

**Rock Valley College Board of Trustees**  
**Community College District No. 511**  
**3301 N. Mulford Road, Rockford, IL 61114**

**Regular Board of Trustees Meeting**  
**5:15 p.m.**  
**February 28, 2023**

*On February 3, 2023, Illinois Governor Pritzker issued the thirty-ninth 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, or designated administrator, 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 via <https://rockvalleycollege-edu.zoom.us/j/92824270792?pwd=WUcvNW95dGl0M1o5YXY2ZzZwM2FhUT09>, or by phone at 312-626-6799 using Meeting ID 928 2427 0792, Passcode: 589480. The meeting will include an opportunity for public comment. Any member of the public can submit their public comment via email to [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 p.m. on February 28, 2023. Public comments submitted via email will be announced during the public comment portion of the meeting.

## **AGENDA**

**A. Call to Order**

**B. Roll Call**

**C. Communications and Petitions (Public Comment)**

**D. Recognition of Visitors**

**E. General Presentations - Recognition of Assessment Award Winners**

**F. Approval of Minutes**

1. January 10, 2023 Special Meeting - Announcement of Trustee Vacancy
2. January 10, 2023 Committee of the Whole Meeting
3. January 24, 2023 Regular Board Meeting
4. January 28, 2023 Special Meeting - Board Retreat

**G. Action Items**

1. Approve Claims Sheet (Check Register-January 2023) (BR 8012)
2. Approve Purchase Report
  - a. Purchase Report-A – FY2023 Amendments (BR 8013-A)
  - b. Purchase Report-B – FY2023 Purchases (BR 8013-B)
3. Approve FY2023 Fund Transfers (BR 8014)
4. Approve FY2024 Tuition Increase (BR 8015)
5. Approve Personnel Report (BR 8016)
6. Approve Memorandum of Understanding-Faculty Association Sick Leave Transfer (BR 8017)
7. Approve Memorandum of Agreement Support Staff Association (BR 8018)

## **H. Other Business**

1. New Business
2. Unfinished Business

## **I. Updates / Reports**

1. President's Update
2. Leadership Team Updates
3. ICCTA Report
4. Trustee Comments
5. Student Trustee Report
6. RVC Foundation Liaison Report
7. Freedom of Information Act (FOIA) Report

**J. 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 sale 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.

## **K. Reconvene Open Meeting**

**L. Date of Next Committee of the Whole Meeting:** March 14, 2023. 5:15 p.m. The meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR), Room 0214, located in the Educational Resource Center (ERC) on the main campus as permitted by Illinois statute.

**M. Date of Next Regular Meeting:** March 28, 2023. 5:15 p.m. The meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR), Room 0214, located in the Educational Resource Center (ERC) on the main campus as permitted by Illinois statute.

## **N. Adjourn**

Gloria Cudia, Board Chair

**Rock Valley College Board of Trustees  
Illinois Community College District #511  
3301 North Mulford Road  
Rockford, IL 61114**

**Special Meeting – Announcement of Trustee Vacancy  
January 10, 2023, 5:15 p.m.**

**MINUTES**

*On January 6, 2023, Governor Pritzker issued the thirty-eighth 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 Regular Board of Trustees meeting is provided via teleconference online via <https://rockvalleycollege-edu.zoom.us/j/94045510300?pwd=SXR2L3JXbnJmb1U4UmtqK1dxajhLZz09> or by phone at 312 626 6799 using Meeting ID 940 4551 0300, Passcode: 777032. The meeting will include an opportunity for public comment. Members of the public may submit their public comment to [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 p.m. on January 10, 2023. Public comments will be announced during the public comment portion of the meeting.*

The Special meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened via remote video conference on Tuesday, January 10, 2023 at 5:18 p.m. Trustee Gloria Cudia, Board Vice Chair acting as Board Chair, called the meeting to order.

**Roll Call**

The following trustees were present:

Ms. Gloria Cudia  
Mr. Paul Gorski  
Ms. Crystal Soltow

Mr. Bob Trojan  
Mr. John Nelson  
Ms. Lynn Kearney arrived at 5:20 p.m.

The following trustee was absent: Student Trustee Ryan Russell

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 Joseph Perkoski, Robbins Schwartz.

## **Announcement of Trustee Vacancy**

Ms. Gloria Cudia, board vice chair acting as board chair, made the following announcement on behalf of the Board of Trustees.

The purpose of this meeting is to announce the resignation of Jarid Funderburg from the Board of Trustees and to discuss the process we will follow to fill the vacancy. We received notice of Mr. Funderburg's resignation on January 1, 2023. We first wish to recognize Mr. Funderburg's contributions to Rock Valley College over the past several years. Among his many accomplishments, Jarid helped the College navigate the numerous challenges presented by the COVID crisis, as well as seeing the College through the implementation of the Advanced Technology Center (ATC) programs. We will miss Jarid's unique business perspective and steady leadership of the Board and wish him the very best.

The Board must now undertake the process of filling the vacancy on the Board. Under the Illinois Community College Act, we have 60 days from the resignation to do so. We will discuss that process in this meeting.

Trustee Cudia then invited Trustee Trojan to make a statement. Trustee Trojan noted that as board secretary, he is acknowledging that Trustee Cudia has the authority to act as board chair because of her office of vice chair under the Statute and Board Policy. He then asked if anyone had an objection to having Trustee Cudia fill the board chair vacancy and serve as the board chair until the reorganization meeting to be held in April 2023.

Attorney Perkoski confirmed that state statute allows Trustee Cudia to become board chair, and item G on the agenda allows a vote to affirm.

Trustee Kearney entered the meeting at 5:20 p.m.

Trustee Trojan made a motion, seconded by Trustee Kearney, to have Trustee Cudia fill the vacant board chair role until the Board's reorganization meeting in April 2023. The motion was approved by unanimous roll call vote.

Trustee Nelson made a motion, seconded by Trustee Trojan, to name Trustee Gorski as vice chair until the Board's reorganization meeting in April 2023. The motion was approved by unanimous roll call vote.

## **Communications and Petitions**

No communications or petitions were presented.

## **Adjourn to Closed Session**

At 5:25 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2 (c) (1) of the Illinois Open Meetings Act. The motion was approved by unanimous roll call vote.

### **Reconvene Open Session**

At 5:37 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn the closed session and reconvene the open meeting. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

### **Process to Fill Trustee Vacancy**

Board Chair Cudia explained the process and timeline that the Board of Trustees will follow to fill the vacant trustee position. The process and timeline will be published January 11, 2023. Applications submitted to the president's office by 5:00 p.m. on January 26 will be reviewed by trustees on January 28. Final interviews will be held February 13, and the selected candidate will be sworn in on February 14. This process will meet the Illinois Open Meetings Act requirement for trustees to fill the vacant trustee position within 60 days of the trustee's resignation.

### **Next Meeting**

The next regular meeting of the Board of Trustees will be held January 24, 2023 at 5:15 p.m. The meeting will be held remotely via teleconference or in person in Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC) on the main campus as permitted by Illinois statute.

The Board of Trustees will meet for a retreat on January 28, 2023 at 8:30 a.m. The meeting will be held remotely via teleconference or in person in Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC) on the main campus as permitted by Illinois statute.

### **Adjournment**

There being no further business to come before the Board, at 5:41 p.m., a motion to adjourn was made by Trustee Nelson, seconded by Trustee Gorski. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz

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Robert Trojan, Secretary

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Gloria Cudia, 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  
5:45 p.m. Tuesday, January 10, 2023**

**MINUTES**

*On December 08, 2022, Governor Pritzker issued the thirty-seventh 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.*

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**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened remotely by teleconference on Tuesday, January 10, 2023. The meeting was called to order at 5:46 p.m. by Board Chair Gloria Cudia.

**Roll Call**

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

Ms. Gloria Cudia	Ms. Crystal Soltow
Mr. Robert Trojan	Mr. Paul Gorski
Mr. John Nelson	Ms. Lynn Kearney

The following Trustee was absent at roll call: Mr. Ryan Russell, Student Trustee.

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

**Communications and Petitions**

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

**Recognition of Visitors**

Dr. Spearman recognized trustee candidate Kristen Simpson was attending the meeting.

**Review of Minutes**

There were no comments on the minutes from November 15, 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 FY2023 Enrollment Update. Ms. Snider stated that enrollment is 96% of the goal for the Spring 2023 semester that begins on January 14, 2023. Ms. Snider noted that she feels confident that the College will meet the goal for Spring 2023. Discussion ensued.

**2. Career and Technical Education Running Start Memorandum of Understanding Rockford Public Schools (RPS) District #205**

Dr. Hansen Stewart, vice president of industry partnerships and community engagement, presented the Career and Technical Education Running Start Memorandum of Understanding with Rockford Public Schools (RPS) #205. Dr. Stewart stated that Career Running Start is a new program that will allow qualified students from RPS District #205 to attend RVC for their senior year of high school. Students take dual credit courses that meet the requirements for a high school diploma and an RVC certificate in Fundamentals of Mechatronics, Certified Manufacturing Associate, Industrial Welder, or 30 credits toward the Aviation Maintenance Program certificate. The Career Running Start program will be administered through the Early College Office at RVC in conjunction with RPS District #205.

The financial arrangement between RVC and RPS District #205 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Career Running Start student and pay the College the cost associated with this tuition and fees calculation, not to exceed \$460,000 during the term of this agreement. There is no cost to the students, as RPS District #205 will cover all costs, including books, supplies, and fees. The District’s financial assistance helps reduce the overall cost of college for students and their families. Discussion ensued.

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

**2. Purchase Reports**

Ms. Olson presented the purchase reports.

***Purchase Report A – FY 2023 Amendments:***

- A. Supplies – (Other Capital Outlay: LED Upgrades)
  - 1. Steiner Electric Loves Park, IL \$ 12,000.00 (1)\*
  
- B. Supplies – (Other Capital Outlay: LED Upgrades)
  - 2. Lift Works Rockford, IL \$ 9,800.00 (2)\*

Discussion ensued on Purchase Report A, item A, and item D.

**Purchase Report B – FY 2023 Purchases:**

- A. Squad Car – (Operations & Maintenance Fund – RVC Police, Other Capital Outlay)
- |                         |                |                   |
|-------------------------|----------------|-------------------|
| 1. Morrow Brothers Ford | Greenfield, IL | \$ 44,985.00 (1)* |
|-------------------------|----------------|-------------------|
- B. Software – (Maintenance Services Other IT Equipment – IT Administration)
- |                    |              |                   |
|--------------------|--------------|-------------------|
| 2. SonicWall, Inc. | Milpitas, CA | \$ 46,908.00 (2)* |
|--------------------|--------------|-------------------|
- C. Supplies – (Instructional Supplies General: Path Grant, Instructional Equipment: Path Grant)
- |                 |            |                   |
|-----------------|------------|-------------------|
| 3. Pocket Nurse | Monaca, PA | \$ 20,000.00 (3)* |
|-----------------|------------|-------------------|
- D. Equipment – (Theatre Stage Materials – Starlight Theatre)
- |                         |               |                   |
|-------------------------|---------------|-------------------|
| 4. Full Compass Systems | Madison, WI   | \$ 12,540.00 (4)* |
| Knight Sound & Lighting | Stow, OH      | \$ 13,102.00      |
| MainStage               | Milwaukee, WI | \$ 14,832.00      |
- E. Equipment – Theatre Stage Materials: Starlight Theatre)
- |  |                |                   |
|--|----------------|-------------------|
| 5. Barbizon Lighting Company             | Chicago, IL    | \$ 12,008.00 (5)* |
| Sweetwater Music Instruments & Pro Audio | Fort Wayne, IN | \$ 13,196.00      |
| Sound Productions                        | Irving, TX     | \$ 13,316.00      |
- F. Printing – (Print/Copy Commercial Services: Unrestricted/Non-Chargeback Postage Unrestricted)
- |             |                |                   |
|-------------|----------------|-------------------|
| 6. Meridian | Loves Park, IL | \$ 12,008.00 (6)* |
|-------------|----------------|-------------------|
- G. Commencement Regalia – (Education Fund – Graduation and Commencement, Other Contractual Services)
- |            |               |                   |
|------------|---------------|-------------------|
| 7. Jostens | Waterford, WI | \$ 17,500.00 (7)* |
| Oak Hall   | Salem, VA     | \$ 17,900.00      |
- Discussion ensued on Purchase Report B, items B, C, and F.

**3. Cash and Investment**

Ms. Olson presented the Cash and Investment Report through December 31, 2023. Total operating cash and investments are \$76,593,409. Total capital funds are \$17,140,956. Since November 30, 2022, the change in capital funds has been <\$1,174,965>. Therefore, the difference in the operating cash and investments since November 30, 2022, was \$411,927. Ms. Olson stated that the total operating cash and investment funds were 72.49% of the Fiscal Year 2023 operating budget. Discussion ensued.

**Operations Discussion: Board Liaison Trustee Kearney**

**1. Dental Hygiene Clinic Coordinator Memorandum of Agreement**

Mr. Jim Handley, vice president of human resources, presented the Dental Hygiene Clinic Coordinator Memorandum of Agreement (MOA). Mr. Handley stated that on June 28, 2022, the RVC Board of Trustees and the RVC Faculty Association entered into an MOA to conduct a temporary pilot program for a new Dental Hygiene Clinic Coordinator position. The MOA stated that the pilot program would occur between July 1, 2022, and June 30, 2022. Once the MOA was approved, a candidate search commenced, and as a result of the search, a candidate was selected in July 2022 and approved by the Board to start work on August 13, 2022, which was after the originally planned start date of the pilot.

Because the intention of the Dental Hygiene Clinic Coordinator pilot was to thoroughly evaluate the position over the course of one full year, and because the selected candidate started several weeks after the date referenced in the original MOA, an Amendment to the MOA revising the dates that the pilot will be evaluated



has been prepared for consideration by the Board of Trustees. All other terms and conditions of the original MOA remain intact.

It is recommended that the Board of Trustees approves the Amendment to the Dental Hygiene Clinic Coordinator MOA, revising the dates of the pilot to occur between August 13, 2022, and August 11, 2023, to fully evaluate the new Dental Hygiene Clinic Coordinator position. Discussion ensued.

## **2. Personnel Report**

Mr. Jim Handley presented the Personnel Report for January 2023. There is one appointment (revised), Kenosha Holland (Dental Hygiene Faculty–Clinic Coordinator), and two departures, Jasper Allgood (resigned) and Maureen Taylor (retiring).

## **3. Facilities Master Plan Update**

Mr. Rick Jenks, vice president of operations, presented the Facilities Master Plan Update. Mr. Jenks stated that in July 2018, RVC commissioned the Larson and Darby architect firm to create a new Facilities Master Plan (FMP). The plan was revealed in 2021 and is known as the 2021 FMP. This plan was developed before the COVID-19 pandemic and the recent changes in the upper management of RVC. These two factors created a need to update the plan to meet the new needs of the College. The original plan is on file with the Illinois Community College Board (ICCB) as required per section 1501.602 Administrative Rules. RVC has had conversations with the ICCB regarding RVC's plan to update the information. In July 2022, the FMP Committee was formed. The FMP Committee consists of 15 members from the College and Board of Trustees. Mr. Jenks explained the steps the FMP Committee has taken and completed to date, including a summary of the College's findings. Mr. Jenks explained the current and next steps that the FMP Committee takes with a final Board approval in July of 2023.

Mr. Jenks explained that after the FMP is complete, the information will be used for a Comprehensive Maintenance Plan to determine the yearly capital expenses needed to maintain RVC buildings. RVC will work with the Board of Trustees and leadership to develop capital project plans and timelines and update any deferred maintenance requests with the State of Illinois. Mr. Jenks stated that utilizing the FMP will update and add projects to the Illinois Capital Resource Allocation and Management (RAMP) Program. RVC will be able to review the Comprehensive Maintenance Plan annually. Discussion ensued.

## **4. RVC Illinois Board of Higher Education (IBHE) Equity Plan Update**

Mr. Keith Barnes, vice president of equity and inclusion, presented the RVC IBHE Equity Plan Update. Mr. Barnes stated that on June 7, 2022, Governor Pritzker signed House Bill 5464, which amends the IBHE Act. The Act requires state public universities and community colleges to develop and implement equity plans and practices to increase the access, retention, completion, and student loan repayment rates for minority students, rural students, adult students, women, and people with disabilities who are traditionally underrepresented in education programs and activities. The IBHE, in collaboration with the Illinois Community College Board (ICCB), will guide the implementation of the new equity plans. The equity plan derives from goal #2 under pillar #4 of the Rock Valley College Strategic Plan, which addresses diversity, equity, and inclusion. Mr. Barnes's goal is to merge the three plans and develop the fiscal year 2023 Diversity, Equity, and Inclusion (DEI) report in June 2023. Mr. Barnes explained that RVC would form an Equity Council that will convene in September, January, and April of every year to monitor the Equity Plan and gather information to enter on a quarterly status report. Discussion ensued.

## **5. Board Policy 3:10.030 Access to Personnel Files**

Mr. Handley presented the Board Policy 3:10.030, Access to Personnel Files. Mr. Handley stated that Board Policy 3:10.030 currently states that employees may examine items in their personnel file with a 24-hour written notice to the Vice President of Human Resources or designee. In addition, the Illinois Personnel Records Review Act states that an employer shall provide an employee with an inspection opportunity. The inspection will

be within seven working days after the employee makes the request. If the employer can reasonably show that such a deadline cannot be met, the employer shall have an additional seven days to comply.

The Administration recommends that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies to waive the requirement of two readings of this board policy revision and that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Records Review Act. Discussion ensued.

#### **6. Repeal Board Policy 4:10.180 Communicable Disease, Students – Second Reading**

Mr. Handley presented the Repeal of Board Policy 4:10.180; Communicable Disease, Students. Mr. Handley stated that on August 25, 2009, the Rock Valley College Board of Trustees approved and enacted Board Policy 2:20.080, “Communicable Diseases,” which applies to RVC staff, students, and the community. Policy 2:20.080 was subsequently revised on April 8, 2014. Administrative Procedures for Policy 2:20.080 were implemented on March 12, 2020, and changed on September 1, 2021.

On April 8, 2014, the Board adopted Policy 4:10.180, “Communicable Diseases, Students,” which only applies to College students. Board Policy 4:10.180 was never revised and had no Administrative Procedures. Board Policy 4:10.180 should be repealed because Board Policy 2:20.080 already addresses communicable diseases concerning students, thus making Policy 4:10.180 redundant as to the subject matter. Further, Policy 4:10.180 is outdated and inconsistent with Policy 2:20.080 and its updated Administrative Procedures.

The Administration recommends that the Board of Trustees repeal Board Policy 4:10.180, under Board Policy 1:10.080, through a unanimous vote of all voting Board members.

#### **7. RVC College Events Calendar**

Mr. Handley presented the RVC on-campus events calendar for January and February 2023.

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

Dr. Spearman stated that he could respond to Trustee Trojan’s question on Purchase Report B, Item F, on the results of the Foundation’s annual appeal letters. Ms. Brittany Freiberg, RVC Foundation chief development officer, responded directly to Dr. Spearman and clarified that, to date, the RVC Foundation has received \$123,328.00 in response to those appeal letters. There was no unfinished business.

#### **Adjourn to Closed Session**

At 7:05 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), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

#### **Reconvene Open Session**

At 7:50 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 January 24, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus when Illinois statute permits.

#### **Board of Trustees Retreat**

The Board of Trustees Retreat will be held on January 28, 2023, at 8:30 a.m. virtually via teleconference.

**Next Committee of the Whole Meeting**

The next Committee of the Whole meeting will be held on February 14, 2023, at 5:15 p.m.; Meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus when Illinois statute permits.

**Adjourn**

At 8:19 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, 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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Gloria Cudia, Chair

**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., January 24, 2023**

**MINUTES**

*On January 6, 2023, Governor Pritzker issued the thirty-eighth 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.*

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**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, January 24, 2023. The meeting was called to order by Board Chair Gloria Cudia at 5:18 p.m.

**Roll Call**

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

Ms. Gloria Cudia	Mr. Bob Trojan
Mr. John Nelson	Ms. Lynn Kearney
Ms. Crystal Soltow	Student Trustee Ryan Russell
Mr. Paul Gorski arrived at 5:23 p.m.	

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 Joseph Perkoski, Robbins Schwartz; Attorney Matthew Gardner, Robbins Schwartz.

## Communications and Petitions (Public Comment)

No public comments were received.

### Recognition of Visitors

President Spearman recognized Ms. Kristen Simpson, trustee candidate.

### General Presentations

There were no general presentations.

### Approval of Minutes

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve the minutes of the November 15, 2022 Committee of the Whole meeting and the December 13, 2022 Regular meeting and Truth-in-Taxation Hearing.

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

### Action Items

#### **1. BR 8005 – Claims Sheet – December 2022**

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 December 1, 2022 to December 31, 2022. The total is \$2,476,962.90.

A motion was made by Trustee Trojan, seconded by Trustee Kearney, to approve Board Report 8005.

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

Trustee Gorski arrived at 5:23 p.m.

#### **2a. BR 8006-A – Purchase Report-A – FY2023 Amendments**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8006-A, Purchase Report-A.

\$ 12,000.00	A. Steiner Electric, Loves Park, IL
\$ 9,800.00	B. Lift Works, Rockford, IL

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 8006-A.

In response to a question from Trustee Nelson, Chief Operations Officer Rick Jenks affirmed that barring any unforeseen items that may break, this should be the last expense for Lift Works (item B.). However, in the event that changes, Administration may have to come back to the Board for approval of future expenses.

The motion was approved by unanimous roll call vote

## **2b. BR 8006-B – Purchase Report-B – FY2023 Purchases**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8006-B, Purchase Report-B.

\$ 44,985.00	A. Morrow Brothers Ford, Greenfield, IL
\$ 46,908.00	B. SonicWall Inc., Milpitas, CA
\$ 20,000.00	C. Pocket Nurse, Monaca, PA
\$ 12,540.00	D. Full Compass Systems, Madison, WI
\$ 12,008.00	E. Barbizon Lighting Company, Chicago, IL
\$ 12,008.00	F. Meridian, Loves Park, IL
\$ 17,500.00	G. Jostens, Waterford, WI
\$ 300,000.00	H. Guardian, El Paso, TX

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve Board Report 8006-B.

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

Following the vote, Trustee Kearney asked about Item H. on Purchase Report B, Insurance that was not discussed at the Committee of the Whole. Chief Financial Officer Ellen Olson confirmed that the information was not available when the Committee of the Whole packet was produced, but that it was shown on the redlined Purchase Report B, a part of the current meeting packet. Also, Dr. Spearman had sent an email to all trustees explaining that Guardian is replacing MetLife due to reduced costs, and there is no increase to the total expense.

Additionally, Vice President of Human Resources Jim Handley explained that employees pay the premiums for this additional insurance and are looking for more insurance options at less cost. Approximate cost savings are: Dental-\$31,000; Life and AD&D-\$24,000; total savings about \$55,000. Handley added that the College went out for RFP last year and trustees approved Gallagher as the College's new insurance consultant. Gallagher is an international insurance carrier based in El Paso, TX, and has an office in Rockford.

After further discussion, and a motion to reconsider made and withdrawn by Trustee Nelson, trustees explained that they would like to have each item on the Purchase Reports reviewed before voting on them. Trustees would also like to be involved in the insurance selection process.

Board Chair Cudia noted that the planned parliamentary training will be helpful to trustees.

## **3. BR 8007 – Personnel Report**

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel items listed on Board Report 8007.

A motion was made by Trustee Trojan, seconded by Trustee Kearney, to approve Board Report 8007.

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

**4. BR 8008 – Career Running Start Intergovernmental Agreement (IGA) Rockford Public School District #205**

The Board Report reads in part: It is recommended that the Board of Trustees approves the Career Running Start Intergovernmental Agreement with Rockford Public School District #205, effective January 24, 2023, the date both parties approve and fully execute the IGA, and to expire June 30, 2024. The program will apply to classes beginning August 14, 2023.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 8008.

In response to a question from Trustee Kearney, Dr. Spearman explained that RPS #205 is in the process of recruiting students for this program for the fall semester.

The motion was approved by unanimous roll call vote.

**5. BR 8009 – Amendment to Faculty Memorandum of Agreement-Dental Hygiene Clinic Coordinator Pilot**

The Board Report reads in part: It is recommended that the Board of Trustees approves the Amendment to the Dental Hygiene Clinic Coordinator Memorandum of Agreement, revising the dates of the pilot to occur between August 13, 2022 and August 11, 2023 in order to fully evaluate the new Dental Hygiene Clinic Coordinator position.

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve Board Report 8009.

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

**6. BR 8010 – Repeal of Board Policy 4:10.180 – Communicable Diseases, Students Second Reading**

The Board Report reads in part: It is recommended that the Board of Trustees approves the repeal of Board Policy 4:10.180 Communicable Diseases, Students.

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 8010.

In response to a request from Trustee Gorski, Attorney Perkoski explained that there were two board policies, one applicable only to students, and the second policy applied to both employees and students. This policy being repealed applies only to students thus eliminating the duplication.

The motion was approved by unanimous roll call vote.

**7. BR 8011 – Board Policy 3:10.030 - Access to Personnel Files (Two Readings Waived)**

The Board Report reads in part: In accordance with Board Policy 1:10.070 (Board Policies), Section 3 Suspension, it is recommended that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies, and waives the requirement of two readings of this board policy revision.

It is recommended that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Records Review Act. **Attorney Reviewed.**

Board Chair Cudia explained that this board report was tabled at the December 13, 2022 regular board meeting and is being brought back for consideration.

During extensive discussion, several trustees commented that although the state statute allows up to seven working days to grant access to one's personnel file, they feel it is too long and recommended that Administration reduce the number of days.

College Attorney Joseph Perkoski explained that all three of the College's Collective Bargaining Agreements (CBA) have the seven-day verbiage in them and that this policy applies to non-union employees. Perkoski added that the College could have a board policy of less than seven working days, and it could co-exist with the CBAs; however, the purpose of the Administration's recommendation is to provide consistency between board policy and the CBAs, and to comply with state statute.

In response to a trustee question, VP Handley confirmed that only one employee has asked to see his/her personnel file in the past year, and it was provided in three days.

Upon calling the question, a motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 8011, Access to Personnel Files. The motion failed by majority roll call vote. Trustees Gorski, Kearney, Nelson and Soltow voted no. Trustees Trojan and Cudia voted yes. Student Trustee Russell voted yes (advisory).

At the request of Board Chair Cudia, Attorney Perkoski will confirm if the College is in compliance with state statute for Personnel Records Review.

Trustee Gorski suggested the College research the cost to digitize HR personnel records for employee review.

Attorney Perkoski added that the right of employee rebuttal is in the Act, and has been moved to administrative procedures. President Spearman reassured trustees that the Administration has been very transparent, has worked to establish a trustworthy relationship, and that updating this board policy was done at the advice of the College's attorneys.

### **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 an update on recent activities, noting that legislators recently have shown interest in RVC. He met with Congressman Darin LaHood and State Senator Dave Syverson on January 20, then traveled to the Region 1 Planning Council press conference at Collins Aerospace where U.S. Senator Tammy Duckworth, Congressmen Eric Sorenson and Bill Foster were in attendance. In addition, on January 23, team members of Illinois representatives Dave Vella and Joe Sosnowski were on campus. Dr Spearman also provided a project summary on the E-vehicles program at RVC. The E-Vehicle presentation initially was made to the Board in April 2022

### **2. Leadership**

- Dr. Amanda Smith gave an update on the January 13 Faculty Professional Development Day. The day began with a student panel to learn how to better serve our students and continued with various activities focusing on three areas: using disaggregated data to advance student success, learning improvement, and increasing student engagement. Special thanks to Dr. Kym Blanchard, Dr. Lisa Mehlig, Terry Wandtke and Elina Wlaznik for their leadership planning the event.
- Vice President Heather Snider gave an update on grants received from the Community Foundation of Northern Illinois (CFNIL) and Nuts, Bolts & Thingamajigs. In addition, the College has exceeded the enrollment goal for spring, but adjustments can still be made. The 14<sup>th</sup> Day enrollment report will be given at the February 14 Committee of the Whole.
- Dr. Patrick Peyer reported on several items: 1) The Amazon Career Choice program has enrolled about 70 employees to date. 2) Rockford Promise scholarship applications are open. Since Rockford Promise reorganized in 2016 to provide full-tuition scholarships, 134 scholarship winners have enrolled at RVC. Of those, 55 earned two-year degrees and seven earned two-year professional certificates.
- Vice President Keith Barnes reported on the kick-off of Black History Month on February 3 to formally adopt RVC equity plan. A series of panels and discussions featuring Black History Month will be held throughout the month.

### **3. Trustee Comments**

- Trustee Gorski commented that trustees do not “live the college” every day and do not like incomplete or inconsistent communication. He does not want to know how many employees asked for their personnel file. The last few reports were great, but he wants to avoid jargon and ensure messages are consistent. Trustees may have a communication gap regarding the Facilities Master Plan (FMP), and he is reaching out to them for their ideas to bring to Rick Jenks and the FMP Committee.
- Trustee Nelson commented that it's healthy to be able to express differences of opinion and have genuine discussions on the issues. All should try to be united and work harder to make sure faculty feel they are an integral part of the College. He thinks the College has lost at least half of tenured professors since he joined the Board in 2017 and hears that morale is low among the remaining tenured professors. He will continue to advocate for the academic side and will do his best to do what is best for the College. Nelson added that he thinks Trustee Cudia is up to the task to be a good board chair. Overall, we're in good hands and with collaboration we can meet the College's goals.

- Trustee Trojan commented that looking back on his eight years as a trustee, this board has come together and is better today than previous boards he has served on. He added that he was invited to attend a recent celebration of the Community Foundation of Northern Illinois, and Dan Ross, its president, complimented Dr. Spearman on how well connected he is with community organizations.
- Board Chair Cudia made several comments: 1) Thanked trustees for their suggestions regarding topics for the upcoming board retreat. As a result, the retreat to be held January 28 will focus on the State of the College, the 10-year Financial Projections and the Strategic Plan update. The governance item will be moved to a future retreat date following the April 4 election. Cudia would like the next retreat to include the newly elected trustees and to meet in person. 2) Thanked Trustee Gorski for representing trustees on the Facilities Master Plan (FMP) Committee. 3) Received a request to name an RVC street after a former trustee. Dr. Spearman confirmed that a prior board determined that RVC streets would not be named after trustees. He added that trustees may want to discuss this further at a future Committee of the Whole meeting.

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

Trustee Nelson did not have a report, as a meeting was not held in December.

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

Student Trustee Russell reported that he sat on the student panel held at the January 13 Faculty Professional Development Day and found it very informative. He also provided an update on athletics events and the series of events geared toward students for Welcome Week, January 23-27.

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

Trustee Trojan reported that the Foundation board did not meet in January.

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

The FOIA report was accepted as presented. In response to a question from Trustee Kearney regarding several of the requests, Attorney Perkoski explained that he cannot comment on one and a response is pending on the others.

### **Closed Session**

At 6:50 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, when an action against, affecting or on behalf of the public body has been filed, probable or imminent 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 7:53 p.m., a motion was made by Trustee Nelson, seconded by Trustee Kearney, 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.

Board Chair Cudia reminded trustees to prepare questions to interview applicants to fill the vacant trustee position. Discussion followed on the number and types of questions, ethical boundaries for candidates and how many questions to submit. Dr. Spearman added that he will send trustees a list of questions that have been used in previous candidate interviews. The president's office will also send trustees copies of the submitted applications received prior to the 5:00 p.m., January 26 deadline.

### **Next Meeting**

The next Committee of the Whole meeting will be held Tuesday, February 14, 2023 at 5:15 p.m. The meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus as Illinois statute permits.

The next Regular meeting will be held Tuesday, February 28, 2023 at 5:15 p.m. The meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus as Illinois statute permits.

### **Adjournment**

At 8:08 p.m., a motion was made by Trustee Gorski, seconded by Trustee Kearney, to adjourn the meeting. The motion was approved by unanimous vote.

Submitted by Ann Kerwitz.

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Robert Trojan, Secretary

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Gloria Cudia, Board Chair

**Illinois Community College District #511  
Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114**

**Board of Trustees Special Meeting – Retreat  
Saturday, January 28, 2023, 8:30 a.m.**

**MINUTES**

*On January 6, 2023, Illinois Governor Pritzker issued the thirty-eighth 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 Special Board of Trustees meeting is provided via teleconference online via <https://rockvalleycollege-edu.zoom.us/j/98062532045?pwd=Q3FoZStOcXJMZEJsNUJvSUw4RndkUT09> or by phone at 312-626-6799 using Meeting ID 980 6253 2045; Passcode 464236. The meeting will include an opportunity for public comment. Members of the public may submit their public comment to [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu). Public comments submitted via email prior to 3:00 p.m. on Friday, January 27, 2023 will be announced during the public comment portion of the meeting.*

**Call to Order**

The special meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened via remote video conference on Saturday, January 28, 2023. Board Chair Gloria Cudia called the meeting to order at 8:40 a.m.

**Roll Call**

The following trustees were present:

Ms. Gloria Cudia  
Mr. Paul Gorski  
Mr. John Nelson

Mr. Bob Trojan  
Ms. Lynn Kearney

The following trustees were absent: Ms. Crystal Soltow, Student Trustee Ryan Russell.

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. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Interim Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

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

No communications or petitions were presented.

### **Recognition of Visitors**

There were no visitors to be recognized.

### **Discussion**

#### **1. State of the College**

Ms. Heather Snider, vice president of institutional effectiveness and communications, reviewed the process of preparing the State of the College and 10-Year Financial Forecast presentations. Snider and Ms. Ellen Olson, vice president of finance, created videos of the presentations, which were sent to trustees prior to the retreat, thus giving trustees time to review the presentations and submit their questions prior to the meeting. Trustees' questions were then reviewed and answered by the appropriate Cabinet member. A compilation of those questions and answers is attached hereto as Exhibit A.

Ms. Snider added that the State of the College will be presented to employees at a Town Hall meeting to be held Friday, February 3 in the Student Center Atrium. The Town Hall meeting will be available virtually via Zoom and will be recorded for future reference. This event will also provide an opportunity for employees to ask questions.

A 10-minute break was taken from 10:25 a.m. to 10:35 a.m. Attorney Perkoski confirmed that a motion is not required, nor is a roll call following the break.

#### **2. 10-Year Financial Projections**

Ms. Ellen Olson, vice president of finance, reviewed the 10-Year Financial Projections document and answered questions submitted by trustees prior to the meeting. A compilation of all finance-related questions and answers is attached hereto as Exhibit B.

#### **3. Strategic Plan Review**

Due to the lateness of the hour, trustees agreed to postpone the Strategic Plan Review to a future Committee of the Whole meeting.

### **Adjourn to Closed Session**

At 11:24 a.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 per Section 2 (c) (1); and/or 2) The selection of a person to fill a public office per Section 2 (c) (3); 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 12:52 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to reconvene 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 February 14, 2023 at 5:15 p.m. The meeting will be held remotely via teleconference or in person in the Performing Arts Center (PAR) Room 0214 in the Educational Resource Center (ERC) on the main campus as permitted by Illinois statute.

The next Regular meeting of the Board of Trustees will be held Tuesday, February 28, 2023 at 5:15 p.m. The meeting will be held remotely via teleconference or in person in the Performing Arts Room (PAR) Room 0214, in the Educational Resource Center (ERC) on the main campus as permitted by Illinois statute.

Board Chair Cudia confirmed that a special meeting will be held February 13 to interview candidates to fill the vacant trustee position.

### **Adjournment**

There being no further business to come before the Board, at 12:55 p.m., a motion to adjourn was made by Trustee Kearney, seconded by Trustee Trojan. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz

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Robert Trojan, Secretary

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Gloria Cudia, Board Chair



## **EXHIBIT A**

(Minutes of Rock Valley College Board of Trustees Retreat – January 28, 2023)

### **Mission, Vision, Core Values & Strategic Plan**

No questions

### **District Demographics**

- **What is the rationale for not including Ogle County in the analysis of District Demographics? What is the population of in-district Ogle County? (Nelson)**  
We focus on Boone and Winnebago counties because these are the counties we serve in their entirety. Ogle County has a population about the same size as Boone County (N = 52,136 in 2022, Lightcast), but RVC serves only about one quarter of Ogle County (based on the Illinois Community College District map).
  
- **Given that we are seeing population erosion in the State of IL, what population projections can be made that will impact enrollment? (Trojan)**  
Population projections that could impact enrollment include:
  - Overall population decline in our service area is projected to continue at least through 2027.
  - Declines in the high-school age population pose the most immediate threats to enrollment.
  - Unemployment rates also impact enrollment; however, unemployment caused by COVID showed a different pattern than what we have seen historically.
  - The educational attainment of the adult population suggests that RVC has opportunities to recruit more nontraditional age students.
    - Goodwill is also working with adult students to complete HS diplomas and ICAPS-type programs (ICAPS = Integrated Career & Academic Preparation System)
    - RVC is working on re-entry points for students who did not complete a credential right after high school (e.g., short-term, stackable credentials and pathways from noncredit-to-credit).
  
- **I would also look at birth rates for our district for the past 15-20 years. I believe we will see a decrease. (Trojan)**  
Birth rates in Winnebago County decreased by 10% (384 births) from 2010 to 2020. Birth rates in Boone County decreased by 15% (96 births) from 2010 to 2020.
  
- **On these two points, have any of the high school districts gathered any such data that we could learn from? (Trojan)**  
The Illinois Report Card is available online at [Illinois Report Card](https://illinoisreportcard.com) (illinoisreportcard.com). The report card can be searched by school, district, city, or county to find data such as:
  - Enrollment
  - Test scores
  - Graduation rates
  - Postsecondary enrollment
  - Community college remediation



- **What premise do we base our claim that we can develop a pipeline to adult students? I note that adult students appear to be 25 and up. (Nelson)**

The number of adults in the community who are age 25 or higher is greater than the number of students who are a traditional age. The fact that we have a lower educated adult population (42% without any education, 25% with some education below Associates), shows that as the aging population decreases, more adults will be needed to replace the 105,770 adults who will be retiring soon. Declining K-12 pipeline is also a factor.

- **What is the basis for the assumption Rock Valley must continue to develop a pipeline of adult students? (All population ages are declining, or barely increasing.) As a trustee I am not confident in bold assertions of this nature. (Nelson)**

Addressed previously

- **What is the percentage of high school students not prepared for college? Do we anticipate changing for the better due to DEI and/or other marketing strategies? (Cudia)**

The percentage of high school students not prepared for college can be seen by the percentage of students who place into developmental education. It was approximately 30% before we revised the placement measures. (19% of all enrollment was in developmental education in 2019.) We are not sure of the impact of the developmental education reform yet, as RVC just implemented it in October. We are collecting data and will review the impact in June. We do anticipate a positive effect of the implementation of multiple measures and alternative approaches to remediation.

Illinois Report Card data. Strategy to address is developmental education reform.

- **In the outlook portion of jobs forecast, what are government jobs? (Kearney)**

Government Industry includes: US Postal Service, Federal Government (Civilian and Military), Elementary and Secondary Schools (Local Government), Postsecondary Schools (Local Government), Other Local Government

- **When it is said that RVC will monitor developing industries, that connotes to me we'll just be observing. Cannot we predict where and when a growth industry will expand in our region? Cannot we plan programs in advance of the curve? (Nelson)**

RVC monitors industry trends to make informed decisions regarding program development. We consider projections from Lightcast (formerly EMSI), feedback from industry partners, and state priorities.

## Enrollment

- **The prior administration made a false claim that declining enrollment was good for the college. Does this administration share those thoughts? Explain the rationale for the administration's actions, planning, and foundation in Board policy. Has the Board concurred in this position? Please cite evidence of Board approval or ratification of a no-growth policy. (Nelson)**

We will not address actions by the previous administration. The current Strategic Plan focuses on stabilization. RVC does not have a no-growth policy. We assess the budget annually to set a minimum enrollment target. The scorecard has targets for stretch and super stretch.

- **Projected student enrollment, by head count, persons, in 1, 3, and 5 years. (Gorski)**  
Projection is part of Strategic Plan scorecard.
- **Projected student enrollment, by class hours, in 1, 3 and 5 years. (Gorski)**  
Refer to Strategic Plan and Financial Forecast. Projection is part of Strategic Plan scorecard – 110,000.
- **Identify any major trends or concerns that could negatively affect enrollment. (Gorski)**  
Decline in population – addressed in State of the College. COVID has changed the way we think about enrollment and the economy. We will prioritize nontraditional student recruitment without minimizing the importance of traditional-age student recruitment. Customized training will allow RVC to target new enrollment with employees of industry partners.
- **Identify the key programs/efforts that will help either increase enrollment or mitigate enrollment declines. Again, short and longer term, 1-, 3-, and 5-year plans. (Gorski)**  
President Spearman is passionate about expanding Early College, middle-school programming, and adult education. These initiatives are reflected in the Strategic Plan, Strategic Enrollment Plan, and Academic Plan. State legislation around Early College and Adult Education will help the College expand these programs. State grant initiatives such as Workforce Equity Initiative (WEI), Early Childhood Access Consortium for Equity (ECACE), and Pipeline for the Advancement of the Healthcare Workforce (PATH) also allow the College to grow programs.
  - Multiple measures – ease of enrollment into college level courses, less time in developmental education
  - Increased focus on Retention (case management) to mitigate potential population/enrollment decline
  - Structured pathways (non-credit to credit) and stackable credentials
- **Do we have recruiters that are in the high schools talking to the students about coming to RVC to advance their careers? Do our recruiters specialize or differentiate between academic and technical? (Nelson)**  
Yes, we have high school partnerships in each district. We regularly visit and host on campus.
- **Do we have or make mass tours available to the high school students in the high schools in our district? (Nelson)**  
Yes
- **Have we tried to see if Rockford Career College is increasing its enrollment at our expense? They have welding and medical programs. Alternatively, how can we “win” their students? (Trojan)**  
From Fall 2010 to Fall 2021, head count enrollments declined for both institutions. Rock Valley College enrollments declined by 38% from 8,849 to 5,494 students. Rockford Career College enrollments declined by 34%, from 757 to 497 students.
  - The advantages of attending RVC are lower cost, access to federal financial aid and grant opportunities (e.g., WEI). RCC programs tend to be shorter. RVC is working on more

- short-term, stackable credentials to attract students.
  - Note: Our programs are at capacity in some cases (e.g., welding has grown to capacity, working on sustainability). Health sciences do not offer the same industry-recognized credentials
- **Are we able to provide financial and other aid to every qualified student who applies? Is any student left behind? (Nelson)**

Appropriate funds are disbursed to all students that complete the financial aid process. If students complete the process and complete the criteria, scholarships are also available. Completion and timeliness of the filing dictates if and when aid is disbursed. Goal is to improve the percentage of students who complete the financial aid process.
- **To what set of facts are the consisted 80% - 20% academic to CTE percentage comparisons relatable to. (Nelson)**

These percentages represent the number of credit hours attempted in each of these areas. This data is from the FY2021 Annual Report (ICCB).

  - Transfer programs – approximately 60%
  - CTE programs – 25%
  - General Studies Certificates, Vocational Skills Programs, General Associate Degree, and Adult Education – the remaining 15%
- **The 40% drop in student enrollment in Rockford/ is that total numbers or graduates?**

Headcount enrollment
- **Rockford is 50% of our enrollment and outside Rockford is 50% it appears. Is that so? (Nelson)**

Yes
- **Other than non-credit hours for personal and social development, the remaining categories look dismal. Should not RVC increase personal and social development opportunities, and decrease the students in the lesser categories? (Nelson)**

No, the goal is to increase in all these categories (e.g., customized training). This will be addressed in a future presentation on community and continuing education.
- **I would like to see what our 3-5 Year Marketing Program is. We need to be aware of this so we can make comments when our community friends ask. (Trojan)**

Jen Thompson presented the ATC Strategic Communications and Marketing Plan to the Board of Trustees at its regular meeting on September 28, 2021. The College has focused marketing on ATC and CTE in recent years. This year, we are focusing on the website redesign with prospective students as the primary audience. The external marketing and communications plan includes goals to:

  - Improve brand identity to promote community awareness and enhance RVC's reputation in the District
  - Expand awareness of and recognition of RVC, its programs, offerings, and events
  - Evaluate the effectiveness and marketing activities through data-driven research

## Student Success

- **Student Success: “Alert,” why are they taking longer? (Trojan) / Do we have any data showing why RVC students take longer to complete? (Kearney)**

Potential reasons include:

- Students beginning as full-time and shifting to part-time or stopping out
- Competing obligations such as work and family responsibilities
- Time spent in developmental education

Several initiatives within the divisional plans include actions aimed at improving on-time completion:

- Developmental education reform
- Industry partnerships that allow students to work and attend school
- Case management advising

Change in data will take time since these are lagging indicators; time is needed to implement the Strategic Plan and to see the results.

- **What are we doing to improve student life on campus? What monies, if any, are available for speakers, e.g., experts in various fields to stimulate our students and the community intellectually? (Nelson)**

This is included in the Student Life budget. A summary of events is available upon request. Event calendar and website; student involvement has improved since the pandemic

- **Do we have social activities for all of our students, e.g., dances, concerts, etc. other than start of the semester, or are there plans to have them? (Nelson)**

Yes. See monthly events calendar.

## Employees

- **The survey regarding staff: 1. When was the last time a survey like this was given and was it the same?**

We believe this is the first time a formal culture survey was conducted at RVC. If one was done prior to 2020, the Human Resources Department is not aware of it.

- **Were the staff asked to give suggestions or other information regarding their answer? (Kearney)**

Yes. After presenting results to the Board of Trustees, all staff were invited to attend sessions to learn more about the overall results of the culture survey. Additional discovery meetings were held with any staff member interested in providing Administration with specific feedback and suggestions.

- **I believe we engaged consultants last year to review campus-wide communications and possibly process improvement. (Gorski)**

**a) What are we doing to improve communications with the public, college partners, between departments/areas and within departments?**

Public/college partners:

- Leveraging earned and owned media to tell the RVC story
- Building relationships with local media
- Redesigning the public website
- Published and distributed the first edition of the RVC magazine (The Bridge)
- Improved content on our social media channels to boost reach and engagement
- Hosted several events such as ATC ribbon cutting, plane dedication, and ATC community day
- Dr. Stewart and his staff continue to build relationships with industry partners

#### Between/within departments

- Redesigning the website also improves communication for internal stakeholders
- IT is working on Ellucian Experience which will be helpful for both students and employees
- Improving the layout and content in the Daily News
- Working to get all campus events on the (web) calendar
- Cross-functional committees, including Academic Council
- President's Virtual Office Hours – monthly opportunity for any employee to meet one-on-one with RVC President Spearman
- Professional Staff Association (PSA) and the Faculty Association (FA) have invited administrators to their regular meetings
- The Human Resources Department (HR) and the Diversity Equity and Inclusion Department (DEI) have created several opportunities for employees to gather

#### **b) Do we have a schedule or project timeline to document department processes and store these processes electronically in a central location?**

Several departments have their own processes and procedures. Some cross-departmental process documents are available on the College's intranet. Recently, the HLC Steering Committee discussed the creation of a more college-wide, centralized collection of processes and procedures.

#### **c) Do we have a general, documented new hire onboarding process?**

Yes. However, HR is in the process of revamping/evolving these. Current documents can be found on the Quarry by going to Human Resources -> Supervisor Forms -> New Hire Checklist and New Hire Training.

#### **d) Do departments have specific, documented new hire onboarding processes?**

Some do and some do not. The new HR Business Partner model of support will allow for an ongoing HR relationship with the new hire throughout the employees' lifecycle, as well as support their managers in planning and executing a thoughtful onboarding experience for the new hire.

- **If we improve communications and document processes, that could help in our inclusiveness efforts, especially if everyone is contributing ideas or feels like their contributions matter. (Gorski)**

- **Under “Employees,” all four categories are labeled Area of Concern. What is being done to improve? This area is the heart of a well-run machine, so I would think we need to see some activity aimed at improving. (Trojan)**

The current status is based on a lagging indicator. We completed the Employee Culture Survey in the fall of 2021 and used feedback from that survey to understand where areas of focus need to occur. We have put a number of initiatives into play since receiving that feedback, and until we conduct the next culture survey, the status will remain an Area of Concern. The next culture survey will occur this year (TBD - Spring/Fall).

Regarding the question of “I would recommend RVC as a great place to work,” examples of initiatives to improve that metric include the DEI digital badging program starting with “Transform Together DEI Foundation Training.” Exit interviews for PSA and ADM employees indicate that some employees leave RVC due to greater salaries offered elsewhere. The Board has approved a Compensation Study to better understand RVC’s current compensation philosophy and recommend adjustments as necessary. Employee appreciation and recognition have also been mentioned as things employees would like to be improved. As such, a recognition committee has been formed to address this, and an initial outcome is thoughtfully planned employee appreciation events in each semester (Ice Cream Social/Ugly Sweater Contest). Other initiatives include the Remote Work Pilot and the Board’s approval of Administration’s request to close the campus between the Christmas and New Year’s holidays.

Regarding the question about “Trust in Leadership,” RVC President Spearman offers one-on-one time with any employee who wishes to meet with him. Other initiatives include transparency in communications, regular updates, and State of the College addresses. Also, RVC will be launching the Golden Eagles Academy to equip leaders on how to better support staff. This will be covered in the Professional Development Strategic Plan.

- **Who are considered senior administrators? (Kearney)**  
Most employees identify senior administrators as the college president, the leadership cabinet (VPs), and deans and directors reporting to the vice presidents.
- **Regarding the “Professional Development” question,** RVC has created a strategic plan for Professional Development. The Human Resources and Academics teams have each added a new position called Professional Development Specialist. The one in Human Resources is focused on employee development and the one in Academics focuses on supporting faculty development. RVC has implemented “stay interviews” with employees and has completely revamped the annual goal-setting process to focus on both professional and personal development of all employees. RVC has also invested in an online library of development material offering over 3,000 courses to our employees. The Professional Development Strategic Plan will be presented at a future Committee of the Whole.
- **Regarding the question about “Employ a culturally competent workforce,”** RVC created the position of Talent Acquisition Specialist to focus on attracting top talent. RVC has invested in resume databases such as Indeed so that the Talent Acquisition Specialist can connect with “passive” talent. The College began using a competency-based interview process that is designed to remove bias in the selection process, and there is now a

question on all interview guides that explores cultural competence and sense of belonging. Knowing that we may need to recruit diverse candidates outside of the Rockford market, Administration recommended, and the Board approved increasing the relocation allowance so that the College can attract high-quality diverse candidates. RVC has also expanded its Diversity in Hiring committee to explore other ways to improve this metric. Improvements in professional development and sense-of-belonging are built into the Strategic Plan. Updates on the Plan's progress are provided quarterly.

- **The trust in leadership scores appears to be in the B-, C+ range. What can or needs to be done to increase trust in leadership? How does the Board of Trustees integrate? Were there any specific Board of Trustees' questions in the ratings or discussion? (Nelson)**

There were no specific questions about Trustees in the Culture Survey. Effective communication, transparency, fostering relationships will build trust in leadership and trustees. Our strategies have focused on cabinet and administrative-level leadership to improve cultures. The Board has been encouraged to have professional development and attend campus forums. Collaboration among board and leadership builds trust.

- **Regarding our DEI initiatives: what are we doing over the next five years to ensure the "I" in DEI – "inclusiveness"? And do we need to better fund this? Instead of me expressing my own definition of "inclusiveness" I'll borrow the definition and goals presented at Indeed.com at the link below: <https://www.indeed.com/career-advice/career-development/inclusiveness-in-the-workplace> (Gorski)**

- **From that presentation, specifically: a) All employees in an inclusive workplace receive equal opportunities to company resources. b) Ensure everyone feels like they belong.**

**Awareness:** Employee Culture Surveys, Employee Turnover Rate, Stay Interviews, Exit interviews

**Education:** DEI Foundation Level Training, Symposium, professional development for leaders, Intercultural Development Inventory, Supervisory Training, UDL workshops, etc.

**Action:** 15 minutes with the president virtual meetings, townhall meetings, Studer Education planning sessions with RVC administrators, increased opportunities to recognize employees, remote work, employee appreciation events, cultural awareness events, compensation study, increased professional development opportunities.

Overall, the challenge is getting RVC stakeholders across the campus to utilize best practices to create an inclusive community.

- **What are the actual numbers of staff in each equity group? (Kearney)**

Asian = 4

Black/African American = 29

Hispanic = 10

White = 231

- **Full-time staff is increasing, and credit hours decreasing. Why? (Trojan)**  
It is imperative that RVC has staff available to support the needs of a diverse student body. In some departments, staffing increases alleviate excessive workload and improve employee retention. Grant funding could also lead to increases in administration and staff to support those grant-funded programs.
- **Projected faculty, full-time, total head count in 1, 3 and 5 years. (Gorski)**  
If program enrollment is flat, full-time faculty in that program will remain flat too. When full-time faculty resign, the composition of full- and part-time faculty is reevaluated based on program enrollment. With the recent rehiring of faculty in 2022 and 2023, we don't anticipate a growth in full-time faculty head count.
- **Projected faculty, part-time and or adjunct, total head count in 1, 3 and 5 years. (Gorski)**  
We anticipate a flat headcount in year 1, with an increase that correlates with the enrollment growth.
- **Projected executives/administrators, total head count in 1, 3 & 5 years. (Gorski)**  
The president's executive leadership team size is set.
- **Projected staff, full-time and part-time, total head count in 1, 3 & 5 years. (Gorski)**  
Even with a modest decrease in population, and assuming the Board approves the College's recommendations regarding tuition as well as current grants remain in place, a relatively flat headcount is anticipated over the next few years. When an employee ends their employment at RVC, we reevaluate positions keeping student success in mind, and adjust staffing according to need. Additional Grant funding could lead to increases in administration and staff to support those grant-funded programs.

## Finance

Most financial questions will be addressed by CFO Ellen Olson with the 10-Year Forecast.

- **Overview of the expenses and operations of the Continuing Education Program. Perhaps a separate presentation, early in 2023. Again, with 1-, 3- and 5-year projections. I'd even accept a presentation to the new full board after the election. Please plan for it though. (Gorski)**  
At the March Committee of the Whole, Dr. Stewart will present on noncredit programs overall. (Note: Include 1-, 3-, and 5- year projections). Later, he could present on Community and Continuing Education specifically. Dr. Stewart's presentation is on his division's strategic plan. We are finishing up the presentation of division plans, then we can come back with presentations on more unit-level strategies. In 2023, success metrics in smaller units will be highlighted.
- **Please review the history of our tuition increases. I am interested in a year-by-year chart on the complete cost of an RVC education for two years for tuition, books, labs and other incidentals. For example, in 2020 going straight through RVC from beginning to graduation in two years, what is the cost? Same for 2019 and 2021, etc. (Nelson)**  
Cost of Attendance is on College Navigator (IPEDS). Approximately \$5,300 for tuition, standard fees, books and supplies.



**ESTIMATED EXPENSES FOR FULL-TIME BEGINNING UNDERGRADUATE STUDENTS**

- Beginning students are those who are entering postsecondary education for the first time.

ESTIMATED EXPENSES FOR ACADEMIC YEAR	2018-2019	2019-2020	2020-2021	2021-2022	% CHANGE 2020-2021 TO 2021-2022
<b>Tuition and fees</b>					
In-district	\$3,764	\$4,064	\$4,124	\$4,124	0.0%
In-state	\$8,414	\$9,434	\$9,314	\$8,924	-4.2%
Out-of-state	\$15,224	\$16,994	\$16,994	\$17,564	3.4%
Books and supplies	\$1,201	\$1,170	\$1,230	\$1,195	-2.8%
<b>Living arrangement</b>					
Off Campus					
Room and board	\$7,569	\$7,785	\$8,136	\$7,956	-2.2%
Other	\$2,950	\$3,058	\$3,156	\$3,060	-3.0%
Off Campus with Family					
Other	\$2,950	\$3,058	\$3,156	\$3,060	-3.0%
<b>TOTAL EXPENSES</b>					
<b>% CHANGE 2020-2021 TO 2021-2022</b>					
<b>In-district</b>					
Off Campus	\$15,484	\$16,077	\$16,646	\$16,335	-1.9%
Off Campus with Family	\$7,915	\$8,292	\$8,510	\$8,379	-1.5%
<b>In-state</b>					
Off Campus	\$20,134	\$21,447	\$21,836	\$21,135	-3.2%
Off Campus with Family	\$12,565	\$13,662	\$13,700	\$13,179	-3.8%
<b>Out-of-state</b>					
Off Campus	\$26,944	\$29,007	\$29,516	\$29,775	0.9%
Off Campus with Family	\$19,375	\$21,222	\$21,380	\$21,819	2.1%

Community

- Why are we paying BEPs? What are BEPs and why is the College concerned with awarding them contracts? (Nelson)**

The Illinois Business Enterprise Program (BEP) promotes the economic development of businesses owned by minorities, females and persons with disabilities. State agencies and universities are encouraged to spend at least 20% of their procurement budgets with certified BEP companies, and many state solicitations require participation of certified BEP firms.

## Questions not Addressed

**What are our options for dealing with changes in revenue and expenditures? What might a nimble plan look like? (Gorski)**

Note: This question is addressed as part of a similar question in the 10-Year Forecast discussion.

**Overview of the expenses and operations of the ATC operations and the programming held there. Perhaps a separate presentation, early in 2023. Again, with 1-, 3- and 5-year projections. I'd even accept a presentation to the new full board after the election. Please plan for it though. (Gorski)**

Future presentation.

**The election on April 4, 2023 will be instrumental in having two local state legislators try to change the RVC boundaries with perhaps eliminating a few of the six counties that Rock Valley College currently serves. If this should happen, are we prepared for this change? (Cudia)**

Representative Maurice West resubmitted HB1264 (sub-districting). If approved, trustees would be responsible for defining the subdistricts; Dr. Spearman may invite Rep. West to campus (board meeting or legislative summit) to discuss higher ed committee.

**What are the plans to incorporate hybrid electric and fully electric vehicle training in the automotive program over the next five years? Please also address how changes in the local automotive manufacturing plant might affect our automotive program. (Gorski)**

Dr. Spearman addressed this at the January 24, 2023, Regular Board meeting.



## **EXHIBIT B**

(Minutes of Rock Valley College Board of Trustees Retreat – January 28, 2023)  
Answers provided by Vice President of Finance Ellen Olson (Chief Financial Officer)

### **10-Year Forecast**

**Why is the total revenue in the Annual Comprehensive Financial Report \$96.5 million and the 10-year Forecast is starting off with the FY23 budget at \$48.5 million?**

The Annual Comprehensive Financial Report includes all funds of the College. The 10-year Forecast includes only Funds 01 and 02, which makes up our “operating” budget and which is truly under our control to manage.

### **Assumptions**

**I assume tax rate is decreasing? (Trojan)**

The 10-year Forecast includes only Fund 01 and Fund 02, the “operational” funds. The tax levy rate for those funds is not projected to decline, but to stay flat at \$.23 (Fund 01 Educational) and \$.04 (Fund 02 Operations and Maintenance), which has been at the same level for more than 20 years.

**\$5.00 tuition each year? (Trojan)**

Yes, that is the assumption being used in the 10-year forecast. The \$5.00 per credit hour translates to an increase in revenue of \$550,000 per year.

**Split of 25%...we only have one year at this level...does the Advanced Technology Center (ATC) make this big of an impact? Will it continue? (Trojan)**

Updating the split of CTE (Career and Technical Education) and LAS (Liberal Arts and Sciences) equates to 5,500 credit hours, a revenue increase of \$137,500. CTE programs include Allied Health, Business, Computer and Information Systems, Engineering and Technology, and Technical Programs (Welding, Aviation, Apprenticeships). The ATC has contributed to this increase by allowing the College to expand the courses and attracting students. Will this level continue? We would hope so with the investments being made into these programs and based on regional industry needs for these types of employees. There is a sense of urgency.

### **Revenues**

**On the revenue side how is the interest generated? Is there any calculation in revenue from Foundation activity or increasing the endowment? Why is the interest income static? (Nelson)**

Interest income is generated from the College’s cash holdings; the Foundation is a separate entity and is not included in the College’s financials. The College’s interest income is driven by interest from investments. In accordance with Board Policy, and following the Illinois Public Funds Investment Act, the College’s investments are short-term and low-risk. Due to the unpredictability of the short-term interest environment, we have elected to keep it flat.

**The year that state funding did not materialize was a unique occurrence. Why does the video state that state funding is unreliable? Do we not prepare for a 2% increase in our state funding as a projection for the future? Please explain. (Nelson)**

Correct, we do state that it is unreliable, and we do assume a 2% assumption increase. It is a cautionary note that the state funding is not something the College can control, and there has been volatility in the past.

**State funding: With more electric vehicles and fewer gas cars, what happens to state budgets, when taxes from gasoline start decreasing? Where does the state get its replacement? (Trojan)**

We cannot speak to how the State of Illinois will manage its budgets and allocate funding. The State has numerous resources for revenue and we cannot predict how they would manage those.

**Who are the big property tax contributors we are “keeping our eye on”? (Nelson)**

The top two identified principal property taxpayers are Constellation (Exelon) Generation (Byron Nuclear Plant) and FCA US LLC (Chrysler). Constellation has submitted a tax complaint to the Ogle County Board of Review requesting a reduction in EAV of \$298,725,935, or 60.1%. The College receives approximately \$1.3 million in tax revenue from that property. Taxes from the Belvidere automotive plant are approximately \$70,000. Follow-up to Constellation Energy’s tax complaint, January 27, 2023, the Ogle County Board of Review issued a notice of final decision, reducing the assessment by \$3,011,499, estimates tax revenue \$13,575.

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## **Expenditures**

**In the assumption of no new positions, this also assumes no cuts, and, if any new positions are needed to be created there will not be cuts? Is this realistic? (Nelson)**

The assumption here is that there will be no increase in the total number of employees. To be fair, there may be a new position, but it would replace a position that is open due to attrition. The idea here is that there would be no increase in salaries due to positions other than annual increases.

**What SURS penalty is assumed? How much per year is contemplated? (Nelson)**

While the College tries not to increase compensation greater than 6%, SURS (State University Retirement System) penalties are unpredictable and are a function of when an individual decides to receive their retirement annuity from SURS. It also depends on if the retiree is a Tier I (certified in the system prior to 1/1/2011) or Tier II (certified in the system on or after 1/1/2011), which determines the look-back period for calculation.

For Tier I retirees, the look-back is the highest four consecutive academic years or the last 48 months worked, whichever is higher, no restriction on look-back. For Tier II retirees, the calculation is the highest eight consecutive academic years within the last 10 years of employment or the highest consecutive 96 months of earnings during the last 120 months prior to termination, whichever is the highest. The amount of the penalty is based on actuarial calculations and looks at the lesser of the employee or surviving spouse age.

I would put out an estimate of \$0 to \$200,000. SURS penalties are not expensed against the Operating Funds (Fund 01 and Fund 02), but to the SURS Penalty Liability Fund, Fund 20, that the Board approved in December 2018. I agree, the SURS Penalty Liability Fund probably will not require a continued fund transfer of \$500,000 annually, but the \$500,000 could potentially be transferred toward capital projects, or other needs.

## Other

**Based on slide show movies forwarded to the Board, revenues and expenditures look “manageable” for the next few years, however I did note Ellen expressed concern about revenues and expenditures. Specifically recommending a “nimble” plan for addressing the disparity between revenues and expenditures. (Gorski)**

Revenue and expenditure do appear manageable for the next several years based on the forecast and the assumptions used. By “nimble” plan, the College needs to be prepared should expenses outpace revenues.

1. Identify the underlying cause
  - a. Revenue
  - b. Expenditure
2. Evaluate: Is this temporary? If temporary, for how long? Can the fund balance sustain it and stay within policy? (This is why we maintain a fund balance 35%-50%.)
3. Increase revenue-can revenues be increased? Alternative funding (grants, etc.)? Alternative revenue sources
4. Expense reductions:
  - a. Identify and freeze or reduce expenses
  - b. Compensation and benefits are 74% of the budget
    - i. Evaluate staff and faculty; are we right-sized for the number of students
      1. Open conversations with collective bargaining units
      2. Reduction of employees through attrition
      3. Reduction in force

The College is looking for grant revenue opportunities and building its contract training (formerly BPI). We are also strengthening relationships with elected officials, which keeps the College top-of-mind for state and federal funding opportunities.

**Please explain the cause of the deficits from FY2028-FY2033? Please lay out the possible alternatives to avoid those projected deficits. (Nelson)**

Based on the assumptions used, the projected deficits for FY2028-FY2033 are due to when revenues do not increase enough to keep up with expenditures. Revenue increased at an average rate of 1.82%. Expenses increased at an average rate of 4.23%.

In looking forward, it raises the conversation to determine if there are actions that can be taken now to head this off. One assumption is that credit hours remain flat at 110,000. What steps can the College take now to increase enrollment and credit hours? Do tuition and fees need to be increased? What other revenue sources are available for the operations?

**What is the plan should the trustees vote against a tuition increase? (Cudia)**

If the Board of Trustees decide not to increase tuition, it would have minimal impact in the short-term, one to three years. It would reduce the opportunity to transfer more to fund capital projects and other future initiatives. It is about \$550,000 additional revenue and is about the only revenue source that the College can control for Fund 01 and Fund 02 (Operation Funds). The other large sources are local property taxes and state revenue. If state revenue does not increase at a greater rate than the assumption of 2% and EAVs do not continue to increase, or declines, the College will need to look at ways to control expenses.

**Identify and elaborate on any major concerns staff may have about revenue or expenditures during these time frames. (Gorski)**

In general, employees tend to be concerned about compensation and organizational culture. The College is currently working with Carlson-Dettmann to conduct a compensation study and is addressing employee culture as part of the Strategic Plan.

**Contingency Planning**

**I would prefer more short-term forecasting, 3-5 years and some contingency planning. My bank told me they had a risk assessor come and talk about areas to plan for. One is “what happens if our Northern Illinois power grid fizzles out.” He said that it is at its maximum and with more electric vehicles (EVs) hitting the road, we could see power outages. What does the bank do if it happens? I think RVC should also ask that question and prepare. (Trojan)** ComEd has requested a fund increase so that they can improve the power grid. Their Community of the Future program is geared to strengthen the power grid and electrification, and to develop a long-term solution. More information on this Com Ed initiative can be provided at a later date.

**Other Comments**

**What are our expected ongoing and planned maintenance and operations costs for the years 1, 3 and 5? Keeping the campuses safe, maintained and keeping the “lights on,” but not necessarily any new buildings or building additions. (Gorski)**

Rick is presenting the Capital Projects Plan during the February Committee of the Whole. Facilities Assessment will be complete around July, Part II of Facilities Master Plan.

**Claims Sheet**

**Recommendation:**

It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from January 1, 2023 to January 31, 2023.

The total is \$3,007,807.29.

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Howard J. Spearman, Ph.D.  
President

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



**Purchase Report-A – FY2023 Amendments**

Recommendation: Board approval for items marked with an asterisk

A. Supplies – (Maintenance Supplies: Boiler House)

**Global Water Technologies South Holland IL** **\$22,000.00\*(1)**  
*(Formerly known as Lakeland Chemical)*

1. This amendment is for the chemical treatment of the boilers, chillers, and HVAC equipment. In the past, the chemicals utilized by RVC were purchased from several vendors; however, due to extremely high prices in chemical and transportation costs related to supply chain issues, the Plant Operations and Maintenance Department (POM) researched pricing options. Switching from using several vendors to just one will allow RVC to receive the lowest pricing for the different products needed.

Original approved amount	\$18,000.00
1 <sup>st</sup> amended approval amount	\$22,000.00
Total expenditure	\$40,000.00

*Miscellaneous small commodity purchases / individual purchases under \$25,000.00 do not need to be bid pursuant to ILCS 805/33-21.1*

FY23 Budgeted Expense  
Original Board Report BR #7938-F

**Purchase Report-A – FY2023 Amendments**

B. Services – (Maintenance Services Plant Operations Equipment: Plant Maintenance)

**Helm Electric Freeport IL** **\$20,000.00\*(2)**

2. This amendment is for electrical services that include parts, repairs, and installation. Helm Electric is the current unit bidder electrical repair company for RVC (RVC Bid number 21-08). Increased operational expenses due to electrical material costs from supply chain issues, combined with additional electrical needs have caused a need to increase the blanket purchase order amount. Additional work includes repairs to the wiring of exterior lights in parking lots and the wiring of new upgraded machinery from the Workforce Equity Initiative (WEI) grant.

Original approved amount	\$60,000.00
1 <sup>st</sup> amended approval amount	\$20,000.00
Total expenditure	\$80,000.00

*Miscellaneous small commodity purchases / individual purchases under \$25,000.00 do not need to be bid pursuant to ILCS 805/33-21.1*

FY23 Budgeted Expense  
Original Board Report BR #7938-F

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

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

**Purchase Report-A – FY2023 Amendments**

Recommendation: Board approval for items marked with an asterisk

A. Supplies – (Maintenance Supplies: Boiler House)

**Global Water Technologies South Holland HIL** **\$22,000\*(1)**  
*(Formerly known as Lakeland Chemical)*

1. This amendment is for the chemical treatment of the boilers, chillers, and HVAC equipment. In the past, the chemicals utilized by RVC were purchased from several vendors; however, due to extremely high prices in chemical and transportation costs related to supply chain issues, the Plant Operations and Maintenance Department (POM) researched pricing options. Switching from using several vendors to just one will allow RVC to receive the lowest pricing for the different products needed.

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1 <sup>st</sup> amended approval amount	\$22,000.00
Total expenditure	\$40,000.00

*Miscellaneous small commodity purchases / individual purchases under \$25,000.00 do not need to be bid pursuant to ILCS 805/33-21.1*

FY23 Budgeted Expense  
Original Board Report BR #7938-F

**Purchase Report-A – FY2023 Amendments**

B. Services – (Maintenance Services Plant Operations Equipment: Plant Maintenance)

**Helm Electric Freeport HIL \$20,000.00\*(~~12~~)**

~~12~~. This amendment is for electrical services that include parts, repairs, and installation. Helm Electric is the current unit bidder electrical repair company for RVC (RVC Bid number 21-08). Increased operational expenses due to electrical material costs from supply chain issues, combined with additional electrical needs have caused a need to increase the blanket purchase order amount. Additional work includes repairs to the wiring of exterior lights in parking lots and the wiring of new upgraded machinery from the Workforce Equity Initiative (WEI) grant.

Original approved amount	\$60,000.00
1 <sup>st</sup> amended approval amount	\$20,000.00
Total expenditure	\$80,000.00

*Miscellaneous small commodity purchases / individual purchases under \$25,000.00 do not need to be bid pursuant to ILCS 805/33-21.1*

FY23 Budgeted Expense  
Original Board Report BR #7938-F

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

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

**Purchase Report-B – FY2023 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Food – (Food: Workforce Equity Initiative 2023)

**Walmart Rockford IL**

**\$20,000.00\*(1)**

1. This expense is for gift cards under the Workforce Equity Initiative (WEI) Grant. The grant provides economically challenged students support to achieve certification and employment by providing resources such as food, transportation, and childcare. Gift cards in the amount of twenty-five dollars (\$25.00) are issued to students/participants on a bi-weekly basis until their certification completion. All invoices and receipts are tracked and submitted to the Rock Valley College Accounts Payable Department for documentation.

FY23 Grant Expense

B. Transportation – (Gas: Workforce Equity Initiative 2023)

**Kelley Williamson Rockford IL**

**\$18,000.00\*(2)**

2. This expense is for gift cards under the Workforce Equity Initiative (WEI) Grant. The grant provides economically challenged students support to achieve certification and employment by providing resources such as food, transportation, and childcare. Gas Gift cards in the amount of twenty-five dollars (\$25.00) are issued to students/participants on a bi-weekly basis until their certification completion. All invoices and receipts are tracked and submitted to the Rock Valley College Accounts Payable Department for documentation.

FY23 Grant Expense

C. Instructional Equipment – (Summer Bridge Grant – Capital Instructional Equipment, Workforce Equity Initiative – Capital Instructional Equipment)

**Airgas USA LLC Rockford IL**

**\$57,200.00\*(3)**

3. Bid #23-03 was opened on February 2, 2023, to purchase two (2) Miller AugmentedArc® Augmented Reality Welding Simulators with heavy-duty transportation cases. This equipment will enhance the College's Welding curriculum by providing a unique learning experience to students. The simulators will also create opportunities to introduce welding to younger students without the safety concerns of using a real welder. While only one bid was received, Airgas has been a proven vendor for many years with the College and has actively supported the College's Welding Department.

FY23 Grant Expense

**Purchase Report-B – FY2023 Purchases**

D. Software – (Higher Education Emergency Relief Fund (HEERF): General Institutional Expense; IT Maintenance Services: Software Support)

**Soft Docs SC LLC Columbia SC \$12,875.00\*(4)**

4. This expense was part of the Ellucian Colleague Managed Services upgrade to provide a solution for printing checks, purchase orders, and payroll forms as needed for Colleague. This is the second (2) year of a five-year agreement.

FY23 Grant / Budgeted Expense

E. Software – (IT: Maintenance Services: Software Support)

**LingK Danville CA \$10,000.00\*(5)**

5. This expense is for the software renewal related to the Customer Relationship Management (CRM) project. This will be the second (2) year of a five-year agreement.

FY23 Budgeted Expense

F. Equipment – (Capital Service Equipment: Equipment)

<b>Reinders Mundelein IL</b>	<b>\$132,450.00*(6)</b>
Spartan Distributors Sparta MI	\$133,955.00
MTI Brooklyn Center MN	\$137,245.64

6. This expense is a Toro Groundsmaster 5900 lawn mower for the Plant Operations and Maintenance (POM) Department. This mower has three (3) cutting decks with an overall cutting width of 192 inches (16ft). Toro and Jacobson are the only two manufacturers of wide-cutting mowers over 12 feet. Historically, Jacobson mowers have had engine, support, and part supply issues. In the past, the college purchased two Jacobsons and had numerous engine and service issues. This is a sole source item since it can be purchased only from a Toro area distributor. The Illinois area distributor is Reinders. The next two closest distributors are Spartan and MTI in Michigan and Minnesota. This was originally going to be purchased in March of 2022; however, mowers were not available due to supply chain issues. Reinders contacted the College to advise that they have one mower available and would hold it pending Board approval. The other distributors would have to order the item with an unknown delivery time.

FY23 Capital Expense

**Purchase Report-B – FY2023 Purchases**

G. Equipment – (Risk Management: Emergency Management)

<b>Pearson Plumbing and Heating</b>	<b>Rockford IL</b>	<b>\$15,945.00*(7)</b>
Helm	Freeport IL	\$20,496.00
Nelson Carlson	Rockford IL	\$20,863.00

7. This expense is for the installation and parts of an emergency shower/eye wash station in the new electric vehicle lab as required by Occupational Safety and Health Administration (OSHA). The installation will include plumbing and drainage. This expense qualifies for payment utilizing the newly established Tort fund.

FY23 Tort Expense

H. Instructional Supplies – (Instructional Supplies General: Department of Commerce and Economic Opportunity (DCEO) Illinois Film Office (IFO))

<b>2<sup>nd</sup> Cine Inc</b>	<b>Loves Park IL</b>	<b>\$51,800.00*(8)</b>
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8. This expense is for two (2) four-week workforce training courses taught this winter and spring. The cost includes the instructor fee and the rental of equipment needed for the course. This is considered a sole source item because the instructor is the only person in the Rockford area authorized to teach in the film production unions and has the equipment needed to teach the course. This expense is covered by the Department of Commerce and Economic Opportunity (DCEO) Illinois Film Office (IFO) grant.

FY23 Grant Expense

**Purchase Report-B – FY2023 Purchases**I. Supplies – (Instructional Supplies General: PATH Grant, Instructional Equipment: PATH Grant)

<b>Avante Health Solutions Louisville KY</b>	<b>\$28,750.00*(9)</b>
Covidien Sales LLC Mansfield MA	\$29,560.00
Soma Tech Intl Bloomfield CT	\$29,950.00

9. This expense is for a Puritan Bennett 980 ventilator for the Respiratory Care Department. In July 2022, the Projects for Assistance in Transition from Homelessness (PATH) Grant from the Illinois Community College Board (ICCB) awarded \$469,542.00 to the College to support healthcare education. The funds from this grant are to be used to purchase supplies and equipment.

FY23 Grant Expense

J. Supplies – (Instructional Supplies General: PATH Grant, Instructional Equipment: PATH Grant)

<b>Outfront Medical LLC Tabernacle NJ</b>	<b>\$13,000.00*(10)</b>
Soma Tech Intl Bloomfield CT	\$25,400.00

10. This expense is for a Philips V60 Ventilator and a Carefusion Avea Ventilator for the Respiratory Care Department. In July 2022, the Projects for Assistance in Transition from Homelessness (PATH) Grant from the Illinois Community College Board (ICCB) awarded \$469,542.00 to the College to support healthcare education. The funds from this grant are to be used to purchase supplies and equipment.

FY23 Grant Expense

K. Textbooks – (Instructional Supplies General: Early Childhood Access Consortium (ECACE))

<b>Barnes &amp; Noble Rockford IL</b>	<b>\$19,266.00*(11)</b>
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11. This expense provides textbooks for students enrolled in Early Childhood classes (ECE) under the Early Childhood Access Consortium for Equity Grant (ECACE).

FY23 Grant Expense



**Purchase Report-B – FY2023 Purchases**

L. Instructional Membership & Fees – (Miscellaneous Expenditures: Workforce Equity)

**AAPC Salt Lake City UT** **\$41,470.00\*(12)**

12. This expense is for the credentialing, exams, and membership for fifty-five (55) students enrolled in courses for the following professions: Medical Coding, Billing, Auditors, Practice Managers, Documentation Specialists, Compliance Officers, and Revenue Cycle Managers. This vendor is the nation’s largest education and credentialing organization. All members of the AAPC must agree to abide by the AAPC Code of Ethics, which ensures high levels of professionalism, integrity, and ethical behavior. The total amount requested covers the cost of membership fees (\$11,275.00), practicum fees (\$10,450.00), and exam fees (\$19,745.00).

FY23 Grant Expense

M. Construction (Capital Expense)

**Larson and Larson Rockford IL** **\$2,760,490.00\*(13)**  
Stenstrom Construction Rockford IL \$2,895,000.00

13. Bid #23-01 was released on January 23, 2023, for the Advanced Technology Center (ATC) Phase II plan. This includes; 1) The replacement of the existing roof and new air handling unit to better control the humidity inside the Computer Numerical Control (CNC) lab; 2) Remove and replace several areas of the parking lot at the ATC; 3) The construction of a new simulator lab for heavy equipment operation and the Truck Driver Training (TDT) program. Bid #23-01 will be opened on February 14, 2023, and results will be brought to the February 28<sup>th</sup> Board meeting. See Exhibit A for additional details.

FY23 Capital Expense

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

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

**EXHIBIT A**  
**TO ITEM M. PURCHASE REPORT B-FY2023 PURCHASES**

**Advanced Technology Center (ATC) Construction Phase Two Explanation**  
**February 28, 2023**

- Complete removal of existing roof and install new roof. The current roof has many leaks and has reached end of life.
- New rooftop unit with humidity control for CNC Machining Lab. The lab is experiencing high levels of humidity that is causing issues with the tools. The new rooftop unit will have dehumidifier capabilities.
- Parking lot work repairs to correct the following issues:
  - Improve drainage on the exterior of the CNC shop. Water currently runs under the garage door and into the lab. This repair includes removal of asphalt, regrading, garage door stoop replacement and relaying of new base and asphalt.
  - Repair of drainage issues in front parking lot and overall repairs to the parking lot. Entire parking lot needs repair. There is extensive surface cracking and issues with drainage in areas. Once repairs are made, we will be able to get parking lot on scheduled crack sealing and maintenance to lengthen parking lot life.
  - Several areas of the parking lot have curb issues. Years of neglect and poor snow removal techniques have damaged the curbs and they need patching.
  - Create a practice location for Truck Driver Training classes on the north side of the building.
- Improve piping and curb adapters on existing rooftop units. The rooftop units are older and will need replacement in approximately five years. The best approach will be to replace them in stages. New rooftop units require higher pads. It is more economical to replace the pads on the existing rooftop units and update the piping now. If we wait, we will need to cut into the new roof and patch the roof every time we need to update an existing rooftop unit. This increases the cost and creates roof patches in the roof, which may leak.

Construction Cost:	\$2,760,490
A and E Cost (Approved in December 2022 BR7992-A):	\$ 144,375
Potential Permit Fees (requesting fee waiver)	\$ 60,000
Total Expense:	\$2,964,865
Funding - Capital (Approved in December 2021 BR7881):	\$2,250,000
Funding - Capital Reallocation (Pending Approval):	\$ 800,000
Total Funding:	\$3,050,000

The final cost includes a \$200,000 contingency. The contingency is available for unforeseen change order costs that may arise in construction.

**Purchase Report-B – FY2023 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Food – (Food: Workforce Equity Initiative 2023)

**Walmart Rockford IL**

**\$20,000.00\*(1)**

1. This expense is for gift cards under the Workforce Equity Initiative (WEI) Grant. The grant provides economically challenged students support to achieve certification and employment by providing resources such as food, transportation, and childcare. Gift cards in the amount of twenty-five dollars (\$25.00) are issued to students/participants on a bi-weekly basis until their certification completion. All invoices and receipts are tracked and submitted to the Rock Valley College Accounts Payable Department for documentation.

FY23 Grant Expense

B. Transportation – (Gas: Workforce Equity Initiative 2023)

**Kelley Williamson Rockford IL**

**\$18,000.00\*(2)**

2. This expense is for gift cards under the Workforce Equity Initiative (WEI) Grant. The grant provides economically challenged students support to achieve certification and employment by providing resources such as food, transportation, and childcare. Gas Gift cards in the amount of twenty-five dollars (\$25.00) are issued to students/participants on a bi-weekly basis until their certification completion. All invoices and receipts are tracked and submitted to the Rock Valley College Accounts Payable Department for documentation.

FY23 Grant Expense

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**Airgas USA LLC Rockford IL**

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3. Bid #23-03 was opened on February 2, 2023, to purchase two (2) Miller AugmentedArc® Augmented Reality Welding Simulators with heavy-duty transportation cases. This equipment will enhance the College's Welding curriculum by providing a unique learning experience to students. The simulators will also create opportunities to introduce welding to younger students without the safety concerns of using a real welder. While only one bid was received, Airgas has been a proven vendor for many years with the College and has actively supported the College's Welding Department.

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**Purchase Report-B – FY2023 Purchases**

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FY23 Budgeted Grant Expense

M. Construction (Capital Expense)

<u>Larson and Larson Rockford ILTBD</u>	<b><del>\$x.xx</del>2,760,490.00*(13)</b>
<u>Stenstrom Construction Rockford IL</u>	<u>\$2,895,000.00</u>

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FY23 Capital Expense

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

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

**Fiscal Year 2023 Fund Transfer Request**

**Background:**

Board Policy 5:10.160 – Operating Fund Balance goal is to establish and maintain an operating fund (education fund and operations and maintenance fund) balance of thirty-five to fifty percent of the following year’s budgeted expenses. The College’s fiscal year 2022 revenues exceeded expenses by \$12,236,164, bringing the Operating Funds Balance (Funds 01 and 02) to \$35,810,598.

Below is a request to transfer funds from Operating Funds (Funds 01 and 02) for various strategic initiatives. The total request below will maintain a 45.91% balance.

Fund 19 – Other Post Employment Benefit (OPEB) Fund	\$ 1,000,000
Fund 20 – SURS Penalty Fund	\$ 150,000
Fund 05 – Auxiliary Fund	\$ 500,000
Fund 03 – Operations and Maintenance (Capital)	
• Current Capital Needs	\$ 5,215,000
• Future Facilities Master Plan Projects	\$ 5,375,000
Total Transfer from Fund 01 – Operating Fund	\$12,240,000

These transfers will allow the College to strategically plan for the future for:

- Increasing the total of the Other Post Employment Benefit (OPEB) Liability funds will total \$10,500,000, which represents 42% of the College’s liability of approximately \$25,000,000
- Increasing the SURS Penalty Fund to \$1,019,405
- Supplementing the Auxiliary Fund 05
- Providing for current capital needs
- Planning for future Facilities Master Plan projects

**Recommendation:**

It is recommended that the Board of Trustees approves the College Administration to transfer \$12,240,000 from Operating Funds 01 and 02 to Funds 19, 20, 05, and 03 for various strategic initiatives.

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Howard J. Spearman, Ph.D.  
President

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



**Proposed FY 2024 Tuition Increase**

**Background:** Rock Valley College’s current tuition and fees are listed in the table below.

	Current LAS Rate	Current CTE Rate
Tuition	\$120.00	\$145.00
Technology Fee	\$ 10.00	\$ 10.00
Student Activity Fee	\$ 7.00	\$ 7.00
<b>Total</b>	<b>\$137.00</b>	<b>\$162.00</b>

LAS = Liberal Arts and Sciences CTE = Career and Technical Education

Per Section 110 ILCS 805/6 of the *Public Community College Act* and Illinois Community College Board (ICCB) Rule 1501.505, the In-District student tuition may not exceed one-third of the per capita cost as defined in the chargeback reimbursement calculation. The College’s fiscal year 2022 per capita cost is \$569.24 resulting in a one-third per capita cost of \$189.74,

The College’s administration recommends increasing tuition \$5.00 per credit hour. The weighted average of these rates still falls below the one-third per capita cost for fiscal year 2022 of \$189.74 and \$180.85 for fiscal year 2021.

	Proposed LAS Rate	Proposed CTE Rate
Tuition	\$125.00	\$150.00
Technology Fee	\$ 10.00	\$ 10.00
Student Activity Fee	\$ 7.00	\$ 7.00
<b>Total</b>	<b>\$142.00</b>	<b>\$167.00</b>

**Recommendation:** It is recommended that the Board of Trustees approves a \$5.00 per credit hour tuition increase, effective July 1, 2023, Fiscal Year 2024.

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

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

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The College’s administration recommends increasing tuition \$5.00 per credit hour. The weighted average of these rates still falls below the one-third **estimated** per capita cost for fiscal year 2022 of \$189.74 and \$180.85 for fiscal year 2021.

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Technology Fee	\$ 10.00	\$ 10.00
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\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

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

**EXHIBIT A – BOARD REPORT #8015 TUITION INCREASE  
TUITION INCREASE HISTORY  
February 28, 2023**

	<b>LAS</b>	<b>CTE</b>
FY 2017	100.00	
FY 2018	115.00	
FY 2020*	115.00	140.00
FY2023	120.00	145.00

LAS = Liberal Arts and Sciences CTE = Career and Technical Education

\*CTE Variable Rate Tuition approved for FY 2020

**Personnel Report**

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

**A. APPOINTMENTS**

Timothy Held, Dean of Non-Credit Programs, Full-time, ADM, Grade E, \$80,664 prorated for the balance of the fiscal year, effective March 15, 2023.

**B. DEPARTURES**

Kathy Jones, Director of Business Services, retiring effective March 31, 2023.

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

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

**Personnel Report**

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

**A. APPOINTMENTS**

Timothy Held, Dean of Non-Credit Programs, Full-time, ADM, Grade E, \$80,664 prorated for the balance of the fiscal year, effective March 15, 2023.

~~NAME, Director of Financial Aid, Full-time, ADM, Grade C, \$xx,xxx prorated for the balance of the fiscal year, effective MONTH DAY, 2023.~~

**B. DEPARTURES**

Kathy Jones, Director of Business Services, retiring effective March 31, 2023.

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Howard J. Spearman, Ph.D.  
President

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

**Dental Hygiene Clinic Coordinator – Sick Leave Transfer**

**BACKGROUND:**

On August 16, 2021 the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Collective Bargaining Agreement (CBA) for 2021 - 2026. Section 8.5.3 of the CBA outlines the sick leave allotment provided to Faculty.

On June 24, 2022, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Memorandum of Agreement (MOA) creating a “pilot” program for the role of Dental Hygiene Coordinator. Given that this role is a pilot program, both parties agreed that the position would NOT be included in the bargaining unit until such time as the College determines that the role will become permanent. If in agreement after the conclusion of the pilot, the parties agree to file with the Illinois Educational Labor Relations Board. Such petition is necessary for the addition of the position in the bargaining unit. The pilot will conclude at the end of Summer II semester in August 2023.

Kenosha Holland was selected to assume the role of Dental Hygiene Coordinator for the purpose of the pilot program. Ms. Holland has an immediate need to utilize sick leave hours normally provided to Faculty under the CBA; however, since this role is not officially in the bargaining unit at this time, she would not be eligible to receive such sick leave hours. This Memorandum of Understanding allows for the one-time transfer of Sick Leave hours to Ms. Holland from two faculty members.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approves the Memorandum of Understanding allowing the transfer of sick leave hours to Kenosha Holland.  
**Attorney Reviewed.**

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

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

Attachment: Memorandum of Understanding for Sick Leave Transfer

## MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (the "MOU") entered into this \_\_\_\_ day of February, 2023, by and amongst the **BOARD OF TRUSTEES OF ROCK VALLEY COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 511** (the "College"), the **ROCK VALLEY COLLEGE FACULTY ASSOCIATION LOCAL 6211, IFT-AFT** (the "Association"), Marie Navickis, and Lisa Graciana.

### WITNESSETH

**WHEREAS**, the Association is the sole and exclusive bargaining representative for the College's full-time faculty members;

**WHEREAS**, the College and the Association are parties to a collective bargaining agreement with a current term of August 16, 2021 through the last day of the Summer II Session in 2026 (the "CBA");

**WHEREAS**, Kenosha Holland (Holland) is employed by the College as a Dental Hygiene Clinical Coordinator under the terms of a Memorandum of Agreement between the parties which facilitates the creation of the position on a trial basis;

**WHEREAS**, the pilot program is nearly complete and which, if successful, will result in the incorporation of Holland's position and Holland herself into the bargaining unit defined in the CBA;

**WHEREAS**, Holland is experiencing an unforeseen emergency requiring a leave of absence from her duties but is currently ineligible for sick leave benefits that are provided to Faculty under the current CBA.

**WHEREAS**, certain members of the Association, Marie Navickis (Navickis) and Lisa Graciana (Graciana) voluntarily wish to provide their contractually earned sick leave hours to Holland to facilitate her leave;

**WHEREAS**, the College and the Association wish to provide Holland with the necessary leave despite having no contractual mechanism to allow for the donation of sick leave;

**WHEREAS**, College and the Association are agreeable to allow on a one-time non-precedent setting basis to facilitate the transfer of contractual accumulated sick leave from Navickis and Graciana to Holland

**NOW, THEREFORE**, in consideration of the mutual covenants and understandings herein, the Parties agree as follows:

1. **Incorporation of Recitals**

The foregoing recitals shall be considered a part of this MOU and shall be binding upon the Parties.

2. **Sick Leave Transfer**

The Parties agree that Navickis and Graciana will presently transfer a total of 400 hours of sick leave hours to Holland, to facilitate the needed leave. Navickis and Graciana agree that

their respective donations are unsolicited, voluntary, irreversible, and not subject to compensation or repayment. Accordingly, the following amounts will be transferred to Holland.

**Navickis:** 300 hours from her unused accrued sick leave balance.

**Graciana:** 100 hours from her unused accrued sick leave balance.

**7. Non-Precedential**

The College and the Association agree that this MOU is based on the unique circumstances of Holland's emergency and her current status under the Pilot Program. The College and the Association further agree that this MOU is entirely non-precedential and will not constitute binding precedent or evidence of the status quo for purposes of bargaining any successor contracts or with respect to either party's interpretation of the CBA or College policies.

**9. Effect of MOU**

The College and the Association agree that this MOU does not modify, amend, or otherwise affect the current contract language of the CBA, any pending MOAs or MOUs or any existing College policies. All provisions of the CBA and College policies will remain in full force and effect.

**10. Effective Date**

This MOU is effective immediately upon execution.

**IN WITNESS WHEREOF**, the Parties have caused this Memorandum of Understanding to be executed by the signatures of the below parties as set forth below.

**BOARD OF TRUSTEES OF  
ROCK VALLEY COLLEGE, COMMUNITY  
COLLEGE DISTRICT NO. 511**

**ROCK VALLEY COLLEGE FACULTY  
ASSOCIATION LOCAL 6211, IFT-AFT**

Witnessed By:

\_\_\_\_\_

Chair, Board of Trustees

Witnessed By:

\_\_\_\_\_ *T. H. Hutton*

Union President

Date: \_\_\_\_\_

Date: 2-3-2022

**DR. MARIE NAVICKIS**

*Dr. Marie A. Navickis*

\_\_\_\_\_

**MS. LISA GRACIANA**

*Lisa Graciana*

\_\_\_\_\_



DENTAL HYGIENE CLINIC COORDINATOR – SICK LEAVE TRANSFERBANK

**BACKGROUND:**

On August 16, 2021 the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Collective Bargaining Agreement (CBA) for 2021 - 2026. Section 8.5.3 9 of the CBA outlines the sick leave allotment provided to Faculty parameters for the Association to self-administer a Sick Leave Bank.

On June 24, 2022, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Memorandum of Agreement (MOA) creating a “pilot” program for the role of Dental Hygiene Coordinator. Given that this role is a pilot program, both parties agreed that the position would NOT be included in the bargaining unit until such time as the College determines that the role will become permanent. If in agreement after the conclusion of the pilot, the parties agree to file with the Illinois Educational Labor Relations Board. Such petition is necessary for the addition of the position in the bargaining unit. The pilot will conclude at the end of Summer II semester in August 2023.

Kenosha Holland was selected to assume the role of Dental Hygiene Coordinator for the purpose of the pilot program. Ms. Holland has an immediate need to utilize sick leave hours normally provided to Faculty under the CBA within the Association’s Sick Bank, however since this role is not officially in the bargaining unit at this time, she would not be eligible to receive such sick leave sick hours to be transferred for her use from the sick bank. This Memorandum of Understanding allows for the one-time transfer of Sick Leave hours to Ms. Holland from two faculty members.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Memorandum of Understanding allowing the ~~Association to~~ transfer of sick leave hours to Ms. Holland.

ATTORNEY REVIEWED

Howard J. Spearman, Ph.D.  
President

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

Attachments: Memorandum of Understanding for Sick Leave Transfer

**Memorandum of Agreement – Support Staff Association  
HVAC Commercial Mechanics**

**Background:**

On December 7, 2021, the Rock Valley College Board of Trustees and the Rock Valley College Support Staff Association entered into a Collective Bargaining Agreement (CBA) for 2021 - 2027.

In 2022, RVC experienced two vacancies in HVAC Commercial Mechanic (“Boiler House”) operations. During those vacancies, RVC had to rely on third-party vendors to complete necessary heating and cooling maintenance and repairs in order to keep building systems operational and safe. Due to the significant unplanned additional expenses, the Board had to approve additional funds to cover those expenses. The response of qualified applicants to the job posting intended to backfill the mechanic vacancies was dismal. Research for local mechanic pay rates indicates a need to increase base pay to attract quality applicants.

This Memorandum of Agreement allows for a salary increase to incumbents in that department to aid in the retention of our employees, as well as an increase to Boiler House employees’ base salary to attract qualified mechanic applicants to work in commercial HVAC and reduce RVC’s reliance on third-party vendors.

There are no changes to other positions within the Support Staff Association other than those in the Boiler House.

**Recommendation:**

It is recommended that the Board of Trustees approves the Memorandum of Agreement increasing the pay wages for incumbents in the Boiler House and increasing the wages for newly hired mechanics working in the Boiler House.  
**Attorney Reviewed**

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Memorandum of Agreement for SSA’s HVAC Commercial Mechanics

## MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT** (the "Agreement") is entered into this **28<sup>th</sup>** day of February 2023, between Rock Valley College District 511 (the "College") and the Rock Valley College Support Staff Association (the "Association"), collectively, the Parties, to memorialize their agreement regarding an addendum, concerning HVAC Commercial Mechanic employees' salary ranges and job descriptions.

### WITNESSETH

**WHEREAS**, the Association is the exclusive bargaining agent of all regular, full-time and part-time Educational Support Personnel, including HVAC Commercial Mechanics, employed by the College.

**WHEREAS**, the College and the Association have previously executed a collective bargaining agreement (the "CBA"), effective July 1, 2021, through June 30, 2027.

**WHEREAS**, Appendix A of the CBA sets forth the wages, including hourly salary ranges, for each bargaining unit member's pay grade.

**WHEREAS**, the College has been working on hiring new HVAC Commercial Mechanics since August of 2022 but has been unable to hire new HVAC Commercial Mechanics for open positions.

**WHEREAS**, in the State of Illinois, there is currently a supply and demand problem in attaining HVAC Commercial Mechanic employees.

**NOW THEREFORE**, in consideration of the mutual covenants and Agreement herein, the parties agree to the following terms:

1. Appendix A

Appendix A of the CBA lists member pay grade levels, ranging from Grade 6 (least experienced), to Grade 12 (most experienced).

Appendix A of the CBA lists hourly salary ranges for members, ranging from Grade 6, through Grade 12.

2. HVAC Commercial Mechanic Salary Ranges

Upon the execution of this Agreement, Exhibit A, attached, will reflect salary ranges, solely for, HVAC Commercial Mechanic members.

Exhibit A will remain in place for the duration of the CBA.

Per Exhibit A, there will be five (5) total pay grade levels in which an HVAC Commercial Mechanic may be placed. Pay grade levels will range from M1 (least experienced), to M5 (most experienced).

3. Incumbent Salaries

Effective March 1, 2023, incumbent HVAC Commercial Mechanics' grade levels and hourly wages, per Exhibit A, will be as follows:

Last Name	First Name	Title	Grade	Hourly Wage	Range
Johann	Jon	Team Lead	M5	\$42.00	Maximum
Nolley	David	Mechanic III	M3	\$31.00	Midpoint
Vanderhayden	Travis	Mechanic III	M3	\$31.00	Midpoint
Galarza Galarza	Jose	Mechanic II	M2	\$28.00	Midpoint
Syavong	Sonethap (Devin)	Mechanic I	M1	\$25.00	Midpoint

4. Vacancy

Upon the execution of this Agreement, Facilities Management will work with the Team Lead to fill an additional HVAC Commercial Mechanic position, at either an M4 grade or M3 grade.

5. Sign-On Bonus

Upon the execution of this Agreement, new hire HVAC Commercial Mechanics will receive a one-time sign-on bonus of \$3,000, to be paid out in four (4) lump sum disbursements. The first disbursement of \$1,000 will be issued at the time an HVAC Commercial Mechanic successfully completes his or her 90-day probationary period. The second disbursement of \$500 will be issued once an HVAC Commercial Mechanic has been employed with the College for six (6) months. The third disbursement of \$500 will be issued once an HVAC Commercial Mechanic has been employed with the College for one (1) year. The fourth, and final, disbursement of \$1,000 will be issued once an HVAC Commercial Mechanic has been employed with the College for two (2) years.

6. Grade Advancement

Facilities Management and a representative from Human Resources will seek input from the Team Lead to develop specific goals for each of the four (4) HVAC Commercial Mechanic grades, that must be met in order for a mechanic to advance into that grade. The goals for each specific grade will be reflected in Exhibit B, attached. In addition, a mechanic may only advance a grade upon a recommendation from the Team Lead and Association President, and upon final approval from the College's Administration.

7. No Precedent and No Admission

The College and the Association agree that this Agreement is based on the current unique circumstances related to the College's challenges in the current job market in hiring and retaining HVAC Commercial Mechanics. This Agreement is entirely non-precedential and will not constitute an admission of fault with respect to any past compensation or with respect to any past or future grievances or charges. Further, this Agreement shall not constitute binding precedent with respect to any future bargaining positions of the parties

and shall not constitute a change to the status quo of any provision in the CBA.

8. Effect of Agreement

This Agreement applies specifically to the current CBA, and does not modify, amend, or otherwise affect any provision of the current CBA, except as otherwise agreed to in this Agreement.

9. Effective Date

This Agreement, and the Exhibits referenced herein, is effective immediately upon execution, through June 30, 2027.

10. Counterparts

This Agreement may be executed in two or more counterparts, in hard-copy or electronic format, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the Association and the College have caused this Agreement to be executed by the signatures of their authorized representatives as set forth below.

**Rock Valley College  
Support Staff Association  
IFT-AFT/ AFL-CIO**

By: \_\_\_\_\_



Date: 7 FEB 2023

**Rock Valley College District 511**

By: \_\_\_\_\_

Board Chair

Date: \_\_\_\_\_

**Exhibit A**

HVAC Commercial Mechanic Employees' Salary Ranges

2022-2023 Salary Ranges-Hourly - effective 03/01/2023

Grade	Title	Minimum	2nd Quartile	Midpoint	4th Quartile	Maximum
M5	Team Lead	\$28.00	\$31.50	\$35.00	\$38.50	\$42.00
M4	Mechanic IV	\$27.20	\$30.60	\$34.00	\$37.40	\$40.80
M3	Mechanic III	\$24.80	\$27.90	\$31.00	\$34.10	\$37.20
M2	Mechanic II	\$22.40	\$25.20	\$28.00	\$30.80	\$33.60
M1	Mechanic I	\$20.00	\$22.50	\$25.00	\$27.50	\$30.00

2023-2024 Salary Ranges-Hourly

Grade	Title	Minimum	2nd Quartile	Midpoint	4th Quartile	Maximum
M5	Team Lead	\$29.12	\$32.76	\$36.40	\$40.04	\$43.68
M4	Mechanic IV	\$28.29	\$31.82	\$35.36	\$38.90	\$42.43
M3	Mechanic III	\$25.79	\$29.02	\$32.24	\$35.46	\$38.69
M2	Mechanic II	\$23.30	\$26.21	\$29.12	\$32.03	\$34.94
M1	Mechanic I	\$20.80	\$23.40	\$26.00	\$28.60	\$31.20

2024-2025 Salary Ranges-Hourly

Grade	Title	Minimum	2nd Quartile	Midpoint	4th Quartile	Maximum
M5	Team Lead	\$29.99	\$33.74	\$37.49	\$41.24	\$44.99
M4	Mechanic IV	\$29.14	\$32.78	\$36.42	\$40.06	\$43.70
M3	Mechanic III	\$26.57	\$29.89	\$33.21	\$36.53	\$39.85
M2	Mechanic II	\$23.99	\$26.99	\$29.99	\$32.99	\$35.99
M1	Mechanic I	\$21.42	\$24.10	\$26.78	\$29.46	\$32.14

2025-2026 Salary Ranges-Hourly

Grade	Title	Minimum	2nd Quartile	Midpoint	4th Quartile	Maximum
M5	Team Lead	\$30.89	\$34.76	\$38.62	\$42.48	\$46.34
M4	Mechanic IV	\$30.01	\$33.76	\$37.51	\$41.26	\$45.02
M3	Mechanic III	\$27.36	\$30.78	\$34.20	\$37.62	\$41.04
M2	Mechanic II	\$24.71	\$27.80	\$30.89	\$33.98	\$37.07
M1	Mechanic I	\$22.07	\$24.83	\$27.58	\$30.34	\$33.10

2026-2027 Salary Ranges-Hourly

Grade	Title	Minimum	2nd Quartile	Midpoint	4th Quartile	Maximum
M5	Team Lead	\$31.82	\$35.80	\$39.78	\$43.75	\$47.73
M4	Mechanic IV	\$30.91	\$34.77	\$38.64	\$42.50	\$46.37
M3	Mechanic III	\$28.18	\$31.71	\$35.23	\$38.75	\$42.28
M2	Mechanic II	\$25.46	\$28.64	\$31.82	\$35.00	\$38.18
M1	Mechanic I	\$22.73	\$25.57	\$28.41	\$31.25	\$34.09

## **EXHIBIT B**

### Commercial Boiler/HVAC Mechanic M-1

1. Have basic knowledge of electricity and electronics, understands common electrical concepts, procedures and electrical safety.
2. Knowledge and experience using basic hand tools, ability to utilize and read meters and gauges.
3. Ability to identify and diagnose common HVAC problems.
4. Capable and competent to accomplish basic preventative maintenance work orders such as filter and belt replacements.
5. Must have basic computer skills, capable of utilizing Microsoft Office products, Work Order Management Software and Outlook Email.
6. Adept at fixing items "mechanically inclined" ability to take unfamiliar items apart troubleshoot, repair and re-assemble.
7. Perform duties as directed by the HVAC Team Lead or Buildings Systems Manager.
8. Have knowledge of commonly used concepts and follow policies, procedures, and safety measures.
9. Required to work on call weekends. If not already onsite for on call weekend must report in within 60 minutes of emergency call.
10. Required on-call weekends & Holidays for emergencies based on rotation list.
11. Regular attendance is expected.
12. Using tact and courtesy, the ability to establish and maintain effective relationships with persons contacted in the course of work.

### Commercial Boiler/HVAC Mechanic M-2 (Must meet all requirements of M-1 & M-2 to be considered for the M-2 Grade)

13. Diagnose issues through HVAC Automation such as Metasys.
14. Assist in working with water systems and split system server coolers.
15. Monitor fire automation systems.
16. Monitor Metasys and tour buildings as often as necessary to maintain a comfortable environment in all buildings.
17. Accomplish preventative maintenance work orders such as filter changes, belt replacements, cleaning air handlers and furnace burners.
18. Monitor and maintain campus water softener systems.
19. Commercial refrigeration license or 2 plus years working with refrigeration.

### Commercial Boiler/HVAC Mechanic M-3 (Must meet all requirements of M-1, M-2 & M-3 to be considered for the M-3 Grade)

20. Perform advanced preventative maintenance on all HVAC systems as often as needed or at the direction of the HVAC team leadership.
21. Knowledge and experience working with high voltage, 24 – 600 Volts.
22. Repair HVAC equipment as needed at the direction of the HVAC Team Lead and the Manager of Building Systems.

### Commercial Boiler/HVAC Mechanic M-4 (Must meet all requirements of M-1, M-2, M-3 & M-4 to be considered for the M-4 Grade)

23. Minimum of eight years maintenance experience with boiler and chiller systems.
24. Working knowledge and experience of operating large power generation systems such as a cogeneration power plant.
25. Multistack certificate or service class, or minimum 5 years working with multistack units.

**Rock Valley College Student Trustee Report**  
**Ryan Russell, Student Trustee**  
**Board of Trustees Meeting, February 28, 2023**

1. Baseball and Softball seasons are just beginning and are in full swing with a multitude of games coming up within the next couple of weeks. Baseball won their opening game on Feb. 19 vs. Morton College. The Softball team begins play on Feb. 25 vs. Spoon River College. Best of luck this season!
2. The Men's and Women's Basketball seasons are both wrapping up with each team in position to qualify for the regional tournament. RVC is set to host tournament play for Men and Women's the weekend of March 3-6.
3. The Men's and Women's Bowling teams have both qualified for the National Tournament the weekend of March 2-4. Good luck to all!
4. On March 1<sup>st</sup>, there will be a Women's History event to kick off the celebration. "Steep and Tell" will consist of tea, pastries, and writing activities. This will be a good event to recognize significant feats and recognize the accomplishments of our peers.
5. March 6<sup>th</sup>, NIU will have a recruiting event that will feature a career fair and will benefit our engineering students not only at RVC but surrounding area high schools too. This will allow for networking and further learning about the career with NFPA.
6. On March 9<sup>th</sup>, Wesley Willows will be doing an on campus, on the spot hiring event. This will allow students to quickly find employment and have multiple positions to apply for.
7. Student Government Association has been working hard on creating ideas to improve student recreation areas. SGA passed a vote recently that will allow for significant changes to the Student Life Room, located on the First floor of the SRC.



Rock Valley College Board of Trustees  
Freedom of Information Act Report  
January 15 – February 15, 2023

Date Received	FOIA#	Requestor	Request	Response Date
2/2/2023	2023-04	Krista Swahn, NSLS	<p>The NSLS requests the directory information for currently enrolled students who have a 3.0+ GPA. We ask that you divide the list into two segments, those students above and below a 3.3 GPA. This allows students with a 3.3 GPA or higher to receive the NSLS presidential designation. Please note that the NSLS is not requesting individual GPAs, we are requesting a list of students who fall into the specified GPA range.</p> <p>Additionally, NSLS is giving institutions the opportunity to include their logo on the invitation. By sending that along, you are providing permission to use the image.</p> <p>Directory Information requested:</p> <ul style="list-style-type: none"> <li>• First name</li> <li>• Last name</li> <li>• Email address</li> <li>• Permanent address</li> <li>• School logo for use on invitations (optional)</li> </ul>	completed 2/13/2023; denied in part
2/6/2023	2023-05	Tiara Flowers	Requesting police report RV2X-XXXXXX	completed 2/13/2023; denied
2/13/2023	2023-06	Krista Swahn, NSLS	Requesting President's and Dean's List for Fall 2022. Include First Name, Last Name, email address	Due Mar. 14, 2023 Commercial Request