

Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, September 12, 2023
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, September 12, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Gloria Cardenas Cudia.

Roll Call

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

Ms. Gloria Cardenas Cudia	Mr. John Nelson joined the meeting at 5:16 p.m.
Ms. Kristen Simpson	Mr. Richard Kennedy
Mr. Robert Trojan	Ms. Crystal Soltow
Mr. Paul Gorski	Mr. Juan Nogueta, RVC Student Trustee

Also present: Dr. Howard J. Spearman, President; Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; 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; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Assistant to the President; Ms. Tracy Luethje, Executive 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. Howard Spearman recognized Pamela Lopez-Fettes, executive director of Growth Dimensions Economic Development based in Belvidere, IL.

General Presentations

Dr. Howard Spearman, president of Rock Valley College, introduced Ms. Lopez-Fettes. Ms. Lopez-Fettes presented the Economic Development Partners in Education presentation. Ms. Fettes stated that Growth Dimensions provides a progressive and cooperative environment that improves the quality of life by fostering economic opportunity and personal growth. With economic development partners throughout Belvidere-Boone County, Growth Dimensions is advancing a coordinated economic development strategy to create jobs, promote community assets, and stimulate capital investment through business retention and attraction efforts. Discussion ensued.

Review of Minutes

There were no comments on the minutes from the August 8, 2023, Board of Trustees Committee of the Whole meeting.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the enrollment update. Ms. Snider stated that the enrollment figures have changed since the enrollment update was run. Ms. Snider explained that the College had finished the enrollment verification process and the schedule adjustment period and that as of September 12, 2023, RVC was 3% above budget for Fall and 1% above budget overall. Trustee Trojan asked if the figures

Ms. Snider presented were credit hours, and he wanted to know what the non-credit hours would look like, especially certificates. Ms. Snider stated that the enrollment numbers include certificates for college credit and can be applied toward an associate degree. Discussion ensued.

Community College Cooperative Agreement

Dr. Patrick Peyer, vice president of student affairs, presented on the Community College Cooperative Agreement. Dr. Peyer stated that RVC participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources (C.A.R.E.E.R.) with other Illinois community colleges. The agreement is regulated by the Illinois Community College Board (ICCB) and is designed to provide expanded educational opportunities only for Associate of Applied Science (AAS) degrees and certificate programs not offered by RVC. Dr. Peyer presented the numbers of outgoing and incoming students who took advantage of the C.A.R.E.E.R. Agreement, as well as the estimated revenue differential for FY2022 and FY2023. Discussion ensued.

3. Early College Items

As an introduction to the Early College items on the agenda, Dr. Hansen Stewart, vice president of industry partnerships and community engagement, provided an overview of the Dual and Articulated Credit, Running Start, and Senior Semester programs and agreements with the area high school districts.

To provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed the Dual and Articulated Credit Memorandum of Understanding (MOU) to utilize districts offering dual credit for high school courses. These dual credit courses are taught by qualified high school instructors and are designed to allow eligible students to receive college credit in high school.

Running Start is a formal program that allows qualified students to attend RVC for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet the requirements for both a high school diploma and an RVC associate degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of RVC credit courses simultaneously.

The Senior Semester Program allows qualified district students to attend RVC for their final high school semester of senior year. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of RVC credit courses simultaneously. All programs will be administered through the Early College office at RVC in conjunction with the high schools enrolled in the program.

Dual and Articulated Credit MOU Rockford Public School District No. 205
Running Start Intergovernmental Agreement (IGA) Rockford Public School District No. 205
Senior Semester Program Rockford Public School District No. 205

Finance Discussion: Board Liaison Trustee Trojan

1. Purchase Reports

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

Purchase Report A – FY2024 Purchases:

- A. Fire Extinguishers – (Contractual Services – Risk Management)
 - 1. A-Fire Extinguisher Sales and Service Rockford, IL \$ 10,998.00 (1)*

- B. Telehealth Service – (Contractual Services – Personal Success Counseling)
 - 2. BetterMynd, Inc. Buffalo, NY \$ 17,500.00 (2)*
 - Talk Campus Bristol, UK N/A
 - Talkspace New York, NY N/A

- C. Volvo Truck – (Automotive – Non-Credit Programs)
 - 3. CIT Trucks, LLC. Normal, IL \$ 77,745.12 (3)*

- D. Stage Lighting Supplies – (Materials and Services – Starlight Theatre)
 - 4. Full Compass Madison, WI \$ 10,000.00 (4)*

			Not to Exceed
E. Repair Materials – (Repair Materials and Supplies – Plant Maintenance)			
5. Home Depot	Rockford, IL	\$ 10,000.00 (5)*	Not to Exceed
F. Online Proctoring Software – (Other Contractual Services – Online Learning)			
6. Honorlock	Boca Raton, FL	\$ 12,000.00 (6)*	
G. Plow and Salt Spreader – (Vehicle Equipment – Plant Maintenance)			
7. K-Kap Toppers, Inc.	Rockford, IL	\$ 19,035.00 (7)*	
Scott’s RV	Rockford, IL	\$ 20,720.39	
H. Ford F150 Truck – (Automotive – RVC Police Department)			
8. Morrow Brothers Ford	Greenfield, IL	\$ 56,539.00 (8)*	
I. Lift Gates – (Vehicle Equipment – Plant Maintenance)			
9. NWC Body Works	Elk Grove, IL	\$ 20,225.00 (9)*	
Scott’s RV	Rockford, IL	\$ 28,005.00	
K-Kap Toppers, Inc.	Rockford, IL	\$ 33,715.00	
J. Telecommunications – (Telephone Service Charges – Information Technology)			
10. Stratus Networks	Peoria Heights, IL	\$ 21,000.00 (10)*	Not to Exceed
K. Multi-Function Copiers – (Contractual Services – General Institution Copiers/Printing)			
11. TBD	TBD	\$ TBD (11)*	
L. Inlet Catch Basin Repairs – (Capital – Plant Operations and Maintenance)			
12. TBD	TBD	\$ TBD (12)*	
M. Architect Firm – (Other Contractual Services – Downtown Campus)			
13. Demonica Kemper Architects (DKA)	Chicago, IL	\$ 3,000,000 (13)*	
OPN Architects	Madison, WI		
Cordogan Clark	Aurora, IL		
Saavedra Group Architects (SGA)	Rockford, IL		
Holabird & Root, LLC.	Chicago, IL		
Ollmann Ernest Martin (OEM)	Belvidere, IL		

Not to Exceed

Discussion ensued on items E, G, I, J, K, L, and M. Trustee Nelson said that K-Kap Toppers, Inc. is a client of his, and he will not vote on Item G or Item I.

Board Chair Cardenas Cudia recognized and thanked Trustee Kennedy for his leadership and participation in working with the committee and selecting the architect for the RVC Downtown Campus.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through August 31, 2023. Total operating cash is \$39,928,454. Total operating cash and investments are \$85,365,989. Total capital funds are \$18,758,217. Since July 31, 2023, the change in capital funds is \$765,018. The change in the operating cash and investments since July 31, 2023, is \$3,261,170. Ms. Olson stated that the total operating cash and investment funds were 79.53% of the Fiscal Year 2024 operating budget. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Jenks presented the Personnel Report for September 2023. There is one placeholder for the Dean of Career and Technical Education, and there are no departures. Mr. Jenks stated that there will be a red-lined report for the Regular

Board meeting as Audrey Pearson, a full-time faculty, resigned effective September 22, 2023, and an offer was extended to and accepted by Dominick Squicciarini for the dean's position. Mr. Squicciarini will start on September 25, 2023.

2. FY2024 Operations Calendar Amendment

Mr. Jenks presented the FY2024 Operations Calendar amendment. Mr. Jenks stated that because of the Board's approval of the College campus closure between the Christmas Day and New Year's Eve holidays, the FY2024 Operations Calendar needed to be amended. In addition to the holiday campus closure, the Professional Development Day for spring needed to be amended, as Dr. Spearman has made the spring and fall Professional Development Days open to all staff.

3. FY2025 Operations Calendar

Mr. Jenks presented the FY2025 Operations Calendar. The FY2025 Operations Calendar includes dates the College is closed, and there will be no access to College buildings, offices, and student services. The primary use for this calendar is to communicate to the public and college community the dates when the College operations are affected.

4. RVC Downtown Cost Projection

Mr. Jenks presented the RVC downtown cost projection. Mr. Jenks explained that in July 2022, OEM Architects gave an original cost estimate of \$20,000,000 for approximately 60,000 square feet or \$330 per square foot for a downtown campus. The cost estimate did not include collision repair, early childhood development, human services, or police and fire programs, which added approximately 27,000 square feet to the project or \$12,400,000. According to the Capital Development Board's (CDB) annual construction cost estimate, construction costs increased in 2021 by 10.8% and in 2022 by 18.36%. Mr. Jenks stated that the first cost estimate did not reflect the current construction environment. The current cost estimate is \$475 per square foot for an estimated 80,000-square-foot building, bringing the cost to \$38 million. Adding all of the other expenses (furniture, fixtures, and equipment (FFE), demolition, technology, contingency, architect and engineering fees, contractor profit, and potential environmental costs) brings the potential total cost for the project to \$52 million.

Mr. Jenks provided a breakdown of the costs, examples of construction overages, and the payment options available to the College. Discussion ensued. The Board of Trustees would like to have a special meeting to discuss and justify the cost of the Downtown campus.

5. Change Order Update / ATC Phase II

Mr. Jenks presented the change order update for the ATC Phase II project. Mr. Jenks stated that almost everything had been completed at the ATC, and the only change order was for \$650 for the cost of adding a double solid yellow line on the perimeter roadway for safety reasons. Mr. Jenks stated that there was an issue with the rooftop air handler unit. The HVAC vendor canceled one of the rooftop unit orders so that unit was recently re-ordered with a 20-25-week lead time. The contractor will hook up the old rooftop unit and bring in humidifiers to control the moisture in the CNC classroom until the new unit is installed.

6. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for September, October, November, and December 2023. Discussion ensued.

New Business/Unfinished Business

Dr. Spearman stated that everything was moving forward with the Stenstrom signage for the Student Center. Mr. Robert Stenstrom is in agreement with the exterior and interior signage, so the signs have been ordered. There will be an event later to acknowledge Mr. Stenstrom.

Dr. Spearman stated that the October 10, 2023, Committee of the Whole Meeting has been moved to October 3, 2023. Trustees do not have to vote to move the day. Trustee Gorski asked about the dates for the November and December Board meetings. Dr. Spearman confirmed that the meetings will be held in the first and third weeks of the month.

Board Chair Cardenas Cudia reported on unfinished business regarding Trustee Nelson's conduct report. Cudia noted that she and Dr. Spearman met last week and discussed the report, and since it had been sent to all trustees, asked if anyone had questions or comments regarding the report. Trustee Nelson stated that he was unable to meet with his attorney and had other issues that needed to be taken care of. Trustee Nelson felt that the problem could be resolved.

Dr. Spearman announced that RVC was one of 20 community colleges nationwide that won a free Board retreat from the Association of Community College Trustees (ACCT). He thanked Board Chair Cardenas Cudia for recommending that the College submit an application to win the free Board service through ACCT.

Dr. Spearman also recognized several RVC retirees who had recently passed away: Seargent Tom Coe, Barb Dilly, and Jan Vincent.

Adjourn to Closed Session

At 7:06 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending or probable per Section 2 (c)(11), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 8:07 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on September 26, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on October 3, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Decennial Committee Meeting

The next Decennial Committee Meeting will be held on October 24, 2023, at 5:15 p.m.; The meeting will be held in room 1300 at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL 61008. The location changed for this meeting only.


Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on October 24, 2023, at 5:45 p.m.; The meeting will be held in room 1300 at the Advanced Technology Center (ATC), 1400 Big Thunder Blvd., Belvidere, IL 61008. The location changed for this meeting only.

Adjourn

At 8:11 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje


Robert Trojan, Secretary


Gloria Cardenas Cudia, Chairperson