

**Illinois Community College District No. 511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114**

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING
5:15 p.m., September 27, 2022**

MINUTES

Call to Order

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened in the Educational Resource Center, Room 0214, known as the Performing Arts Room (PAR), on the main campus on Tuesday, September 27, 2022. The meeting was called to order by Board Chair Jarid Funderburg at 5:15 p.m.

Roll Call

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

Mr. Jarid Funderburg	Ms. Gloria Cudia
Mr. Bob Trojan	Mr. Paul Gorski
Mr. John Nelson	Student Trustee Ryan Russell

The following trustees were absent: Ms. Lynn Kearney, Ms. Crystal Soltow.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President Liberal Arts and Adult Education/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Dr. Hansen Stewart, Vice President Industry Partnerships and Community Engagement; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Interim Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

Board Chair Funderburg asked for a motion to allow trustee attendance by means other than physical presence.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to allow Trustee Kearney and Trustee Soltow to attend tonight's meeting by means other than physical presence. Attorney Matthew Gardner confirmed the three reasons a trustee could attend a meeting by means other than physical presence: (1) personal illness or disability, (2) employment purposes or the business of the public body, or (3) family or other emergency, and that all three are in accordance with Board policy.

Although Trustee Kearney had provided a request in advance to participate in the meeting by telephone, it was not known why Trustee Soltow was absent. Attorney Gardner stated that the motion could stand as read. The motion was approved by unanimous roll call vote.

Trustee Kearney then joined the meeting via telephone.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

There were no visitors to be recognized.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Cudia, seconded by Trustee Nelson, to approve the minutes of the August 9, 2022 Committee of the Whole meeting and the August 23, 2022 Regular meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 7978 – Claims Sheet

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from August 1, 2022 to August 31, 2022. The total is \$3,267,629.29.

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 7978.

There was no discussion. The motion was approved by unanimous roll call vote.

2a. BR 7979-A – Purchase Report-A – FY23 Amendments

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 7979-A, Purchase Report-A.

\$ 110,880.00	A. Helm Service, Freeport, IL
\$ 22,000.00	B. Brightly Software (Formerly Dude Solutions), Cary, NC
\$ 50,000.00	C. Department of Homeland Security, Laguna Nigel, CA

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7979-A.

Vice President Ellen Olson confirmed that no changes have been made since the September 13 Committee of the Whole meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

2b. BR 7979-B – Purchase Report-B – FY23 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 7979-B, Purchase Report-B.

\$ 42,600.00	A. Alliance Technology Group, Hanover, MD
\$ 24,000.00	B. KK Stevens Publishing Co, Astoria, IL
\$ NOT TO EXCEED \$10,000.00	C. Lowes Home Improvement, Rockford, IL
\$ NOT TO EXCEED \$20,000.00	D. Truview BSI, Hicksville, NY
\$ 135,000.00	E. Modern Campus, Camarillo, CA

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7979-B.

Vice President Ellen Olson confirmed that changes have been made to Item C., Instructional Software (website redesign project) since the September 13 Committee of the Whole meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

3. BR 7980 – Capital Development Board (CDB) Project 810-080-019, Educational Resource Center (ERC) Stairs Repair Project, Authorization to Increase Trust Account

The Board Report reads in part: It is recommended that the Board of Trustees authorizes 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 below the stairs at the Educational Resource Center.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7980.

There was no discussion. The motion was approved by unanimous roll call vote.

4. BR 7981 – Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel actions outlined in the report.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7981.

Vice President Human Resources Jim Handley confirmed that the item under Appointments is a revision to a previous month's Personnel Report.

The motion was approved by unanimous roll call vote.

5. BR 7982 – FIRST READING: Board Policy 2:10.030 – Abused and Neglected Child Reporting; Minor on Campus

The Board Report reads in part: It is recommended that the Board of Trustees approves 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.

Since this is a First Reading, a vote was not taken.

6. BR 7983 – FIRST READING: Board Policy 3:20.030 – Criminal Background Investigation

The Board Report reads in part: It is recommended that the Board of Trustees approves the revision of Board Policy 3:20.030 so that Human Resources will oversee the completion of criminal background checks.

Since this is a First Reading, a vote was not taken.

Other Business

1. New Business

There was no new business.

2. Unfinished Business

There was no unfinished business.

Updates / Reports

1. President's Update

President Spearman provided highlights of recent and upcoming activities including:

- An Office of the President web page is now posted on the RVC website and includes links to the Strategic Plan and Cabinet members' contact information.
- Last Friday, September 23, Cabinet spent time getting to know the SGA student leaders at their leadership retreat. Following lunch and a discussion of leadership styles, some ended the day playing volleyball in front of the Student Center.
- October is Manufacturing Month and it's filled with many activities:
 - October 5 and October 19 - HLC site visits at ATC and SCCE
 - October 13 – Manufacturing Day celebration at the ATC
 - October 25 – Regular Board of Trustees meeting to be held at the ATC
 - October xx - Airplane dedication at the Aviation Career Education Center. Date and time to be announced.

2. Leadership

- Vice President Heather Snider made several announcements: 1) No enrollment reports for now, however, Winterim registration opens October 17, and Spring registration opens October 20. RVC's 58th birthday will be celebrated October 10 from 2:00-4:00 p.m. under the tent near Starlight Theatre. Marketing also is partnering with Student Affairs to kick off Midterm Mania for students that day so all can celebrate.

- Vice President Ellen Olson noted that on Sunday, September 25 a bench was dedicated to Mr. Kanwal Prashar, a longtime RVC faculty member. The memorial bench was a gift to the RVC Foundation by the Rockford Interfaith Council.
- Vice President Keith Barnes announced that on September 15, 250 students and staff celebrated the kick-off of Hispanic Heritage Month. October is National Disability month, as well as LGBTQ+ history month. The office of Diversity, Equity and Inclusion hosted the Fall 2022 Symposium on African-American Student Success on Friday, September 30.
- Vice President Rick Jenks provided several updates:
 - Due to the heavy rain on September 11 and ongoing roof repairs by the building owner, RVC Downtown staff and classes have been temporarily relocated to the Stenstrom Center for Career Education (SCCE) until the roof repairs are completed.
 - Heavy rain also caused damage to the RVC bookstore where leaks have caused damage to the walls. Mold was found and tests were conducted to determine air quality in the bookstore and the Atrium, which use the same HVAC system. To complete the repairs, which may take several months, the bookstore may need to be moved. The College's insurance company has been contacted.
 - The College's Police Department has been holding Active Shooter and Stop the Bleed training on campus since August, with 127 staff participating.
 - After nearly two and a half years of work, the RVC Police Department has received the Gold award for standardizing policies and procedures using the industry's best practices. The Department was recently awarded the recognition from Lexipol Connect, the national organization that specializes in police policy management and development in the U.S. Next steps include additional state and national certification of the policy and procedure manual.
 - In response to a question from Trustee Nelson, Mr. Jenks noted that the long-term location of the RVC bookstore will be included in discussions of the Facilities Master Plan.
- Vice President Jim Handley briefly reviewed the Staff Professional Day held in person on September 6 and thanked Dr. Kym Blanchard and Dr. Amanda Smith for their help planning the event. Staff recognition awards were presented to Rookie of the Year Cara Vande Voorde, Leader of the Year David Schneider; and Employee of the Year Vonnie Busker.
- Vice President Amanda Smith provided an update on grant funding. RVC has been awarded \$469,542 in FY2023 for the PATH grant to address the shortage of workers in the healthcare industry as a result of the Covid-19 pandemic. RVC has also received an extension of the Workforce Equity Initiative (WEI) grant to June 30, 2023, as well as a fourth WEI grant for \$1.2 million, which will add health career pathways. Also, 34 WEI summer/fall completers have graduated. Of the 37 spring completers, 20 have found employment.
- President Spearman also thanked Brittany Freiberg for her work with the RVC Foundation. One of the Foundation's donors called him yesterday in praise of Ms. Freiberg's work and committed \$10,000 to the RVCStrong campaign's emerging students fund to assist students with disabilities, both credit and non-credit.

3. Trustee Comments

- Trustee Nelson commented that it was great to be meeting in person but added that Covid is expected to rise again.

- Trustee Cudia thanked administrators and staff who have kept Board meetings going for the last two years during Covid.
- Trustee Trojan thanked Ms. Heather Snider for the ROI enrollment data and thanked Brittany Freiberg for her quick response to his previous question on the availability of RVC scholarships to high school students.
- Trustee Funderburg commented that it's nice to see how everyone pitches in to keep spirits high and also thanked the RVC Foundation for their work with donors.
- Trustee Kearney commented that she appreciates being able to participate by phone.
- Trustee Gorski commented that he is also concerned about the rise of Covid and urged everyone to get the new booster shot. He also appreciates the staff's quick response time and willingness to share information. He added that someone he knows recently heard President Spearman speak at a public event and said, "He's got it right."

4. ICCTA Report (Illinois Community College Trustees Association)

Trustee Nelson reported that he was unable to attend the September ICCTA meeting due to illness, so there is no report.

5. Student Trustee Report

Student Trustee Ryan Russell reported on student activities, noting that the Student Government Association (SGA) is actively reaching out to the student body to fill roles in the organization. The group also held an open mic activity for students to voice their concerns. Other activities include September 26 - Manager of First Year Experience Amanda Zika held a student success workshop; October 5 - 6:00-8:00 p.m. College Night in the PEC; October 6 - 11:00 a.m.-1:00 p.m., Mental Health Check. In response to a question from Trustee Cudia, Student Trustee Russell indicated he would obtain more details regarding the mental health event.

6. RVC Foundation Liaison Report

Trustee Trojan commented that the Foundation board met September 20 and is reviewing the fundraising agreement to provide athletics scholarships and the agreement with the College. The next Alumni and Retiree Breakfast is scheduled for October 20; the annual Scholarship Donor Luncheon will be held November 4. The RVC Proud employee campaign kicks off in November. Nearly \$180,000 was awarded in the Foundation's second chance scholarships campaign.

7. Freedom of Information Act (FOIA) Report

The FOIA report was accepted as presented.

Closed Session

At 6:00 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, 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 per 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), all in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 6:41 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cudia, to adjourn the closed session and return to open session. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

Next Meeting


The next Committee of the Whole meeting will be held on Tuesday, October 11, 2022 at 5:15 p.m. The meeting will be held **in person** in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus.

The next Regular meeting will be held on Tuesday, October 25, 2022 at 5:15 p.m. The meeting will be held **in person at the Advanced Technology Center, 1400 Big Thunder Blvd., Belvidere, IL.** (Note change of location for this meeting only.)

Adjournment

At 6:43 p.m., a motion was made by Trustee Trojan, seconded by Trustee Cudia, to adjourn the meeting. The motion was approved by unanimous voice vote.

Submitted by Ann Kerwitz.


Robert Trojan, Secretary


Jarid Funderburg, Chairperson