

**Rock Valley College Board of Trustees  
Community College District No. 511  
3301 N. Mulford Road, Rockford, IL 61114  
Educational Resource Center, Performing Arts Room (PAR), Room 0214**

**REGULAR MEETING AGENDA**

**5:15 p.m.  
September 27, 2022**

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by Means Other Than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. General Presentations**
- G. Approval of Minutes**
  - 1. August 9, 2022 Committee of the Whole meeting
  - 2. August 23, 2022 Regular Board meeting
- H. Action Items**
  - 1. Approve Claims Sheet (Check Register-August 2022) (BR 7978)
  - 2. Approve Purchase Reports
    - a. Purchase Report A – FY2023 Amendments (BR 7979-A)
    - b. Purchase Report B – FY2023 Purchases (BR 7979-B)
  - 3. Approve Fund Transfer Request for CDB Project 810-080-019 (BR 7980)
  - 4. Approve Personnel Report (BR 7981)
  - 5. First Reading: Abused and Neglected Child Reporting Act Update Board Policy 2:10.030 (BR 7982)
  - 6. First Reading: Criminal Background Investigation Update Board Policy 3:20.030 (BR 7983)
- I. Other Business**
  - 1. New Business
  - 2. Unfinished Business
- J. Updates / Reports**
  - 1. President's Update
  - 2. Leadership Team Updates
  - 3. Trustee Comments
  - 4. ICCTA Report
  - 5. Student Trustee Report
  - 6. RVC Foundation Liaison Report
  - 7. Freedom of Information Act (FOIA) Report
- K. 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.
- L. Reconvene Open Session**
- M. Date of Next Committee of the Whole Meeting:** October 11, 2022, 5:15 p.m. Meeting will be held in person in the Performing Arts Room (PAR), Room 0214, located in the Educational Resource Center on the main campus.
- N. Date of Next Regular Meeting:** October 25, 2022, 5:15 p.m. Meeting will be held in person at the Advanced Technology Center, 1400 Big Thunder Blvd., Belvidere, IL.
- O. Adjourn**

Jarid Funderburg, Board Chair

**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, August 9, 2022**  
**MINUTES**

*On July 22, 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/93423912856?pwd=ZEtueHR4cUtZdDNjdnJzSmg1eklhQT09> or by phone at 312-626-6799 using Meeting ID: 934 2391 2856, Passcode: 326575. 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](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 p.m. on August 9, 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 5:18 p.m. by Chairperson Jarid Funderburg.

**Roll Call**

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

Mr. Jarid Funderburg	Ms. Gloria Cudia
Mr. John Nelson	Ms. Crystal Soltow
Mr. Robert Trojan	Mr. Paul Gorski
Mr. Ryan Russell, Student Trustee	

The following Trustee was absent at roll call: Ms. Lynn Kearney.

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. Kris Fuchs, Assistant to the President; Attorney Matthew Gardner, 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 the July 12, 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. Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the fiscal year 2023 enrollment updates. Ms. Snider stated that fall classes start on August 13, 2022, and enrollment has changed since the packet was distributed. Ms. Snider explained that Fall credit hours are 96% of the budget goal, with 49,218 credit hours. In addition, Ms. Snider stated that Early College registrations are still coming in and may not make it in time for the Fall census, which is due on August 14, 2022, but will count towards RVC's annual enrollment. Discussion ensued.

### **2. Strategic Plan Update**

Ms. Snider presented the Strategic Plan Quarterly Update. Ms. Snider stated she would review the Strategic Plan Update, the fiscal year (FY) 2022 outcomes, the FY2023 goals, and the divisional success story for Academic Affairs. Ms. Snider explained that she would not focus on the details of all the Pillars and Goals. Instead, Ms. Snider brought the Board's attention to Pillar IV, Strategic Goal Three, which is to employ a culturally competent workforce that reflects student and community demographics.

Ms. Snider reviewed the FY2022 outcomes and the status of the FY2023 goals. Ms. Snider stated that the scorecard is aligned with RVC's strategic plan colors and goals. The scorecard is divided into five categories: enrollment, student success, employees, finance, and community. Ms. Snider explained that RVC had met the goals for FY2022 in credit and noncredit hours for enrollment. Student Success was 61% for completed, enrolled, or transferred, with an area of concern at 14% on-time completion. The goal for achieving a 3.00-grade point average in transfer destinations will be determined after the fall semester. Finally, the College will be focusing on the goal of closing equity gaps so that students from diverse racial, gender, and socioeconomic backgrounds can access and achieve their academic and career goals.

Ms. Snider then reviewed RVC's scorecard for employees. The strategic plan goals for RVC employees are to increase the score on the Employee Culture Survey item "I would recommend RVC as a great place to work," to narrow equity gaps between employees and community demographics, to increase the score on the Employee Culture Survey composite "trust in leadership," and increase the score on the Employee Culture Survey composite "professional development and advancement."

The next category Ms. Snider discussed was the Finance category. Ms. Snider stated that the goals are broken down between credit and noncredit hours for the Finance scorecard. The Finance goals are to increase net revenue from noncredit programs and to maintain a margin between unit cost and unit revenue at a plus/minus \$10 for credit programs. Ms. Snider explained that the goal of increasing net revenue is in progress, and maintaining the margin between unit costs and unit revenue is yet to be determined for FY2022.

Ms. Snider's last category is the community scorecard with the Strategic Plan. The targets for the community scorecard are to increase industry partner engagement and to increase the number of Business Enterprise Partner eligible vendors. Ms. Snider stated that both goals are in progress to establish a baseline.

Ms. Snider ended the presentation with a divisional success story for Academic Affairs, stating that Dr. Amanda Smith funding for the Early Childhood Access Consortium for Equity Plan (ECACE) Grant. Ms. Snider noted that funding had been received, and an implementation plan had been submitted. Discussion ensued.

### **3. Early Childhood Access Consortium for Equity (ECACE) Grant Update**

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the ECACE grant update. Dr. Smith stated that ECACE is a consortium of Illinois higher education institutions that work collaboratively toward a shared goal of creating more accessible and equitable early childhood higher education opportunities. ECACE's work will create a more seamless educational pathway for early childhood student access and success, benefitting students and leading to a strong, well-qualified workforce to better support providers and employers in the state, young children and families in their care, and a broader workforce. ECACE has awarded RVC \$773,663.68 to be used FY2022 through FY2024. ECACE's goal for RVC is to increase enrollment/completion by 100% by FY2025.

Dr. Smith explained that RVC's implementation plan would focus on three areas. Holistic institutional responsiveness to incumbent workers in Early Childhood Education (ECE); Expansion of course offerings through the Illinois Community College Online (ILCCO); and Establishing coaches/mentors for students in ECE programs.

Dr. Smith discussed the major actions of ECACE at RVC. RVC will hire two staff to support the grant, an ECE Support Specialist and an ECE Academic Coach. RVC will also pursue National Association for Education of Young Children (NAEYC) accreditation. In addition, RVC will create articulation agreements with Rockford University (RU) and Northern Illinois University (NIU), enabling a smooth transition from RVC and build credit for prior learning for incumbent workers holding the Child Development Associate credential. Finally, some of the support students will receive includes debt forgiveness at RVC and other institutions from which students need transcripts, emergency funding for basic needs, food vouchers, transportation vouchers, and laptops as needed. Discussion ensued.

### **4. 2022-2023 Senior Semester Intergovernmental Agreement - Rockford Public School District #205**

Dr. Hansen Stewart presented the Senior Semester Intergovernmental Agreement for the Rockford Public School District #205. Dr. Stewart explained that Senior Semester is a formal program first launched in partnership with the Rockford Public School District #205 during the 2019-2020 school year. The program allows up to 20 qualified District students to attend Rock Valley College (RVC) for their final senior year high school semester. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of Rock Valley College credit courses simultaneously. The Senior Semester program is administered through the Early College office at RVC in conjunction with Rockford Public School District #205.

Students selected for Senior Semester must be academically and socially ready for college. The program allows students to engage in a more challenging educational environment while finishing their high school careers. Discussion ensued.

### **5. 2022-2023 Linking Talent with Opportunity (LTO) Program Dual Credit Memorandum of Understanding (MOU) - Rockford Public School District #205**

Dr. Stewart presented the LTO MOU between Rockford Public School District #205 and RVC. Dr. Stewart explained that the LTO initiative began at Rock Valley College through a grant from the Community Foundation of Northern Illinois in 2018. Rock Valley College utilized the grant to collaborate with regional school district partners to implement pathways within high schools. As a result, dual credit pathways offerings have increased annually since the grant was awarded, and pathways development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The LTO initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated career and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this pathway initiative facilitates students' transition from secondary coursework into Rock Valley College.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide appropriate academic support at its cost to ensure quality instruction delivery. Discussion ensued.

**Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow**

**1. Purchase Reports**

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

***Purchase Report A – FY 2023 Blanket Purchase Orders:***

- A. Advertising – (Education Fund, College Programming, Advertising)
  - 1. LaBamba Radio Rockford, IL \$ 10,000.00 (1)\*

**2. Cash and Investment**

Ms. Olson presented the cash and investment report through July 31, 2022. Total operating cash and investments are \$73,227,608. Total capital funds are \$19,835,297. Since June 30, 2022, the change in capital funds was <\$211,484>. The change in the operating cash and investments since June 30, 2022, was \$333,535. Ms. Olson stated that the total operating cash and investment funds were 69.29% of the fiscal year 2023 operating budget.

**3. Appointment of Primary Depository Recommendation**

Ms. Olson discussed the appointment of the primary bank depository recommendation. Ms. Olson stated that RVC issued a request for proposal (RFP) for banking depository services on May 25, 2022. The RFP was sent directly to nine financial institutions, plus two additional financial institutions pulled the RFP from RVC’s bid site. The College received four proposals. Of the four proposals, one was removed from consideration due to not maintaining a main office or branch within the College’s District. The three remaining financial institutions were invited to present and address panel questions. The panel consisted of the chief financial officer, executive director of finance, director of business services, and one member of the Board of Trustees. The financial institutions were reviewed based on the following criteria: experience and reliability, branch locations, customer service, operational impact, and pricing and fees. RVC is recommending Illinois Bank and Trust for a three-year contract. The contract consists of two two-year renewals for up to seven years. The agreement will become effective on September 1, 2022. Discussion ensued.

**Operations Discussion: Board Liaison Trustee Kearney**

**1. Personnel Report**

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for August 2022. There are two appointments, one placeholder, and no departures.

**2. Calling Election for Members of the Board of Trustees**

Mr. Handley announced that the RVC Board of Trustees shall call an election for members of the Community College Board to be held Tuesday, April 4, 2023, to elect two board members for six-year terms each. The Board of Trustees also appoints the Chief Financial Officer and staff as the Board’s designated representative to receive the statements of candidacy, nominating petitions, and election results from the various local election authorities and to transmit the results to the Board of Trustees within the time permitted by law. Statements of candidacy and nominating petitions shall be filed in the Financial Services office in the Support Services Building at RVC.

## **5. RVC Events Calendar**

Mr. Handley presented the RVC on-campus events calendar for August and September 2022.

## **6. Advanced Technology Center (ATC) Open House Update**

Ms. Heather Snider gave an update on the ATC Open House, stating that the open house will be on August 20, 2022, from 11:00 a.m. until 2:00 p.m. Ms. Snider said there would be games, tours of the ATC, food, and giveaways. Discussion ensued.

### **New Business / Unfinished Business**

There was no new or unfinished business.

### **Adjourn to Closed Session**

At 6:21 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 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 unanimous roll call vote.

### **Reconvene Open Session**

At 7:18 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, 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 August 23, 2022, at 5:15 p.m. virtually via teleconference.

### **Next Committee of the Whole Meeting**

The next Committee of the Whole meeting will be held on September 13, 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 or virtually via teleconference when Illinois statute permits..

### **Adjourn**

At 7:19 p.m., a motion was made by Trustee Gorski, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

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Robert Trojan, Secretary

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Jarid Funderburg, Chairperson

**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., August 23, 2022**

**MINUTES**

*On August 19, 2022, Governor Pritzker issued the 33<sup>rd</sup> Gubernatorial Disaster Proclamation for all counties in the State of 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. Pursuant to 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 Board of Trustees meeting is provided via teleconference online via <https://rockvalleycollege-edu.zoom.us/j/98179917908?pwd=NE1yL0t1ZkZYWnJ4VGJUN0owSjU4dz09>, or by phone at 312-626-6799 using Meeting ID 981 7991 7908; Passcode: 442711. The meeting will include an opportunity for public comment. Members of the public who would like to make a public comment may submit their public comment to [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 p.m. on August 23, 2022. Public comments will be announced during the public comment portion of the meeting.*

**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 remotely via teleconference on Tuesday, August 23, 2022. Board Chair Jarid Funderburg called the meeting to order at 5:15 p.m.

**Roll Call**

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

Mr. Jarid Funderburg  
Mr. Bob Trojan  
Ms. Lynn Kearney  
Mr. John Nelson.

Ms. Gloria Cudia  
Mr. Paul Gorski  
Student Trustee Ryan Russell

The following trustee was absent: 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. Kris Fuchs, Assistant to the President; Attorney Christopher Gorman, Robbins Schwartz.

## **Communications and Petitions (Public Comment)**

No public comments were received.

### **Recognition of Visitors**

President Dr. Howard Spearman introduced Ms. Betsy Saucedo, new interim assistant to the president, who will be taking Kris Fuchs's role. Ms. Saucedo is an RVC alum and has experience working at the College as well as in the banking industry.

### **General Presentations**

There were no general presentations.

### **Closed Session**

Board Chair Funderburg announced that a closed session would be held at the end of the meeting.

### **Approval of Minutes**

A motion was made by Trustee Nelson, seconded by Trustee Kearney, to approve the minutes of the July 12, 2022 Committee of the Whole meeting, and the July 26, 2022 Regular meeting.

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

### **Action Items**

#### **1. BR 7971 – Claims Sheet**

The Board Report reads in part: It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from July 1, 2022 to July 31, 2022. The total is \$2,582,130.39.

A motion was made by Trustee Trojan, seconded by Trustee Cudia, to approve Board Report 7971.

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

#### **2a. BR 7972-A – Purchase Report-A – FY23 Blanket Purchase Orders**

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7972-A, Purchase Report-A.

\$ 10,000.00                      A. La Bamba Radio, Rockford, IL

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 7972-A.



Vice President Ellen Olson confirmed that no changes have been made since the August 9 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

### **3. BR 7973 – Appointment of Primary Bank Depository Recommendation**

The Board Report reads in part: It is recommended that the Board of Trustees appoints Illinois Bank & Trust as the College's primary bank depository effective September 1, 2022.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 7973.

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

### **4. BR 7974 – 2022-2023 Linking Talent with Opportunity Memorandum of Understanding Between Rockford Public School District #205 and Rock Valley College**

The Board Report reads in part: It is recommended that the Board of Trustees approves the Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Rockford Public School District #205, beginning upon signature and ending June 30, 2023.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7974.

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

### **5. BR 7975 – 2022-2023 Senior Semester Program Intergovernmental Agreement with Rockford Public School District #205**

The Board Report reads in part: It is recommended that the Board of Trustees approves the Senior Semester Intergovernmental Agreement with Rockford Public School District #205 effective upon signature for classes beginning January 2023. Said agreement shall expire on June 30, 2023.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7975.

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

### **6. BR 7976 – Calling Election for Members of the Board of Trustees**

The Board Report reads in part: It is recommended that the Board of Trustees shall call an election for members of the Community College Board to be held Tuesday, April 4, 2023, to elect two board members for a term of six years each. The Board of Trustees also appoints the Chief Financial Officer and staff as the Board's designated representative to receive the statements of candidacy, nominating petitions, and election results from the various local election authorities and to transmit the results to the Board of Trustees within the time permitted by law (110 ILCS 805/3-7, 10).

Statements of candidacy and nominating petitions shall be filed in the Financial Services office in the Support Services Building at Rock Valley College, 3301 N. Mulford Road, Rockford, Illinois, between the hours of 8:30 a.m. and 4:30 p.m. CST each day except Saturdays, Sundays, and legal holidays beginning on December 12, 2022 and ending December 19, 2022. Names of the candidates shall be submitted to the voters in the order determined by the applicable provisions of the Illinois Election Code. NOTE: Filing dates were provided verbally by the Illinois State Board of Elections pending publication of the 2023 Candidate's Guide.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7976.

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

## **7. BR 7977 – 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 Cudia, to approve Board Report 7977.

Trustee Gorski reminded those attending the meeting that full discussion of the topics voted upon at the Regular meetings can be heard at the Committee of the Whole meetings held the second Tuesday of each month.

The motion was approved by unanimous roll call vote.

### **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 Dr. Howard Spearman provided highlights of his recent activities including:

- August began with an ice cream social under the Starlight Theatre tent. This was coordinated by V.P. Jim Handley's team in appreciation of the hard work of employees who focused on student success over the summer.
- RVC's presence at the Boone County Fair was coordinated by Dr. Peyer's Student Affairs team.
- The ATC Community Open House was a great success with more than 500 visitors. Special thanks to Brittany Freiberg who secured community sponsorships from Blue Cross Blue Shield and General Mills. We are thankful for their generosity.
- Dr. Spearman will attend the General Mills and Scannell Properties groundbreaking ceremony in Belvidere on August 25.

- The end of August marks the completion of his second year and September 1 as the beginning of his third year as president of RVC.
- Trustees are invited to attend the Professional Development Day to be held on Tuesday, September 6 in person in the PEC.

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## 2. Leadership

- Vice President Heather Snider provided an enrollment update, noting that fall enrollment is 500 credits over goal and enrollment for fall will be locked in as of August 29. The enrollment increase was attributed to the hard work of Dr. Peyer's team, marketing, the opening of the ATC; Early College dual credit enrollment; the availability of late starting classes; and the energy generated by more people on campus. In addition, the College has secured a grant for \$13,800 to be used for general operating for Starlight Theatre, an increase of \$1,000 from last year. Snider also thanked Ms. Brittany Freiberg of the RVC Foundation for applying for the grant.
  - Trustee Trojan noted that he would like to see a three-year breakdown by discipline to see how the NIU engineering, Advanced Technology Center, healthcare programs, and aviation maintenance enrollments are trending.
  - Ms. Snider will research the best method to report these findings and suggested that perhaps they could be added to the Student Profile.
  - As a reminder, an enrollment report for the high school dual credit programs will be presented at the September Committee of the Whole.
- Dr. Peyer reported that enrollment will be verified by instructors beginning tomorrow to lock in the enrollment report, but he anticipates some withdrawals. Also, this is Welcome Week for students with many activities taking place. Athletics began Division II competition this fall, and last week the volleyball team logged the College's first victory in Division II. Dr. Peyer added that the new golf team is currently all male, but the coach is working on recruiting plans for women.
- Dr. Amanda Smith commented that she is glad to see students and faculty back on campus. The Medical Assistant program and General Education Core Curriculum have been approved by ICCB.
- Chief Financial Officer Ellen Olson announced that for the 15<sup>th</sup> consecutive year the College has received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association of the United States and Canada (GFOA), the highest form of recognition. Ms. Olson thanked members of the Financial Services Department for their hard work achieving this important award. Ms. Olson also reminded trustees to complete SAS99 fraud risk form and send it to Sikich as soon as possible so the audit can be completed. Olson also confirmed that a press release regarding this award will be forthcoming.
- Mr. Rick Jenks provided an update on the sink hole and stairs outside the ERC. The College has received the go-ahead from the Capital Development Board (CDB) to explore further, as it has been determined that the next steps will be to remove the stairs, dig to find the broken pipe and repair it, repour gravel, add snow melt. Due to supply chain issues, delivery of the snow melt is unknown, so the stairs will be replaced when the snow melt is received. Although the CDB will expense the cost through the project, it is possible that additional damage will be discovered when the steps are removed. The College's insurance company has been notified of the situation. Mr. Jenks assured trustees that the ramp on the CLI side has been removed and replaced and the ramp in the front of the building is available too. Appropriate signage has been erected and everything possible has been done in consideration of those who are disabled or handicapped. Jenks added that the timeline is frustrating, but the College is obligated to follow the CDB process, which is much slower than the College's.

### **3. ICCTA Report (Illinois Community College Trustees Association)**

Trustee Nelson reported that the next meeting will be held September 9-10, and he will have a report at the next meeting.

### **4. Trustee Comments**

- Trustee Gorski commented that he has forwarded to trustees a copy of the letter he sent to local media regarding the great turnout at the ATC Community Open House held Saturday, August 20. See Exhibit A attached hereto.
- Trustee Cudia thanked everyone for all of the good things going on at RVC. It shows great teamwork, as she has been hearing lots of good news about the College in the community.
- Trustee Nelson commented that he attended the ATC Community Open House, and it was very nicely done by a well-prepared staff. He added a special shoutout to Trustee Soltow who was there during the entire event guiding participants in her obstacle course.
- Trustee Trojan commented that the decision to move the ATC Community Open House inside was a wise one, as having everyone in close proximity made the place hum. There were activities for young children who not only had fun but were exposed to equipment and programs offered in the ATC, which may entice them to return some day as students.
- Trustee Kearney commented that she was excited to be back and to see the positive direction of the College, especially the increased enrollment.
- Board Chair Funderburg commented that he was happy to have Trustee Kearney back. He also welcomed Betsy Saucedo, new interim assistant to the president.

### **5. Student Trustee Report**

Student Trustee Ryan Russell reported on student activities including Welcome Week events and Student Life Leadership training. Campus is busy and it's difficult to find a good parking spot. He met with the Student Government Association (SGA) this week, as they are looking to expand. A joint career fair with Rockford University will be held September 7 in the PEC.

### **6. RVC Foundation Liaison Report**

Trustee Trojan reported that there was no meeting this month of the Foundation board. He thanked BlueCross BlueShield and General Mills for sponsoring the ATC Community Open House held last Saturday. In September, RVC students will have a second chance to apply for scholarships, with a total of \$425,000 available this year.

### **7. Freedom of Information Act (FOIA) Report**

No Freedom of Information Act (FOIA) requests were received for the period from July 15, 2022 to August 15, 2022.

### **Closed Session**

At 6:01 p.m., a motion was made by Trustee Trojan, seconded by Trustee Gorski, 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); 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 unanimous roll call vote.

### **Reconvene Open Session**

At 6:01 p.m., a motion was made by Trustee Gorski, seconded by Trustee Nelson, to adjourn the closed session and return to open session. The motion was approved by unanimous roll call vote.

### **Next Meeting**

The next Committee of the Whole meeting will be held on Tuesday, September 13, 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, September 27, 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.

### **Adjournment**

At 6:40 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz.

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Robert Trojan, Secretary

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Jarid Funderburg, Chairperson

Attachment: Exhibit A

**EXHIBIT A**  
**To Trustee Comments**  
**Minutes of Rock Valley College Board of Trustees Meeting**  
**August 23, 2022**

Paul Gorski  
Trustee Comments  
Tuesday, August 23, 2022

Editor and residents of the Rock Valley College district:

I thank Rock Valley College staff and local residents for the great turnout for the open house at RVC's Advanced Technology Center in Belvidere on Saturday, August 20th.

I saw familiar faces from Rockford, Belvidere and other communities as staff gave tours and visitors participated in various activities. The turnout was so good they ran out of free food and ice cream tickets a half hour before the event ended. More tickets next time!

Not only was the open house popular, but so is the training there. While many classes are full, there are still openings in a few classes. In addition, there are still opportunities for free ATC class tuition waivers. Contact the college for more information regarding courses and financial aid.

Again, I thank the residents of the district, staff, faculty and the administration for the great turnout and response to the recent RVC Advanced Technology Center open house.

Sincerely,  
Paul Gorski  
Rock Valley College Trustee

**Claims Sheet**

**Recommendation:**

It is recommended that the Board of Trustees approve 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.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees



**Purchase Report-A – FY23 Amendments**

Recommendation: Board approval for items marked with an asterisk

A. Services – (Maintenance Services Plant Operations Equipment: Boiler House

**Helm Service Freeport IL \$110,880.00\*(1)**

1. This amendment is for the expense of temporary staff due to a staffing shortage in the HVAC Maintenance area. Helm can provide a full-time technician on-site while interviews are conducted to replace the vacant position.

Original approved amount	\$90,000.00
Increase	\$110,880.00
Total expenditure	\$200,880.00

FY23 Budgeted Expense  
Original Board Report BR #7938-F

B. Software – (Administrative Software)

**Brightly Software (Formerly: Dude Solutions) Cary NC \$22,000.00\*(2)**

2. This amendment is due to a software upgrade for the Plant Operations Maintenance Department’s current work order maintenance software program. The upgrade will add the following modules: preventative maintenance, asset/inventory management tracking, and cost projecting for end-of-life items.

Original approved amount	\$18,000.00
Increase	\$22,000.00
Total expenditure	\$40,000.00

FY23 Budget Expense  
Original Board Report BR #7938-E

**Purchase Report-A – FY23 Amendments**

**C. Reimbursement – (Miscellaneous Expenditures: New American Initiative (NAI) DACA applications)**

**Department of Homeland Security Laguna Nigel CA \$50,000.00**

This amendment is due to the Illinois Coalition for Immigrant and Refugee Rights (ICIRR) receiving additional funds to specifically cover the United States Citizenship and Immigration Services (USCIS) fees for applicants in need that don't qualify for the full or partial fee waivers. Due to these additional funds, the ICIRR has now awarded additional funding to the Rock Valley College Refugee Training Program to be used for reimbursement of the application fees to eligible participants applying for the Deferred Action for Childhood Arrivals Citizenship initiative (DACA). Application fees are based on the eligibility of the applicant.

Original approved amount	\$25,000.00
Increase	\$50,000.00
Total expenditure	\$75,000.00

FY23 Grant Expense  
Original Board Report BR #7938-F

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Purchase Report-B – FY23 Purchases**

Recommendation: Board approval for items marked with an asterisk

- A. Software – (Office Computer Equipment; IT Equipment; Maintenance Service Computer Equipment – IT Administration)

**Alliance Technology Group Hanover MD \$42,600.00\*(1)**

1. This expense is for the annual maintenance renewal for all the Unitrends backup/recovery software for all the Unitrends IT servers.

FY23 Budgeted Expense

- B. Printing Contract – (Print/Copy Commercial Services: Continuing Education)

**KK Stevens Publishing Co Astoria IL \$24,000.00\*(2)**  
**Action Printing Fond Du Lac WI \$30,000.00**

2. This expense is for printing the Spring 2023 edition of the Community and Continuing Education class schedule booklet to be mailed to all Winnebago County and Boone County households.

FY23 Budgeted Expense

- C. Supplies – (Theater Stage Materials: Starlight)

**Lowes Home Improvement Rockford IL NOT TO EXCEED \$10,000.00\*(3)**

3. This Blanket Order expense is for the Starlight Theatre to purchase miscellaneous supplies when building stage sets for productions from 7/1/22 through 6/30/23. This expense falls under the Illinois Statute exemption for miscellaneous small commodity purchases/individual purchases under \$25,000 and does not need to be bid pursuant to ILCS 805/3-21.1.

FY23 Budgeted Expense

**Purchase Report-B – FY23 Purchases**

D. Contract Services – (HR-Contractual Services)

<b>Truview BSI Hicksville NY</b>	<b>NOT TO EXCEED \$20,000.00 *(4)</b>
Bushue Effingham IL	\$24,160.00

4. This expense is to establish a Blanket Order from 7/1/22 through 6/30/23 to conduct background checks and screenings for all volunteers, newly hired employees, or re-hired former employees who have had a break in their Rock Valley College employment service greater than one year. RFP #22-17 was opened on May 27, 2022, and interviews were conducted with the two firms that submitted proposals. The interview committee selected Truview BSI because of their fast turnaround times, an online form management system that removes the need for paper forms, and lowest cost per background and employee verifications. The requested approval amount is based on 755 background checks during Fiscal Year 2023.

FY23 Budgeted Expense

**Purchase Report-B – FY23 Purchases**

E. Software – (Instructional Software & Administrative Software: General Institutional Software)

<b>Modern Campus Camarillo CA</b>	<b>\$135,000.00*(5)</b>
MRW Campus Northampton MA	\$144,000.00
ImageX Media Vancouver, BC	\$244,000.00

5. This expense is for the Rock Valley College Website redesign project. RFP #22-19 for the RVC Website redesign was opened on Tuesday, August 23, 2022. The committee narrowed twelve submittals down to the top three companies to interview. This project expense covers discovery, research, design, content migration, creative and consultative services, content management system (CMS), accessibility, user testing, mobile-first design, and support. The vendor was selected for its ability to deliver on project specifications and to meet the timeline for completion by May 31, 2023. Modern Campus is exclusively devoted to higher education institutions and has been in the software development business since the 1980s. Their current CMS tool has been an industry leader for over twenty years. The second year expense for the CMS of \$31,350.00 will be paid from the Communications and Marketing Department budget. Hosting information requires additional research in collaboration with the vendor. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY23 Grant Expense

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Purchase Report-B – FY23 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Software – (Office Computer Equipment; IT Equipment; Maintenance Service Computer Equipment – IT Administration)

**Alliance Technology Group Hanover MD \$42,600.00\*(1)**

1. This expense is for the annual maintenance renewal for all the Unitrends backup/recovery software for all the Unitrends IT servers.

FY23 Budgeted Expense

B. Printing Contract – (Print/Copy Commercial Services: Continuing Education)

**KK Stevens Publishing Co Astoria IL \$24,000.00\*(2)**  
Action Printing Fond Du Lac WI \$30,000.00

2. This expense is for printing the Spring 2023 edition of the Community and Continuing Education class schedule booklet to be mailed to all Winnebago County and Boone County households.

FY23 Budgeted Expense

C. Supplies – (Theater Stage Materials: Starlight)

**Lowes Home Improvement Rockford IL NOT TO EXCEED \$10,000.00\*(3)**

3. This Blanket Order expense is for the Starlight Theatre to purchase miscellaneous supplies when building stage sets for productions from 7/1/22 through 6/30/23. This expense falls under the Illinois Statute exemption for miscellaneous small commodity purchases/individual purchases under \$25,000 and does not need to be bid pursuant to ILCS 805/3-21.1.

FY23 Budgeted Expense

**Purchase Report-B – FY23 Purchases**D. Contract Services – (HR-Contractual Services)Truview BSI Hicksville NY  
Bushue Effingham IL**NOT TO EXCEED \$20,000.00 \*(4)**  
\$24,160.00

4. This expense is to establish a Blanket Order from 7/1/22 through 6/30/23 to conduct background checks and screenings for all volunteers, newly hired employees, or re-hired former employees who have had a break in their Rock Valley College employment service greater than one year. RFP #22-17 was opened on May 27, 2022, and interviews were conducted with the two firms that submitted proposals. The interview committee selected Truview BSI because of their fast turnaround times, an online form management system that removes the need for paper forms, and lowest cost per background and employee verifications. The requested approval amount is based on 755 background checks during Fiscal Year 2023.

FY23 Budgeted Expense

**Purchase Report-B – FY23 Purchases**

E. Software – (Instructional Software & Administrative Software: General Institutional Software)

~~TBD~~ ~~\$x,xx.xx\*(5)~~

~~5. RFP# 22-19 for the Rock Valley College Website Rdesign was opened on Tuesday, August 23, 2022. The committee is currently reviewing all the submittals and conducting interviews with the top three firms. An award will be brought to the September 27,2022, Board of Trustees meeting. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF).~~

<u>Modern Campus Camarillo CA</u>	<u>\$135,000.00*(5)</u>
MRW Campus Northampton MA	\$144,000.00
ImageX Media Vancouver, BC	\$244,000.00

~~5. This expense is for the Rock Valley College Website redesign project. RFP #22-19 for the RVC Website redesign was opened on Tuesday, August 23, 2022. The committee narrowed twelve submittals down to the top three companies to interview. This project expense covers discovery, research, design, content migration, creative and consultative services, content management system (CMS), accessibility, user testing, mobile-first design, and support. The vendor was selected for its ability to deliver on project specifications and to meet the timeline for completion by May 31, 2023. Modern Campus is exclusively devoted to higher education institutions and has been in the software development business since the 1980s. Their current CMS tool has been an industry leader for over twenty years. The second year expense for the CMS of \$31,350.00 will be paid from the Communications and Marketing Department budget. Hosting information requires additional research in collaboration with the vendor. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF).~~

FY23 Grant Expense

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Howard J. Spearman, Ph.D.  
 President



**Purchase Report-B – FY23 Purchases**

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Capital Development Board (CDB) Project 810-080-019  
Educational Resource Center (ERC) Stairs Repair Project  
Authorization to Increase Trust Account**

**BACKGROUND:**

In October 2019, Rock Valley College created a PMA trust account to pay the State of Illinois CDB for Rock Valley College's ERC 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 that CDB has available to pay for the repair. Therefore, an additional \$17,257.00 is needed to repair the drainage pipe.

**RECOMMENDATION:**

It is recommended 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.

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Howard J. Spearman, Ph.D.  
President

Board Approval:

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Secretary, Board of Trustees

## Personnel Report

**Recommendation:** The Board of Trustees approves the following personnel actions:

### A. APPOINTMENTS

Amanda Hoffland, Nursing Faculty, Full-Time Faculty, Lane II, Step 9, \$66,925, effective August 13, 2022. (revised)

### B. DEPARTURES

Cara Schultz, Dean of Early College, Full-Time Administration, resigning effective September 19, 2022.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Abused and Neglected Child Reporting; Minors On Campus  
First Reading**

**BACKGROUND:** Rock Valley College 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 important 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 pertaining to unattended minors on campus.

**RECOMMENDATION:** 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.  
**Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachments: Revised Board Policy 2:10.030 Abused and Neglected Child Reporting; Minors on Campus

**ABUSED AND NEGLECTED CHILD REPORTING-  
~~POLICY; MINORS ON CAMPUS~~**

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Rock Valley College shall fully comply with the Abused and Neglected Child Reporting Act ("ANCRA") (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 ("JCA") (705 ILCS 405/2-1 *et seq.*).

**Mandated Reporters:** ~~The Act~~ANCRA provides that all personnel of institutions of higher education, ~~including Trustees, all athletic program personnel and all athletic facility personnel~~ are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services ("DCFS") whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

Students enrolled in an academic program leading to a position as a child-care worker, school service personnel and/or education degree are also mandated reporters pursuant to ~~the Act~~ANCRA.

In addition to the mandated reporting requirements under ANCRA, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, 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, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

**Cooperation:** Employees and students are required to cooperate in the investigation of any report made pursuant to ~~the Act~~ANCRA.

**Immunity for Good Faith Reports:** ~~The Act~~ANCRA provides immunity for anyone who makes a report in good faith.

**No Retaliation:** Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ~~the Act~~ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

Procedures to implement this policy will be published through the College's Human Resources Department and made available in that office and the Student Development office and on the College's website.

**Unattended Minors on Campus:** The College recognizes that minors often may accompany adults during visits to campus. It is the practice of Rock Valley College to be

respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students as well as the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

In general, the College does not supervise minors outside of officially sanctioned programs and activities and neither the College nor its employees, agents, or students may accept responsibility to do so on behalf of the College, ~~nor are non-enrolled minors allowed in the classroom or other student work areas.~~ It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment. The College accepts neither responsibility nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

~~Non-enrolled minors are not permitted in classrooms or other student work areas.~~ Minors shall not be routinely present at an employee's workplace or accompany a student to his/her classes (e.g. office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the employee's supervisor or a faculty member on an emergency basis and for a specified period of time. ~~If such an exception is granted, the parent or accompanying adult shall be solely responsible for the minor while the minor is present on campus.-~~

~~In addition to the requirements for "mandated reporters" under ANCRA, under the requirements of the Juvenile Court Act of 1987 (JCA) (705 ILCS 405/2-3(1)(d)-(e)), which addresses the responsibilities of supervision of a minor and their welfare, the "mandated reporter" must report to the Department of Child and Family Services (DCFS). A minor is defined as any child under the age of 14 years old for purposes of this policy.-~~

No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the college, in campus buildings, on campus grounds or in a vehicle.

Unattended ~~children~~ minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g. child's age, address, behavior, etc.).

[Link to Administrative Procedure for this Policy](#)

Revised:

April 8, 2014; [October 25, 2022](#)

DRAFT

**ABUSED AND NEGLECTED CHILD REPORTING; MINORS ON CAMPUS**  
**FIRST READING**

Rock Valley College shall fully comply with the Abused and Neglected Child Reporting Act (“ANCRA”) (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 (“JCA”) (705 ILCS 405/2-1 *et seq.*).

**Mandated Reporters:** ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services (“DCFS”) whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

Students enrolled in an academic program leading to a position as a childcare worker, school service personnel, and/or education degree are also mandated reporters pursuant to ANCRA.

In addition to the mandated reporting requirements under ANCRA, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, 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, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

**Cooperation:** Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

**Immunity for Good Faith Reports:** ANCRA provides immunity for anyone who makes a report in good faith.

**No Retaliation:** Retaliation against any employee, student, volunteer, or other individuals who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion, and/or other sanctions.

Procedures to implement this policy will be published through the College’s Human Resources Department and made available in that office, the Student Development office, and the College’s website.

**Minors on Campus:** The College recognizes that minors may accompany adults during visits to campus. Rock Valley College's practice is to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students and the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the



campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

In general, the College does not supervise minors outside of officially sanctioned programs and activities, and neither the College nor its employees, agents, or students may accept responsibility to do so on behalf of the College. It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment. The College accepts neither responsibility nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

Non-enrolled minors are not permitted in classrooms or other student work areas. Minors shall not be routinely present at an employee's workplace or accompany a student to his/her classes (e.g., office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the employee's supervisor or a faculty member on an emergency basis and for a specified period of time. If such an exception is granted, the parent or accompanying adult shall be solely responsible for the minor while the minor is present on campus.

No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the college, in campus buildings, on campus grounds, or in a vehicle.

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g., child's age, address, behavior, etc.).

[Link to Administrative Procedure for this Policy](#)

Reference:	Board Report 6926
Implemented:	August 28, 2012
Revised:	April 8, 2014

**Criminal Background Investigation  
First Reading**

**BACKGROUND:**

Rock Valley College 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. Rock Valley College 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 Rock Valley College 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.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the revision of Board Policy 3:20.030 so that Human Resources will oversee the completion of criminal background checks. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachments: Revised Board Policy 3:20.030 Criminal Background Investigation

## CRIMINAL BACKGROUND INVESTIGATION

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Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to employing any individual. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources or designee.

All criminal background investigations will be conducted by the Rock Valley College ~~Police Department through the Illinois State Police~~ Human Resources department.

Implemented: March 24, 2009  
Revised: April 8, 2014; ~~October 25, 2022~~

DRAFT

**CRIMINAL BACKGROUND INVESTIGATION**  
FIRST READING

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Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to employing any individual. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources or designee.

All criminal background investigations will be conducted by the Rock Valley College Human Resources department.

**Student Trustee Report**  
**Ryan Russell, Student Trustee**  
**Board of Trustees Meeting September 27, 2022**

- 1) RVC Student Government Association is strongly reaching out to the student body, looking for feedback on student relations and seeking students to fill roles in the government body. SGA has a set meeting time that starts at 4 PM every Tuesday.
- 2) September 26<sup>th</sup>, Manager of First Year Experience Amanda Zika will be holding a student success workshop. This will be an effective meeting in person or via zoom, which will allow students to learn better study techniques and ways to manage their classes.
- 3) October 5<sup>th</sup> from 6pm to 8pm, there will be a college night held in the PEC. This is a great way for students around campus to see prospective transfer universities, also open to high school students and community members looking to start school again.
- 4) October 6<sup>th</sup> from 11am to 1pm, there will be a mental health check in day. This will be extremely beneficial for students feeling overwhelmed with school and keeping up with strong work loads of classes.
- 5) Sports are in full swing with soccer, volleyball, and golf all having great success early.

**Rock Valley College Board of Trustees  
Freedom of Information Act Report  
8/15/2022 – 9/15/2022**

Date	FOIA#	Requestor	Request	Response Date
8/26/2022	2022-01	April Priller	Pursuant to the Family Educational Rights and Privacy Act (FERPA), we request access to the following FERPA designated Directory Information as it pertains to your currently enrolled students (both online and on-campus students, across all campuses based upon Fall 2022 data): Student's name, address, telephone listing, electronic mail address, major field of study.	Completed 9/9/2022; approved in full
8/26/2022	2022-02	Joseph Seivert	Copy of RVCPD report 22-00073 as well as any photo/video footage of the incident included in the report	Completed 9/8/2022; approved in part
9/7/2022	2022-03	Isaac Rose	Pursuant to the Illinois Freedom of Information Act, which grants access to copies of public records, we respectfully request records pertaining to any of the following types of obligations that you may possess: Uncashed/Unclaimed checks and funds Outstanding and Refundable credit balances Checks Exempt from Unclaimed Property Reporting Please provide all outstanding/uncashed/stale dated checks/properties that are greater than \$1000 from 1/1/17 until 12/31/21. For each property, please provide issue dates, payee names, addresses, and dollar amounts due. Please indicate the process needed to have these checks reissued.	Commercial Request Due Oct. 5
9/15/2022	2022-04	Jeff Qualmann	Copy of internal incident report concerning 3M #SC60B sit-to-stand desk unit. Case # 22-000069	Due. Sept. 22