLO); improve the diversity of faculty and staff to better represent the community; improve faculty and adjunct participation in and evidence improvements from assessment; evaluate hyflex learning spaces and their potential impact on alternative methods of delivering instruction, and evaluate wages to determine the degree to which RVC is competitive in attracting top talent. Dr. Mehlig noted that many of the actions are consistent to those identified in the Strategic Plan and are currently in process. Dr. Mehlig stated that the next steps are to align actions to the Strategic Plan, establish a timeline to address each action, and monitor the progress. Discussion ensued.

5. Website Redesign

Ms. Jennifer Thompson, executive director of college communications, presented an update on the website redesign project. Ms. Thompson stated that RVC’s current website was designed in 2015 and that technology, accessibility requirements, and user expectations have evolved. Behavior and heat maps indicate that RVC’s web users struggle to find what they are looking for, and the user experience needs to be improved so they can find what they need quickly. Users today come to the website from a variety of devices. RVC needs to ensure that all pages are responsive and accessible. There are 1,182 pages on RVC’s site, and 900 are not in a content group. Further, RVC’s site has an accessibility score of 68.1, and the industry benchmark is 84.6. Ms. Thompson stated that RVC’s target audiences are prospective students, current students, alums, and the community. RVC’s project goals are architecture and navigation, responsiveness, accessibility, branding, consistency, content, and usability testing.

Ms. Thompson stated that the project would begin when the contract is approved by the Board and awarded to the vendor. The project is projected to be completed by May 31, 2023. Discussion ensued.

Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow

1. Purchase Reports

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

Purchase Report A – FY 2023 Amendments:

- | | | | |
|---|-------------------|----|-----------------|
| A. Services – (Maintenance Services Plant Operations Equipment: Boiler House) | | | |
| 1. Helm Service | Freeport, IL | \$ | 110,880.00 (1)* |
| B. Software - (Administrative Software) | | | |
| 2. Brightly Software (Formerly Dude Solutions | Cary, NC | \$ | 22,000.00 (2)* |
| C. Reimbursement – (Miscellaneous Expenditures: New American Initiative (NAI) (DACA Applications) | | | |
| 3. Department of Homeland Security | Laguna Niguel, CA | \$ | 50,000.00 (3)* |

Purchase Report B – FY 2023 Purchases:

A. Software – (Office Computer Equipment; IT Equipment; Maintenance Service Computer Equipment – IT Administration)			
1.	Alliance Technology Group	Hanover, MD	\$ 42,600.00 (1)*
B. Printing Contract – (Print/Copy Commercial Services; Continuing Education)			
2.	KK Stevens Publishing Co.	Astoria, IL	\$ 24,000.00 (2)*
	Action Printing	Fond Du Lac, WI	\$ 30,000.00
C. Supplies – (ATheater Stage Materials: Starlight)			
3.	Lowes Home Improvement	Rockford, IL	\$ 10,000.00 (3)* NOT TO EXCEED
D. Contract Services – (HR-Contractual Services)			
4.	Truview BSI	Hicksville, NY	\$ 20,000.00 (4)* NOT TO EXCEED
	Bushue	Effingham, IL	\$ 24,160.00
E. Software – (Instructional Software & Administrative Software: General Institutional Software)			
5.	To Be Determined		\$ X,XXX.XX (5)*

Discussion ensued on Purchase Report A and Purchase Report B.

2. Cash and Investment

Ms. Olson presented the Cash and Investment Report through August 31, 2022. Total operating cash and investments are \$72,609,823. Total capital funds are \$20,355,497. Since July 31, 2022, the change in capital funds was \$520,200. The change in the operating cash and investments since July 31, 2022, was <\$617,785>. Ms. Olson stated that the total operating cash and investment funds were 68.71% of the fiscal year 2023 operating budget. Discussion ensued.

3. Tax Levy Discussion

Ms. Olson presented the tax levy discussion. Ms. Olson stated that the Liability Protection Settlement Fund is the “Tort” Fund 12. This fund is established pursuant to 748 ILCS 10/9-107 and 40 ILCS 5/21/110.1 of the Illinois Compiled Statutes. The Tort Fund is used for the following items per the statutes: insurance, risk management, unemployment, worker’s compensation insurance, and claims, and cost of participation in the federal Medicare/Social Security programs. RVC discontinued the levy for the Tort in Levy Year (LY) 2018 for \$1.0 million, or a rate of .0173. Ms. Olson stated that the fund is expected to be fully depleted in FY 2025 at the current expense rate. Ms. Olson noted that the administration recommends levying the Liability Protection Fund as the College recognizes the following needs: increase and improve risk management practices and procedures; the requirement to provide safety training to all employees, and increased requirement for state safety training. Ms. Olson also reviewed the Protection Health and Safety (PHS) Fund. Ms. Olson said that under the Illinois Community College Board (ICCB) Act 110 ILCS 805/3-20.3.01, the college is allowed to levy for PHS projects, including energy conservation, accessibility, fire prevention and safety, health and safety concerns, and environmental protection. Ms. Olson stated that RVC has not levied for PHS since 2012. The rate in 2012 was .0230 but has been as high as .0649 in 2006. RVC is currently allowed to levy up to 0.05. Ms. Olson reviewed the existing PHS projects and potential future PHS projects.

The administration recommends estimating a Tort levy of \$2 million a year, or an approximate levy rate of .0299, for Levy Year 2022. This incorporates \$500,000 for new OSHA and Risk Management initiatives while covering current costs. A Protection, Health, and Safety levy for \$1.5 million a year, or an

approximate levy rate of 0.0224, for Levy Year 2022. In response to questions from trustees, Chief Operations Officer Rick Jenks provided additional details on potential PHS projects. Discussion ensued.

4. CDB Project: 810-080-019 Fund Transfer Request

Mr. Rick Jenks, vice president of operations, presented the CDB project 810-080-019 fund transfer request. Mr. Jenks stated that in October 2019, RVC created a PMA trust account to pay the State of Illinois Capital Development Board (CDB) for RVC's Educational Resource Center stairs repair deferred maintenance project. During the installation of the stairs, it was discovered that there was damage to the water drainage pipe below the stairs. The cost to repair the pipe is estimated at \$114,392.00 and exceeds the \$97,135.00 CDB has available to pay for the repair. Therefore, an additional \$17,257.00 is needed to repair the drainage pipe.

Mr. Jenks stated that the administration recommends that the Board of Trustees authorize the College's Treasurer to transfer an additional \$17,257.00 from the College's unrestricted capital account at Illinois Bank and Trust to the PMA trust account to fund the additional expense to repair the broken drainage pipe. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the personnel report for September 2022. There is a revised appointment and one departure.

2. Human Resources Annual Personnel Report

Mr. Handley presented the FY 2022 Human Resources annual report. Mr. Handley explained that the U.S. unemployment rate for July 2022 is 3.5%, down from 5.5% in July 2021, which is lower than unemployment pre-Covid. Unfortunately, RVC experienced an increase in employee turnover of 15.3%, with the FOP and PSA workgroups experiencing the most significant percentage of losses to their employee base. Mr. Handley stated that feedback from exit interviews suggests that higher wages drove RVC's employees to depart for our professional staff and police officers. To turn around the trend for FOP, the Board of Trustees approved an increase in base wages for our Officers, as well as sign-on and longevity bonuses to attract and retain law enforcement talent. The Board of Trustees also approved a compensation study to be conducted by third-party consultant Carlson Dettmann. Carlson Dettmann will focus on analyzing the salaries of the PSA/ESP/ADM groups, and their recommendations are expected in early 2023. Mr. Handley noted the ratification of a six-year collective bargaining agreement (CBA) with the Support Staff Association (SSA), the longest CBA in the history of RVC. Salary increases were front-loaded in the CBA to increase wages sooner for employees in the SSA. This agreement demonstrates the mutual collaboration between those represented by the SSA and RVC's Administration.

The Human Resources team added a Talent Acquisition Specialist in FY 2022 to help the College proactively staff for vacancies. Mr. Handley stated staffing activity has nearly doubled in FY 2022, with most placements occurring due to transfers, new hires, and promotions. Although the number of Faculty reported is down 10 year-over-year (FY 2021 to FY 2022), RVC is pleased to report that 17 new Faculty started in August 2022. RVC's Talent Acquisition Specialist is collaborating with the Marketing, and IT teams to rebrand RVC as a great place to work and will launch a talent network allowing interested applicants to stay engaged and connected with RVC throughout their candidacy. RVC has also incorporated competency-based techniques into our interviewing approach, allowing search committees to identify applicants who are the best cultural fit, all while removing biases in the selection process.

Mr. Handley wrapped up his presentation by stating that essential changes have taken place for RVC's Cabinet and senior leadership team that will better position the College as a student-ready campus. In late FY 2021, a brand-new Diversity, Equity, and Inclusion (DEI) team were formed, including the addition of

RVC's first vice president of equity and inclusion. The DEI team recently further expanded with the addition of an ADA compliance coordinator, allowing the College to coordinate the different personal needs and legal requirements for students, employees, facilities, and IT infrastructure. In FY 2022, RVC evolved our Industry Partnership and Community Engagement teams under one leader. The Operations team added RVC's first project manager to ensure that the numerous college projects continue to progress, and the Foundation added a director of development and alumni relations to care for the philanthropic opportunities of RVC. Discussion ensued.

3. New Fixed Assets Tracking and Projection Software

Mr. Rick Jenks presented the fixed assets tracking and projection software presentation. Mr. Jenks stated that RVC has over \$199 million in building assets and over \$16 million in service equipment inside those buildings. Information on these assets is spread over several different platforms or in various documentation. Most of the data is contained in paper copies and drawings. Mr. Jenks stated that there is currently no means for the College to predict or plan for capital improvement, and RVC now relies on personnel's knowledge to predict or determine when items should be replaced. There is also no way to calculate the estimated capital investments needed to maintain the college equipment and buildings at an appropriate level.

Currently, the College utilizes School Dude Software at an annual cost of \$17,752. The College uses this software to keep track of work orders for repairs around campus. The new software is Brightly, a more recent version of the older School Dude software. The annual cost will be \$28,978. Mr. Jenks stated there is also a one-time implementation cost of approximately \$9,000. A blanket purchase order is requested for \$40,000 for the first year (budgeted). After inputting assets and information into the system, the program can log repairs to items, predict end-of-life for equipment, tag items with monitoring tags to detect vibrations to signal a need to replace, and predict long-term costs. The Brightly software will allow the College to determine the annual cost to maintain the College at an appropriate and sustainable level of operations. Discussion ensued.

4. RVC College Events Calendar

Mr. Handley presented the RVC on-campus events calendar for September and October 2022. Discussion ensued.

5. Athletic Programs Update

Dr. Patrick Peyer, vice president of student affairs, presented the athletic programs update. Dr. Peyer stated that the RVC's Volleyball is 7-7 overall on the year. The volleyball team began the year as the College's first program to be nationally recognized in the NJCAA D2 national poll. However, six of their seven total losses have come at the hands of the Top 15 NJCAA D2 programs.

Dr. Peyer stated that RVC's Women's Soccer is 2-1 overall on the year and that RVC's Men's Soccer is 2-1 overall on the year.

Dr. Peyer explained that RVC's golf returned to competition for the first time since 2015 and competed in two tournaments over the weekend. On Friday, August 26th, three RVC golfers played in the Highland 36 hosted by Highland College at Park Hills West Golf Course in Freeport, IL. The tournament consisted of two 18-hole rounds in one day. Discussion ensued.

6. Abused and Neglected Child Reporting Act Update Board Policy 2:10.030 – First Reading

Mr. Handley presented the Abused and Neglected Child Reporting Act update. Mr. Handley stated that RVC has an existing Board Policy 2:10.030 for Abused and Neglected Child Reporting to comply with the Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/1 *et seq.*).

The current policy does not capture essential requirements contained in Article II of the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*), which stipulates that if a mandated reporter has

reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, that a mandated reporter must immediately report to the Department of Children and Family Services (DCFS). Furthermore, the current policy also does not specify expectations regarding attended and unattended minors on campus, regardless of whether or not the minor is officially enrolled in a program on campus. The revised policy captures the requirements of the JCA as well as expectations about unattended minors on campus.

The administration recommends approval of the revision of Board Policy 2:10.030 Abused and Neglected Child Reporting to expand the policy to include provisions outlined in the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*) and expectations related to minors on campus, and be renamed Abused and Neglected Child Reporting; Minors on Campus. Discussion ensued.

7. Criminal Background Investigation Update Board Policy 3:20.030 – First Reading

Mr. Handley presented the criminal background investigation update. Mr. Handley stated that RVC has an existing Board Policy 3:20.030 for criminal background investigations. Conducting a pre-employment background check for new hires is a crucial safeguard to protect students, employees, and the community visiting the campus. The current Board Policy indicates that the Police Department is responsible for conducting the background investigation. RVC utilizes a third-party vendor that specializes in performing the searches. These firms have the technology to conduct the searches locally, nationally, and internationally (when appropriate). At present, only one member of the Police Department engages with the criminal background check vendor. The administration of RVC wishes to transfer this responsibility to the Human Resources department. Moving the responsibility to the Human Resources department will allow for fewer handoffs of information between Human Resources and the Police Department, greater control of the applicants' private information, and quicker turn-around time for background checks to be completed.

The administration recommends approval of the revision of Board Policy 3:20.030 so that Human Resources will oversee the completion of criminal background checks. Discussion ensued.

New Business / Unfinished Business

New Business/Unfinished Business: Dr. Spearman stated there was new business that Dr. Stewart would present to the Trustees. Dr. Stewart noted that the 32-week Computer Numerical Control (CNC) program has the first of four CNC credential certificates for six out of eight students who have completed or passed the National Institute for Metalworking Skills (NIMS) CNC Mill Operations online exam and lab requirements. Dr. Stewart stated that an industry-approved, eight-week CNC curriculum was developed. Approximately seven weeks ago, Industry Partners composed an eight-week CNC Curriculum with the CNC Faculty at RVC to cover their workforce demands and needs. Discussion ensued.

There was no unfinished business.

Adjourn to Closed Session

At 7:37 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, specific individuals who serve as independent contractors in a park, recreational, or educational setting 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 8:24 p.m., a motion was made by Trustee Nelson, seconded by Trustee Kearney, 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 27, 2022, at 5:15 p.m. in-person in the Performing Arts Room (PAR, Room 0214) located in 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 11, 2022, at 5:15 p.m. in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

Adjourn

At 8:27 p.m., a motion was made by Trustee Trojan, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje



Robert Trojan, Secretary



Jarid Funderburg, Chairperson