

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, March 12, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, March 12, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Chairperson Gloria Cardenas Cudia called the meeting to order at 5:21 p.m. Trustee Cardenas Cudia appointed Trustee Richard Kennedy, Secretary Pro-Tem for the Board of Trustees Committee of the Whole meeting.

Roll Call

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

Ms. Gloria Cardenas Cudia	Mr. Juan Noguera, RVC Student Trustee
Mr. Richard Kennedy	
Ms. Crystal Soltow	
Mr. John Nelson	

The following Trustees were absent at roll call: Ms. Kristen Simpson, Mr. Paul Gorski, and Mr. Robert Trojan.

Also present: Dr. Howard J. Spearman, President; Mr. Keith Barnes, Vice President of Equity and Inclusion; Mr. Jim Handley, Vice President of Human Resources; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ellen Olson, Vice President of Finance; 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 Christopher Gorman, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

Trustee John Nelson made a motion, seconded by Trustee Crystal Soltow, to allow Trustee Robert Trojan to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Trojan entered the meeting via telephone.

Communications and Petitions

There were no communications and petitions to recognize.

Recognition of Visitors

Dr. Amanda Smith, vice president of academic affairs, recognized the following faculty entering tenure effective with the Academic Year 2024-2025: Krista Hoecherl Benassi (absent); Life Sciences, Frederick James Brun; Accounting, Shawn Doyle; Manufacturing, Engineering and Technology, Jerry Hose, II (absent); Aviation Technology, William Isham; Welding, Jeff Petty; Welding, Dr. Robert Srygler; Biology, and Carl Trank; Developmental Math. Awards and pictures were taken in celebration of their tenure. Board Chair Cardenas Cudia thanked the tenured faculty for being a part of the RVC team. Dr. Spearman recognized that this was the largest tenure group RVC has had in quite some time.

Review of Minutes

There were no comments on the minutes from the February 13, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

Strategic Plan Update: Non-Credit Workforce Development Statistical Summary

Dr. Hansen Stewart, vice president of career and technical education and workforce development, presented the Non-Credit Workforce Statistical Summary. Dr. Stewart explained that the non-credit workforce development consists of Customized Training, Continuing Education, and programs under the non-credit workforce umbrella, such as Truck Driver Training (TDT) and Computer Numerical Control (CNC) Machining. Continuing Education consists of programs like Dental Assisting, Refrigeration and Air Conditioning, Certified Nursing Assistant (CNA) Recertification, Food Safety, Massage Therapy, and the Highway Construction Careers Training Program (HCCTP) grant. Dr. Stewart presented the enrollment, completions, and placement numbers for FY2024, July 1, 2023, through June 30, 2024. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update: 14th-Day Census; Student Profile

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the 14th Day Census Enrollment for Spring 2024. Ms. Snider stated the data to produce the report has been captured and submitted to the Illinois Community College Board (ICCB). The 14th-day census enrollment identifies the number of students officially enrolled in credit courses at the College as of the end of regular registration of the spring term. It is intended to provide a “snapshot” or point-in-time view of RVC spring enrollment. Ms. Snider explained that to comply with ICCB reporting rules, the spring census enrollment report includes Winterim 2024 and Spring 2024 registrations. At the College, data to produce this report are captured on the 14th class day from the first day of spring classes, including Saturdays.

Student Profile: This report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at Rock Valley College (RVC) in the Spring of 2024. Data to produce this Student Profile report are captured with compliance submissions made to the ICCB, specifically, the Annual Enrollment and 14th-Day Census Enrollment for Spring. Ms. Snider stated that the student profile data pull the ASCE Credit students from the more general submissions and are used to develop this student profile report. Ms. Snider discussed the multiyear comparisons of the key demographics and overall students, including age, gender, highest degree earned, race and ethnicity, residency status, and the primary curriculum of all ASCE courses as of the Spring 2024 enrollment census. Discussion ensued.

2. Enrollment Update: Program Investment

Ms. Snider presented the Program Investment Report. Ms. Snider explained that RVC has invested in several facilities and partnerships. The data brief examines ten-year enrollment trends for the programs housed at RVC and associated with the partnerships. Enrollment is impacted by several variables, such as program capacity, labor market, and, in fiscal year 2021, the COVID-19 pandemic. It is one of the primary indicators of return on investment. The programs that Ms. Snider discussed were the Aviation Career Education Center, Northern Illinois University (NIU) at RVC Engineering, the Health Sciences Center (HSC), and the Advanced Technology Center (ATC). Discussion ensued.

3. Higher Learning Commission (HLC) Quarterly Update

Dr. Lisa Mehlig, executive director of outcome assessments and HLC liaison, presented the Higher Learning Commission (HLC) Institutional Accreditation Update. Dr. Mehlig discussed RVC's steps in preparing for the Institutional Accreditation Reaffirmation. Some of the processes include professional development, a virtual workshop, and a group from RVC that will be attending the 2024 Annual HLC Conference. There will be a site visit on October 14-15, 2024. A special meeting will be held during the site visit for trustees to meet with the site visit team members. Before the site visit, there will be preparation for the Board of Trustees that will provide an overview of the criteria for accreditation, the site visit process, and mock interviews. Dr. Mehlig stated there is a steering committee for the five criteria. The committee's primary goal is to collect feedback from RVC faculty,

staff, students, and community members to develop a final draft of narratives for each criterion for accreditation and to complete federal compliance documentation. Dr. Mehlig said that RVC is entering the final year of a five-year Assessment Academy project. Discussion ensued.

4. Disability Support Services Update

Dr. Patrick Peyer, vice president of student affairs, presented the Disability Support Services (DSS) Update. Dr. Peyer explained the roles of DSS and provided background on when the Disability Services was established at RVC. Dr. Peyer listed the types of disabilities recognized at RVC: temporary, permanent, physical, psychological, chronic health, learning/cognitive, and sensory. Dr. Peyer discussed the number of students enrolled at RVC with disabilities, the eligibility, and what documentation and processes are necessary to receive the accommodations.

Dr. Peyer discussed the RVC RAISE Program, which is universally accessible to all members of the RVC Campus Community and provides an equal opportunity for students with disabilities to recognize all individuals for their talents, abilities, and contributions. He also discussed the specific objectives and enrollment counts in the program. Discussion ensued.

5. Kishwaukee Education Consortium Memorandum of Understanding (MOU)

Dr. Stewart presented the Kishwaukee Education Consortium MOU. The Dual Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in an Emergency Medical Technician (EMT) dual credit class at the Kishwaukee Education Consortium, which will lead to advanced standing for certificate and degree opportunities at Rock Valley College. Dual and articulated credit offerings have increased annually with the furthered development of the Dual Credit Quality Act. The initiatives and continued development and implementation remain at the forefront of RVC partnerships with regional school districts and educational providers. OSF St. Anthony Medical Center Northern Region will provide, at its cost, a dual credit instructor qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, Illinois Community College Board, and the Higher Learning Commission. At its cost, the Kishwaukee Education Consortium will also provide appropriate academic support to ensure the delivery of quality instruction.

The administration is recommending that the Board of Trustees approves the MOU between RVC, the Kishwaukee Education Consortium, and OSF St. Anthony Medical Center Northern Region from March 27, 2024, through June 30, 2025. Discussion ensued. In response to a question from Trustee Nelson regarding the legal status of the Kishwaukee Education Consortium, Attorney Gorman noted that the Consortium is a client of Robbins Schwartz and asked if a legal opinion was needed.

Finance Discussion: Board Liaison Trustee Trojan

1. Purchase Report

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

Purchase Report A – FY2024 Amendments:

A. Professional Services – (Architect of Record) – Other Contractual Services)

- | | | |
|--------------|------------------|-------------------|
| 1. OPN, Inc. | Cedar Rapids, IA | \$ 95,000.00 (1)* |
|--------------|------------------|-------------------|

Purchase Report B – FY2024 Purchases:

A. Roof Repair – (Current Capital Needs – Noncapital Site Improvements)

- | | | |
|-----------------------------|--------------------|-------------------|
| 1. BP Roofing Solutions | Machesney Park, IL | \$ 28,711.00 (1)* |
| CAD Construction and Design | Tremont, IL | \$117,760.00 |

B. Computer Equipment – (Information Technology – Office Computer Equipment)

- | | | |
|-----------------------------|--------------------|-------------------|
| 2. Y & S Technology | Loan Tree, CO | \$383,907.80 (2)* |
| Computer Drive | Skokie, IL | \$389,710.00 |
| Entre Computer Solutions | Machesney Park, IL | \$395,604.53 |
| CDW Government | Vernon Hills, IL | \$416,578.00 |
| Howard Technology Solutions | Ellisville, MS | \$437,676.15 |

Atlaz Computers and Consulting

Freeport, NY

\$112,827.50 **

**Not all items

C. Training Services – (Instructional Reserve – Faculty Development)

3. Institute for Evidence-Based Change (IEBC) Rockford, IL

\$ 35,000.00 (3)*

Not to Exceed

D. Online Communications – (Online Learning – Instructional Software)

4. Zoom Technology Westampton, NJ

\$ 27,000.00 (4)*

Not to Exceed

Trustee Trojan had a question about Purchase Report A, item A. He asked how many cost projections OPN has already completed. Mr. Richard Jenks, vice president of operations, responded that twelve projects have already been underway. Trustee Nelson asked if the \$95,000 was an additional expense, and Ms. Olson said it was not. The money has already been put in the Capital Fund account, and RVC is asking permission to use it.

Trustee Trojan commented on Purchase Report B, item B. Trustee Trojan and Trustee Nelson would like Entre Computer Solutions to receive the bid because they are a local vendor. Dr. Spearman and Attorney Gorman responded that RVC recommends going with the lowest responsible bidder, per state statute. The Board of Trustees can vote to amend item B and go with Entre Computer Solutions, but then RVC may have to re-bid the product since the lowest bidder was not selected. Attorney Gorman will provide a legal opinion regarding whether or not RVC can use geographical preference and if trustees can make an amendment to award the contract to a local company and not the lowest responsible bidder. Discussion ensued.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through February 29, 2024. Total operating cash is \$41,452,103. Total operating cash and investments are \$88,191,264. Total capital funds are \$12,055,291. Since January 31, 2023, the change in capital funds is <\$24,938>. The operating cash and investments change since January 31, 2023, is <\$1,431,154>. Ms. Olson stated that the total operating cash and investment funds were 82.16% of the FY2024 operating budget. Ms. Olson noted that there is nothing unusual to report. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kennedy

1. Decennial Committee Final Report

Mr. Jenks presented the Decennial Committee Final Report. On June 10, 2022, the Illinois General Assembly enacted Illinois Public Act 102-1088, the Decennial Committees on Local Government Efficiency Act, which became effective immediately. To comply with the Act, the Board of Trustees of Rock Valley College approved Board Report #8047 on May 23, 2023, to create the Rock Valley College Decennial Committee. Mr. Jenks explained that summaries of the meetings have been compiled into a Final Report. Mr. Jenks stated that in April 2024, the final report would be distributed to the county boards of the six counties within the Rock Valley College District. The counties are Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties. Mr. Jenks said that according to the Act, the Rock Valley College Decennial Committee will be automatically dissolved upon publication of the Final Report to be made available to the public and distributed to the county boards in its district. Mr. Jenks stated that the Act provides for a new Decennial Committee to be formed every ten years. Discussion ensued.

2. Classroom Building II (CLII) Update

Mr. Jenks presented the Classroom Building II Update. Mr. Jenks explained that the Capital Development Board (CDB) has agreed to release funds to remodel Classroom Building II (CLII). The project has been on the CDB improvement list for over a decade. CDB will not add any additional funds for inflation and has agreed to provide \$17 million for the project. RVC is obligated to a 25% match of \$5,666,667, making the project's total

\$22,666,667. Mr. Jenks presented three options to the Board. Option one is to remodel the building with no additions. The total amount would be \$25.5 million. Adding another \$3.5 million for Furniture, Fixtures and Equipment (FFE) would bring the total to about \$29 million.

Option two would be an extension to the creekside of CLII with an option to include a rooftop theater. Option Three would add a Black Box theater. Estimated costs would be roughly \$38 million for Option Two and \$39 million for Option Three. Mr. Jenks explained that additional costs would be needed to empty CLII for construction.

Mr. Jenks discussed the Health Science Center and adding an elevator, stating that \$500,000 is currently set aside for a new elevator in the capital account. The cost estimate for the elevator in 2024 is \$1,219,000, plus approximately \$130,000 in architect fees.

Dr. Spearman explained that tonight was an introduction to the CLII renovation. He stated that if the Trustees had additional questions, they could email them to Dr. Spearman, and the administration would bring the questions back up at the April 2024 Board of Trustees Committee of the Whole meeting. Discussion ensued.

3. Downtown West Campus Update

Mr. Jenks gave a verbal update on the Downtown West Campus. Mr. Jenks and Ringland Johnson, Construction Manager at Risk (CMR) Company, have had preliminary meetings regarding moving utilities on the Rockton Avenue property, and that it may not be possible due to how the power is routed to the Criminal Justice Center. Mr. Jenks said that RVC is working with the CMR and the City of Rockford on this issue.

4. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for March and April 2024. He stated that on March 12, the Youth Ground Water Festival will take place at the Karl J. Jacobs Center for Science and Math (JCSM), Classroom Building I (CLI), and the Stenstrom Student Center (SSC). The Science Olympiad Regional Competition will take place on March 16.

New Business/Unfinished Business

Unfinished Business: Dr. Spearman reminded everyone that the President's Office and team will be out of Building E for the next two weeks due to the carpeting being replaced. Dr. Spearman, Ann Kerwitz, and Betsy Saucedo will be in the JCSM.

New Business: There was no new business to discuss.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustee Meeting will be held on March 26, 2024, 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.

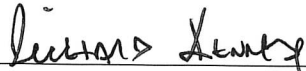
Next Committee of the Whole Meeting


The next Committee of the Whole Meeting will be held on April 9, 2024, 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.

Adjourn

At 7:25 p.m., a motion was made by Trustee Nelson, seconded by Trustee Soltow, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje


Richard Kennedy, Secretary Pro-Tem


Gloria Cardenas Cudia, Chairperson