

**Rock Valley College Board of Trustees
Community College District No. 511
1400 Big Thunder Rd, Belvidere, IL 61008
Advanced Technology Center (ATC), Room 1300
(Location changed for this meeting only)**

**Regular Meeting
October 22, 2024, 5:15 p.m.**

Livestreaming Link: https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by Means Other than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. General Presentations**
- G. Approval of Minutes**
 - 1. September 10, 2024 Committee of the Whole Meeting
 - 2. September 24, 2024 Regular Board Meeting
- H. Action Items**
 - 1. Approve Claims Sheet (Check Register-September 2024) (BR8205)
 - 2. Approve Purchase Report
 - a. Purchase Report-A – FY25 Purchases (BR8206-A)
 - b. Purchase Report-B – FY25 Purchases (BR8206-B)
 - 3. Approve Levy Year 2024 Estimated Taxes Required and Setting Hearing Date for Truth-in-Taxation (BR8207)
 - 4. Approve Bond Parameters Resolution – Resolution providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of the District for the purpose of creating a working cash fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of bonds to the purchaser thereof. (BR8208)
 - 5. Approve Personnel Report (BR8209)
 - 6. Second Reading: Adoption of Board Policy Manual: Article 1 Board of Trustees Bylaws (BR8210)
- I. Other Business**
 - 1. New Business
 - 2. Unfinished Business
- J. 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

- K. Adjourn to Closed Session** to discuss the purchase or lease of real property for the use of the public body per Section 2 (c) (5) in accordance with the Illinois Open Meetings Act.
- L. Reconvene Open Session**
- M. Date of Next Committee of the Whole Meeting:** November 5, 2024, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.
- N. Date of Next Regular Board Meeting:** November 19, 2024, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.
- O. Adjourn**

**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 10, 2024
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, September 10, 2024, 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 Robert Trojan.

Roll Call

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

Mr. Robert Trojan	Mr. Richard Kennedy
Ms. Gloria Cardenas Cudia	Mr. John Nelson
Ms. Kristen Simpson	Mr. Nico Mikos, RVC Student Trustee
Mr. Paul Gorski	

The following Trustee was absent at roll call: Ms. Crystal Soltow

Also present: Dr. Howard J. Spearman, President; Mr. Keith Barnes, Vice President of Diversity, Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. Terrica Huntley, Interim Vice President of Human Resources; 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. Araceli Olvera, Interim Executive Assistant; Attorney Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

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

Communications and Petitions

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

Recognition of Visitors

There were no visitors to be recognized.

General Presentations

1. Higher Learning Commission (HLC) Visit Training for the Board

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented a handout of relevant questions for the Board of Trustees in preparation for the HLC on-site visit meeting on October 15th. The expectation is for the Trustees to understand their role on the day of the visit, prepare them for questions by the visiting team, and following the visit. Ms. Snider announced that Dr. Lisa Mehlig is retiring at the end of the month, so Ms. Snider will take on the role of Accreditation Liaison Officer (ALO). The purpose of the training is to ensure that the Board of Trustees are aware of RVC's mission, vision, strategic plans, and that RVC is effectively using resources authorized by the Board, including Finances, Human Resources, and Facilities. Discussion followed.

2. Rock Valley College Foundation Update

Ms. Brittany Freiberg, chief development officer of the RVC Foundation, highlighted the current scholarship awarding period for the 2024-2025 Academic year. The total number of applications submitted this year was 686. There are two awarding periods: best chance (Feb 14 – April 1) total was 547, and the last chance (Aug 16– Sept 4) total was 134. There were 320 recipients awarded; best chance total was 320; the last chance total is in progress. The total amount of funds awarded was \$526,091, a percentage of 53%. The total available funds for awards this year was \$797,455, an estimated \$90,000 increase from FY2024 to FY2025. The remaining \$271,364 for last chance was re-opened for two weeks with the hope of awarding as much as possible. Ms. Freiberg emphasized the growth of allocations over the years and also shared the total assets held by the Foundation is \$17,892,333. Rock Valley College is 9th of 33 based on its Illinois Community College peers. The Foundation’s investments include a mixture of endowed and non-endowed funds at Savant Capital Management, a charitable remainder annuity held at Midland States Bank, and endowed funds at the Community Foundation of Northern Illinois. Ms. Freiberg invited the Board of Trustees to support the foundation and seek donors to help grow funds. Discussion followed.

Review of Minutes

There were no comments on the minutes from the August 13, 2024, 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 provided updated information. For Fall, RVC is at 103% to budget and 99% to the stretch goal.

2. Early College Items

As an introduction to the Early College items on the agenda, Dr. Hansen Stewart, vice president of career and technical education and workforce development, provided an overview of the Dual and Articulated Credit and Running Start 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.

- **Dual and Articulated Credit MOU Rockford Public School District No. 205**
- **Running Start Intergovernmental Agreement (IGA) Rockford Public School District No. 205¹**

Finance Discussion: Board Liaison Trustee Trojan

1. Cash and Investment Report

Ms. Olson, vice president of finance, presented the Cash and Investment Report through August 31, 2024. Total operating cash is \$33,146,223. Total operating cash and investments are \$81,392,300. Total capital funds on July 31, 2024 are \$18,966,575. Since July 31, 2024, the change in capital funds is \$12,663,676. The change in the operating cash and investments since July 31, 2024, is (\$12,778,628). Ms. Olson stated that the total operating cash and investment funds were 80.02% of the FY2025 operating budget.

¹ The Running Start IGA for Rockford Public School District No. 205 was not received in time to place in the September CotW packet but was included in the agenda for the September 24 Regular Board packet.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for September 2024. There is one appointment for the Director of Environment Health and Safety, effective September 25, 2024, and one departure for Charles Sicotte, Economics Associate Professor, effective December 31, 2024.

2. Fiscal year 2024 Annual Personnel Report

Dr. Spearman explained that the report would be brought back next month due to data discrepancies.

3. Board Policy Manual Update: Article 1 Board of Trustees Bylaws / First Reading

Ms. Terrica Huntley, interim vice president of human resources, presented the adoption of the Board Policy Manual Article 1: Board of Trustees Bylaws. The purpose of the Rock Valley College Board Policy Manual is to document the rules and regulations applicable to the operations of Rock Valley College and to ensure compliance with applicable laws and regulations. This review will be made on a section-by-section basis until the Board Policy Manual is fully updated. Attorneys from Robbin Schwartz perform an initial review to ensure all policies are in compliance with current legal standards. Ann Kerwitz, assistant to the president, and Terrica Huntley, interim vice president of human resources, will review the amended document to ensure institutional congruity. Additional changes will be finalized and then presented to the Board of Trustees for readings in accordance with RVC Board Policy. Discussion followed.

4. Intergovernmental Storage Agreement (IGA) with the City of Loves Park for Fire Truck

Mr. Rick Jenks, vice president of operations, presented the Intergovernmental Storage Agreement with the City of Loves Park for Fire Truck. Rock Valley College was offered a 1993 Pumper Fire Truck from the Harlem Roscoe Fire District and accepted the donation in preparation for RVC's Fire Science program. The City of Loves Park has approved this agreement to store RVC's 1993 Pierce Pumper Fire Truck at the Fire Station located at 5180 Rock Valley Parkway in Loves Park, Illinois, with no cost to Rock Valley College. This agreement shall not exceed five (5) years from the Effective Date of August 5, 2024, but the parties may extend the agreement with additional terms by mutual written agreement of the parties. Discussion followed.

5. Classroom Building II (CLII) Update

Mr. Jenks, vice president of operations, gave a quick overview of the CLII progress with the Capital Development Board (CDB). Mr. Jenks stated that the CDB has interviewed four architects, revealing that only one candidate is from the local area and is in the process of deciding on the architect firm for the project.

6. Change Order Update

Mr. Jenks presented the change order update for the Student Center flooring construction project. No contingency funds were used, and the unused funds will be used for other projects at Rock Valley College. Discussion followed.

7. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for September and October 2024, including Fall Homecoming Week on September 23rd and several Shakespeare performances on September 26th and 27th. President Spearman spoke on RVC's 60th Anniversary Celebration. Discussion followed.

New Business/Unfinished Business

1. Unfinished Business:

- Dr. Spearman asked that the Board of Trustees RSVP to Ann Kerwitz for the HLC On-Site Visit.
- Dr. Spearman announced the ICCTA Northwest Regional Meeting will be held at the Advanced Technology Center on October 1st

2. New Business:

- Dr. Spearman shared that Rock Valley College hosted a webinar at the request of the State Historical Preservation Office in regard to the demolition of the downtown buildings. The following steps include finalizing the Memorandum of Understanding between Rock Valley College and the State of Historical Preservation Office which ensures mitigation measures to encapsulate and preserve the history of the buildings at the Downtown West Campus.

Adjourn to Closed Session

At 6:32 p.m., a motion was made by Trustee Kennedy, seconded by Trustee Gorski, to adjourn to closed session to discuss: 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5) and/or 2) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act. The motion was approved by unanimous roll call vote. Trustee Soltow left the meeting at 6:32 p.m.

Reconvene Open Session

At 6:41 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cudia, to adjourn the closed session and 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 24, 2024, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) of 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 8, 2024, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on October 22, 2024, 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 was changed for this meeting only.**

Adjourn

At 6:54 p.m., a motion was made by Trustee Cudia, seconded by Student Trustee Mikos, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Araceli Olvera

Richard Kennedy, Secretary

Robert Trojan, Chairperson

**Illinois Community College District No. 511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114
Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR)**

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING
September 24, 2024, 5:15 p.m.**

MINUTES

Call to Order

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois convened in Room 0214, known as the Performing Arts Room (PAR), in the Educational Resource Center (ERC) on the main campus of Rock Valley College. Board Chair Robert Trojan called the meeting to order at 5:15 p.m.

Roll Call

Mr. Robert Trojan
Ms. Gloria Cardenas Cudia
Mr. Kirsten Simpson
Mr. John Nelson

Mr. Richard Kennedy
Mr. Paul Gorski
Nico Mikos, Student Trustee

The following Trustee was absent: Ms. Crystal Soltow.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Academic Affairs/Chief Academic Officer; Ms. Terrica Huntley, Interim Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance/Chief Financial Officer; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Diversity, Equity and Inclusion; Mr. Rick Jenks, Vice President of Operations/Chief Operations Officer; Dr. Hansen Stewart, Vice President of Career Technical Education and Workforce Development; Ms. Araceli Olvera, Interim Executive Assistant; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Joe Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other than Physical Presence

There were no Board members attending by means other than physical presence.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

There were no visitors to be recognized.

Bond Issue Notification Act (BINA) Hearing

Board Chair Trojan explained that the next item on the agenda was the Bond Issue Notification Act (BINA) Hearing.

BINA PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS ON THE PROPOSAL TO SELL WORKING CASH FUND BONDS IN AN AMOUNT NOT TO EXCEED \$14,700,000 FOR THE PURPOSE OF INCREASING THE WORKING CASH FUND OF THE DISTRICT

Board Chair Trojan asked the Board members for any further comments about the proposed bonds.

Trustee Gorski reminded the audience via live stream that the bonds are going to be spent on upgrades for the main campus. VP Olson added that the bonds are for the construction projects on the Health Sciences Center and Classroom Building II building.

Board Chair Trojan asked the Public for any written testimony about the proposed bonds. Trustee Kennedy confirmed there were no written testimonies.

Board Chair Trojan asked the Public for any oral or public comment about the proposed bonds. There were no oral or public testimonies.

Board Chair Trojan stated that all persons desiring to be heard have been given an opportunity to present oral and written testimony with respect to the issuance of the Bonds.

Board Chair Trojan asked for a motion and a second to adjourn the Hearing.

On a motion by Trustee Cudia, seconded by Trustee Nelson, and unanimous roll call vote, the BINA Hearing was adjourned.

General Presentation

There were no presentations.

Approval of Minutes

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve the minutes of the August 13, 2024, Committee of the Whole meeting and the August 27, 2024, Regular meeting. There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 8197 – Claims Sheet

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from August 1, 2024, to August 31, 2024. The total is \$4,082,495.90.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8197. There was no discussion. The motion was approved by unanimous roll call vote.

2. BR 8198-A – Purchase Report A – FY25 Purchases

It is recommended that the Board of Trustees approves the marked item for purchase on Board Report 8198-A, Purchase Report – A – FY25 Purchases.

Com Ed

Rockford, IL

\$248,716.85*(1)

A motion was made by Trustee Nelson, seconded by Trustee Cudia, to approve Board Report 8198-A. There was no discussion. The motion was approved by unanimous roll call vote.

3. BR 8199 – Resolution for BINA Hearing

The Board Report reads in part: It is recommended that the Board of Trustees approves the public hearing concerning the intent of the Board of Trustees to sell not to exceed \$14,700,000 Working Cash Fund Bonds for the purpose of increasing the working cash fund of the District. A motion was made by Trustee Cudia, seconded by Trustee Nelson, to approve Board Report 8199. There was no discussion. The motion was approved by unanimous roll call vote.

4. BR 8200 – Dual and Articulated Credit Memorandum of Understanding – Rockford Public Schools #205

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and the Board of Education of Rockford Public School District No. 205, beginning August 21, 2024, and ending June 30, 2025. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8200. There was no discussion. The motion was approved by unanimous roll call vote.

5. BR 8201 – Running Start Intergovernmental Agreement (IGA) – Rockford Public Schools #205

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Rockford Public School District #205 effective August 19, 2024 for classes beginning August 19, 2024. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8201. There was no discussion. The motion was approved by unanimous roll call vote.

6. BR 8202 – Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approves the following personnel actions listed on Board Report 8202.

A motion was made by Trustee Cudia, seconded by Student Trustee Mikos, to approve Board Report 8202. There was no discussion. The motion was approved by unanimous roll call vote.

7. BR 8203 – Intergovernmental Storage Agreement with City of Loves Park for Fire Truck

The Board Report reads in part: It is recommended that the Board of Trustees approves the Intergovernmental Storage Agreement with the City of Loves Park, Illinois, to store Rock Valley College's 1993 Pierce Pumper Fire Truck at the Loves Park Fire Station located at 5180 Rock Valley Parkway, Loves Park, Illinois.

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8203. There was no discussion. The motion was approved by unanimous roll call vote.

8. BR 8204 – First Reading: Adoption of Board Policy Manual: Article 1 Board of Trustees Bylaws

The Board Report reads in part: It is recommended that the Board of Trustees adopts Article 1: Board of Trustees Bylaws of the Rock Valley College Board Policy Manual as reviewed and revised by Robbins Schwartz attorneys and College Administration. **Attorney Reviewed.**

A motion was made by Trustee Cudia, seconded by Student Trustee Mikos, to adopt Board Report 8204.

President Spearman provided guidelines to the Board of Trustees on submitting changes and/or recommendations to the board policy manual.

- The deadline to submit suggestions/changes to Article 1 documents by the Board of Trustees is Friday, September 27, 2024.
- These changes will be vetted by Robbins Schwartz attorneys and the administration to ensure institutional and legal congruity.
- Changes will be included in the meeting packet for the October 8 Committee of the Whole meeting for review and discussion.
- If trustees are in agreement with those changes, the changes will be added to the October 22 Regular board packet to be voted upon at that meeting, the official Second Reading.
- If the trustees feel they need more time to review and discuss suggested changes, the Second Reading could be postponed to November to allow for additional time.

Trustee Gorski clarified that the point of order for Board Report #8204 doesn't require a vote as it's open for discussion and/or comment. He appreciated the timeline and had no questions at this time.

President Spearman added that Robbins Schwartz attorneys would like to provide a recommendation to Board Policy Manual Article 1. Attorney Joe Perkoski explained that 1:10.040 section 8. Waiver of Notice of Meeting is a historical artifact of a policy revision and could create conflict with respect to the Open Meetings Act; he summarized that Waiver of Notice of Meetings allows a trustee to come to a meeting and if later determined the meeting wasn't properly noticed, this Trustee can waive the opportunity to object to the meeting. Attorney Joe Perkoski recommended removing section 1:10.040 section 8. Waiver of Notice of Meetings and update the second reading.

Trustee Gorski commented that he believes 1:10.040 section 8. Waiver of Notice of Meetings is unlawful. He acknowledged the audience via live stream and explained the procedure of announcing board meetings, including the set calendar, weather/disaster cancellations, or not meeting quorum standards.

Board Chair Trojan confirmed with Attorney Perkoski that Board Report #8204 doesn't require a vote. Attorney Perkoski observed the Trustees are in agreement with the first reading of Board Policy Manual Article 1.

Other Business

1. New Business

President Spearman shared that he was approached by Mercury LLC., a lobbyist firm in Illinois. He met with former congresswoman Cheri Bustos and her Illinois team. President Spearman invited Chairman Robert Trojan, Jennifer Thompson, executive director of college communications, and Ann Kerwitz, assistant to the president, to be present at the meeting. Mercury offered various lobbyist services, highlighting Bustos's connections in both major political parties that could aid the college's needs at a federal level and a statewide level, and provided an estimated cost of services. Chairman Trojan added that the college would receive weekly updates on upcoming bills and grants, as well as explained terms of agreement. Mercury will send a written proposal for Rock Valley College's consideration by the end of the week.

Trustee Nelson commented that he has advocated to the college in pursuing a lobbyist for the state of Illinois. He would recommend that the college take into consideration that the lobbyist has depth and breadth of experience in Springfield and Washington D.C.

Trustee Cudia questioned if Mercury specializes with community colleges or is a general lobbyist. Chairman Trojan stated that they work in various areas in Illinois such as agriculture and are looking to broaden their services. President Spearman added that they have experience in higher education with community colleges and four-year institutions.

Trustee Gorski would like more information on Mercury's pricing for state-level and federal-level services and consider looking at a grant that could pay for the lobbyist services.

President Spearman stated that legislation moves at a fast pace, so the college should consider a lobbyist. In addition, he agreed with Trustee Gorski about thinking of a strategy on why the college needs a lobbyist, setting a goal such as identifying a grant to pay the dollar amount.

Trustee Cudia asked for recollection on the college's long-term plan for the next five or ten years that could be utilized for lobbyist services. President Spearman stated the college's Strategic Plan is five years and the Facilities Master Plan is fifteen to twenty years that notifies the college when maintenance is needed around the entire campus.

Chairman Trojan stated a lobbyist could help the college look for grant money to supplement the bond issues instead of the college issuing all the bonds.

Student Trustee Mikos asked whether Cheri Bustos has more pull in federal or state. President Spearman explained that Bustos' is a partner at Mercury, a large firm from a state and federal level, that would represent the college with a national network of legislators.

2. Unfinished Business

There was no unfinished business.

Updates/Reports

1. President's Update

President Spearman shared updates on events that occurred this month starting off with Professional Development Day, an all-day occasion that was well-received by faculty and staff and received positive feedback for the planning team. Dr. Spearman expressed his gratitude to Board Chair, Bob Trojan, for his attendance. Next, Dr. Spearman attended the Illinois Community College Presidents' Retreat at the Allerton Park and Retreat Center where he presented on our CRM progress and Case Management Advising. He expressed his gratitude to Robbins Schwartz for sponsoring the

retreat, and for providing their Higher Education Virtual Legal Update Conference which many RVC leaders attended. Moreover, Trustee Cudia, Dr. Luevinus Muhammad, and Dr. Spearman attended ICCB's Adequacy and Equity Funding Work Group meeting in Springfield. Furthermore, in recognition of the National Hispanic Heritage Month, there was a Rockford Register Star spotlight by La Onda on Vice Chair Gloria Cudia recognizing her leadership and contributions in the community. To end, Dr. Spearman listed important events this upcoming October.

2. Leadership Team Updates

- Mr. Keith Barnes, vice president of diversity, equity and inclusion, shared that Rock Valley College has been awarded the 2024 (Higher Education Excellence in Diversity) HEED Award, a national honor recognizing U.S. colleges and universities that demonstrate an outstanding commitment to diversity and inclusion. RVC will be featured in the November/December 2024 issue of Insight into Diversity magazine. In addition, Mr. Barnes was selected to present at the 2024 Illinois Council of Community College Administrators Conference (ICCCA) on Thursday, November 14, 2024, in East Peoria, Illinois. Mr. Barnes also presented at the 2023 ICCCA Conference.
- Dr. Stewart, vice president of career technical education & workforce development, announced that October is Manufacturing Month. The ATC will be hosting Manufacturing Day for high school students on October 4 and 18. During the visit, the students will tour the facility, explore various manufacturing careers, try out the hydraulic excavator and welding simulators, tour Truck Driver Training, and more.
- Dr. Patrick Peyer, vice president of student affairs, shared that RVC hosted the IACAC Illinois Regional College Fair on Thursday, September 19 in the PEC. Over 100 college and university representatives participated. He gave thanks to the RVC Enrollment and Facilities teams for their help in organizing the event. Next, Homecoming Week started on September 23, and the Student Life team has scheduled several great events throughout the week. Moreover, advising and enrollment staff are assisting students plan and register for Winterim registration which opens on October 14. Furthermore, Dr. Peyer extended a special thanks to Casey Dahlberg, manager of new student enrollment, and Mara Lopez, enrollment coordinator, for their work in Adult Education. Lastly, a series of Food Drives was organized by RVC's Phi Theta Kappa student organization to support the RVC Eagles Nest Food Pantry. He gave thanks to all involved for helping restock supplies and supporting those students managing food insecurities.
- Ellen Olson, vice president of finance, shared an update that the audit is still in progress. More information will be shared once that is completed. She announced that on Thursday, October 17, at 11:30 a.m., the Foundation is hosting the Rock Valley College Eras Luncheon & Trivia for alumni and retirees celebrating the College's 60th Anniversary. This event will be held in the Stenstrom Student Center.
- Rick Jenks, vice president of operations, shared the completion of the photographing and layout documentation of the three existing downtown buildings required by the State Historic Preservation Office (SHPO). On September 23, SHPO issued permission for the College to proceed, however additional historical research and documentation is needed. RVC has resumed the abatement of the building and demolition is underway for the Downtown West Project. Next, he announced that on Monday, September 23, buildings E and F lost power and is expected to be restored on Friday, September, 27. During installation for the Power Shed upgrade project, the contractors struck the high-voltage line feed. RVC did not mark the power line in the location where the strike occurred, so the cost of the repair will be RVC's responsibility. This will not be a change order since Miller Electric is the electrician for this project but is not able to conduct this work. RVC has selected Helm to conduct the work and is determining the cost to repair the line. Moreover, the College plans to send out a bid to

replace the sprinkler system and relevel the baseball, softball, and soccer fields. Construction will begin in May after the spring athletic teams' seasons end, but in order to get on schedule, we need to bid the project now. Furthermore, RVC is working with our architect to draft drawings for the HSC third floor and the elevator. The goal is to bid on the project in November or December, with construction starting in January or February. Lastly, the College has not received official written confirmation from Chicago Building Design (CBD) Architects selected for Classroom Building II. However, unofficially, they have selected Bailey Edward Design, Inc. from Chicago. RVC hasn't worked with Bailey Edward Design, but the College looks forward to the project.

- Terrica Huntley, vice president of human resources, started off by acknowledging the College Leadership and gave thanks to professional development specialists for coordinating Fall Professional Development Day. At this event, RVC honored their annual excellence awards: Rookie of the Year, Brent Jepsen - Multimedia Content Creator, Leader of the Year, Dr. Cindi Schaefer Tobin - Dean, Early College, and Employee of the Year, Jeremy Tallacksen - Audio Visual Support Specialist. To end, Ms. Huntley announced that the college is offering their annual Biometric Screening to staff and faculty.
- Heather Snider, vice president of institutional effectiveness and communications, started off by giving an enrollment update. As of this week, RVC has exceeded the Fall 2024 budget goal by 3.5% and met the Fall 2024 stretch goal. Since the college was short in Summer II, this puts us 2% above budget for Summer II and Fall combined and 99% to the stretch goal for both semesters combined. Next, she gave HLC updates on the HLC Site Visit, the two Town Hall Meetings, and the accreditation page of the college website. Moreover, she announced that on Thursday, October 10, RVC's 60th Anniversary celebration will take place on our Main Campus from noon until 6 pm. To end, three members of the Marketing and Communications team are attending and presenting at the NCMPR District 3 Conference. Jennifer Thompson, executive director of college communications, will be honored as the District 3 Communicator of the Year, and presenting on the connection between neurodiversity and creative work. Gabi Mar-Gagula, communications and marketing specialist, and Brent Jepsen, multimedia content creator, are presenting on the use of brand ambassadors.
- Dr. Amanda Smith, vice president of academic affairs, started off with congratulating Dr. Beth Ingle for receiving the Holocaust Educator Award from the Jewish Federation of Greater Rockford during their annual Holocaust Remembrance Day ceremony at Midway Village. Next, she stated that Fall Professional Development Day deserved lots of praise and accolades, highlighting the day-to-day activities. Dr. Smith extended special gratitude to Dr. Terry Wandtke and Justin Severson for leading the efforts to coordinate the event.

3. ICCTA Report

- Trustee Nelson highlighted the discussions at the ICCTA meeting. Topics including board chair relationships, responsibilities and conflicts, new college president vetting process, and overall experience.

4. Trustee Comments

- Trustee Gorski wanted to give thanks in advanced to all staff members assisting with the October 22 Regular Board meeting at the ATC.
- Trustee Cudia summarized the ICCB adequacy and equity subcommittee's effort of examining the current funding system, doing research and offer a recommendation to the ICCB on how to improve or enhance funding. One takeaway is educating the legislators on the contributions and the value of what the community colleges bring to the community and

our economy once students graduate. Also, she gave recognition to Marketing and IT for streaming YouTube videos of Rock Valley College.

- Trustee Simpson gave kudos to RVC police for helping her son with vehicle issues.
- Trustee Trojan encouraged the other Trustees to attend some of the upcoming on-campus events and thanked the RVC leadership team for organizing on-campus events.

5. Student Trustee Report

Student Trustee Mikos reported that the college is an early voting site for the Rockford Board of Elections for the two weeks prior to Election Day. Rockford residents will be able to vote on October 21 - 25 and October 28 - November 1 at the JCSM in room 0208 from 9:00 a.m. to 4:00 p.m. Moreover, the college encourages students who are eligible to register and vote. Lastly, Intercultural Student Services is going on a field trip to the Puerto Rican Museum in Chicago on September 27.

6. RVC Foundation Liaison Report

Chair Trojan reported that the Foundation's scholarship season has ended for the 2024 Fall semester, and the Foundation is looking for board members.

7. Freedom of Information Act (FOIA) Report

The FOIA Report was accepted as presented.

Adjourn to Closed Session

A closed session was not held.

Next Meeting

The Committee of the Whole meeting will be held on Tuesday, October 8, 2024, at 5:15 p.m. The meeting will be held in the Performing Arts room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

The next Regular Board meeting will be held on Tuesday, October 22, 2024, at 5:15 p.m. The meeting will be held in Room 1300, Advanced Technology Center, 1400 Big Thunder Blvd, Belvidere, IL. Location changed for this meeting only.

Adjournment

At 6:28 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Araceli Olvera

Richard Kennedy, Secretary

Robert Trojan, Board Chair

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from September 1, 2024 to September 30, 2024.

The total is \$2,465,338.75.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A - FY2025 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Fire Science Instructional Equipment – (Capital Instructional Equipment – Perkins Grant)

Air One Equipment, Inc.	South Elgin, IL	\$41,050.00*(1)
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1. This expense is for the purchase of five (5) Mine Safety Appliance (MSA) Self Contained Breathing Apparatuses (SCBA) and accessories for the Fire Science Department. Each SCBA will include the facepiece, harness, air cylinder, and regulator. The majority of fire departments in Rock Valley College’s jurisdiction use MSA SCBAs, and our students will benefit from training with this equipment. Air One Equipment, Inc. is the sole-source authorized dealer for MSA SCBAs in our region.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption L: Contracts for goods or services procurable from only one source.*

FY2025 Grant Expense

B. Telecommunication Services – (Telephone Service Charges – IT Telecommunications)

Stratus Networks	Peoria Heights, IL	\$80,000.00*(2) Not to exceed
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2. This expense is for the usage of fiber internet and Voice Over Internet protocol (VOIP) communications. The College previously used iFiber for this service and used Stratus Networks for data connections and Enhanced Plain Old Telephone Service (ePOTS) telecommunication lines. Stratus Networks acquired iFiber and will be providing all of the services for the College's phone system and fiber infrastructure for inter-campus data transfer. The company merger is causing an increase in the College’s expenses. The previous annual cost for iFiber was \$33,600 and Stratus was \$16,000 which totals \$49,600. The additional \$30,400 is due to an argument regarding Federal, State, and Local Telecommunication taxes and fees which do not fall under RVC’s tax exemption and whether RVC is responsible to pay them. Stratus states they must charge federal, state, and local taxes and fees that were not being charged under iFiber. Our attorneys are working through the details with Stratus. This is a not to exceed.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption F: Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.*

FY2025 Budgeted Expense

Purchase Report-A - FY2025 Purchases

C. Professional Services – (Capital – Main Campus Site Improvements)

Helm Service	Freeport, IL	\$109,280.56*(3)
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3. This expense is for the emergency repair of the main power line that was struck during construction of the power shed near Building E on main campus on Monday, September 23, 2024. The scope required work to be done on the weekend, and the repairs were completed on September 29, 2024. Helm Service is one of only two companies in the area who are certified to work on this type of power line and they are also the College’s unit bidder for electrical services since Bid #21-08. This unit bidder contract is for five years and expires in 2026.

FY2025 Capital Expense

D. Testing Professional Services – (Capital – Downtown West Site Improvements)

Terracon Consultants Inc	Downers Grove, IL	\$50,000.00*(4) Not to exceed
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4. Terracon Consultants conducted a Geophysical Survey of the Downtown site in July 2024 for \$4,500. Terracon is scheduled to conduct testing on any contaminated soils discovered during the demolition of the existing buildings at the Downtown campus site. The total amount anticipated for the survey and testing would not have exceeded the \$25,000 Board approval threshold. Board approval is now needed because State Historical Preservation Office (SHPO) required a certified site investigation before the demolition could begin, and Terracon is certified to conduct SHPO investigations. Terracon took quick action to assist RVC in meeting the necessary requirements which allowed the demolition of the buildings to commence with a loss of only 3 weeks from the schedule. The estimated cost for the SHPO documentation is between \$23,000 and \$24,000. The SHPO work combined with the Geophysical Survey will now push the amount over the \$25,000 threshold even if additional soil tests are not conducted. The total amount being requested includes the original survey, the SHPO investigation, and any additional testing that may be necessary. This is a not to exceed.

This purchase is exempt from Bid under the Illinois State Statue (110 ILCS 805/33-21.1)

Exception A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

FY2025 Budgeted Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A - FY2025 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Fire Science Instructional Equipment – (Capital Instructional Equipment – Perkins Grant)

Air One Equipment, Inc.	South Elgin, IL	\$41,050.00*(1)
--------------------------------	------------------------	------------------------

1. This expense is for the purchase of five (5) Mine Safety Appliance (MSA) Self Contained Breathing Apparatuses (SCBA) and accessories for the Fire Science Department. Each SCBA will include the facepiece, harness, air cylinder, and regulator. The majority of fire departments in Rock Valley College’s jurisdiction use MSA SCBAs, and our students will benefit from training with this equipment. Air One Equipment, Inc. is the sole-source authorized dealer for MSA SCBAs in our region.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption L: Contracts for goods or services procurable from only one source.*

FY2025 Grant Expense

~~B. Snow Removal Services – (Maintenance Services Site/Grounds – Advanced Technology Center)~~

Khione Management Services LLC	Cicero, IL	\$28,790.00*(2)
Minnihan’s Tree Service LLC	Garden Prairie, IL	\$ 28,800.00
Arctic Snow and Ice Control Inc	Frankfort, IL	\$ 28,800.00
Balance Environments Inc	Old Mill Creek, IL	\$ 44,820.00
Belrock Asphalt Paving Inc	Belvidere, IL	\$ 58,300.00
Langton Group	Woodstock, IL	\$110,036.61
		Not to Exceed

~~2. This expense is for snow and ice removal services needed at the Advanced Technology Center. Bid #24-21 Snow & Ice Removal Services received six (6) responses and was opened on September 13, 2024. Bid responses for each service type were compared using a matrix of an anticipated 14 snow events with a varying quantity of snow per event. The intent is to award a unit bidder for snow and ice removal for a one-year contract with no renewals. A new bid will be issued in the summer of 2025 for the next contractual term in order to include the Downtown West Campus. Should RVC receive more snow events or the events are larger than what was anticipated in the pricing matrix, Plant Operations and Maintenance will request Board approval of additional funds. Khione is based in Cicero but do extensive work in the area. Khione is currently our snow removal company for our remote sites since being awarded the contract in the spring of 2021. Khione has provided excellent service, response time, and communication. This is a not to exceed.~~

Purchase Report-A - FY2025 Purchases

~~FY2025 Budgeted Expense~~

Purchase Report-A - FY2025 Purchases

~~C.B.~~ Telecommunication Services – (Telephone Service Charges – IT Telecommunications)

Stratus Networks	Peoria Heights, IL	\$80,000.00*(32) Not to exceed
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~~32~~. This expense is for the usage of fiber internet and Voice Over Internet protocol (VOIP) communications. The College previously used iFiber for this service and used Stratus Networks for data connections and Enhanced Plain Old Telephone Service (ePOTS) telecommunication lines. Stratus Networks acquired iFiber and will be providing all of the services for the College's phone system and fiber infrastructure for inter-campus data transfer. The company merger is causing an increase in the College's expenses. The previous annual cost for iFiber was \$33,600 and Stratus was \$16,000 which totals \$49,600. The additional \$30,400 is due to an argument regarding Federal, State, and Local Telecommunication taxes and fees which do not fall under RVC's tax exemption and whether RVC is responsible to pay them. Stratus states they must charge federal, state, and local taxes and fees that were not being charged under iFiber. Our attorneys are working through the details with Stratus. This is a not to exceed.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption F: Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.*

FY2025 Budgeted Expense

Purchase Report-A - FY2025 Purchases

D.C. Professional Services – (Capital – Main Campus Site Improvements)

Helm Service	Freeport, IL	\$TBD<u>109,280.56</u>*(43)
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43. This expense is for the emergency repair of the main power line that was struck during construction of the power shed near Building E on main campus on Monday, September 23, 2024. The scope required work to be done on the weekend, and the repairs were completed on September 29, 2024. Helm Service is one of only two companies in the area who are certified to work on this type of power line and they are also the College’s unit bidder for electrical services since Bid #21-08. This unit bidder contract is for five years and expires in 2026.

FY2025 Capital Expense

D. Testing Professional Services – (Capital – Downtown West Site Improvements)

<u>Terracon Consultants Inc</u>	<u>Downers Grove, IL</u>	<u>\$50,000.00</u>*(4) <u>Not to exceed</u>
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4. Terracon Consultants conducted a Geophysical Survey of the Downtown site in July 2024 for \$4,500. Terracon is scheduled to conduct testing on any contaminated soils discovered during the demolition of the existing buildings at the Downtown campus site. The total amount anticipated for the survey and testing would not have exceeded the \$25,000 Board approval threshold. Board approval is now needed because State Historical Preservation Office (SHPO) required a certified site investigation before the demolition could begin, and Terracon is certified to conduct SHPO investigations. Terracon took quick action to assist RVC in meeting the necessary requirements which allowed the demolition of the buildings to commence with a loss of only 3 weeks from the schedule. The estimated cost for the SHPO documentation is between \$23,000 and \$24,000. The SHPO work combined with the Geophysical Survey will now push the amount over the \$25,000 threshold even if additional soil tests are not conducted. The total amount being requested includes the original survey, the SHPO investigation, and any additional testing that may be necessary. This is a not to exceed.

This purchase is exempt from Bid under the Illinois State Statue (110 ILCS 805/33-21.1)

Exception A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

FY2025 Budgeted Capital Expense

Purchase Report-A - FY2025 Purchases

~~E. Professional Services (Capital Downtown West Site Improvements)~~

~~Platinum Equipment, LLC Shakopee, MN \$396,194.00*(5)~~

~~5. This expense is for the construction services, filtration, and equipment for the paint booth for the Collision Repair Program at the Downtown West Campus. The project includes a double paint prep booth, double paint booth, a paint mixing room, and collaboration with the architect for filtration of the paint booths. The work requires factory certified professionals in order for the resulting equipment to qualify for warranty. Due to the scarcity of the necessary professionals who are registered with the United States (US) Department of Labor Office of Apprenticeship and Training, the bid specifications included an attorney reviewed submittal option pertaining to Section 5 of the College's Responsible Bidder Ordinance (RBO) (Board Policy 5:10.120) which requires vendors to be registered with the US Department of Labor Office Apprenticeship and Training. Vendor responses could be either registered with the US Dept. of Labor Apprenticeship and Training or not registered. Bid #24-22-D06 Downtown Campus Paint Equipment was released on September 4, 2024, and one hundred and sixty-three (163) vendors were notified of the bid release. The College received one submittal which was opened on September 25, 2024. Platinum Equipment, LLC was the only respondent, and they submitted for the option to forgo the RBO's requirement to be registered with the US Department of Labor Office Apprenticeship and Training. Platinum Equipment, LLC has been in business for over twenty years and is recommended as a responsible bidder for the Downtown West project. This request includes a 10% contingency and is a not to exceed.~~

~~FY2025 Capital Expense~~

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B - FY2025 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Snow Removal Services – (Maintenance Services Site/Grounds – Advanced Technology Center)

Khione Management Services LLC	Cicero, IL	\$ 28,790.00*(1)
Minnihan’s Tree Service LLC	Garden Prairie, IL	\$ 28,800.00
Arctic Snow and Ice Control Inc	Frankfort, IL	\$ 28,800.00
Balance Environments Inc	Old Mill Creek, IL	\$ 44,820.00
Belrock Asphalt Paving Inc	Belvidere, IL	\$ 58,300.00
Langton Group	Woodstock, IL	\$110,036.61
		Not to Exceed

1. This expense is for snow and ice removal services needed at the Advanced Technology Center. Bid #24-21 Snow & Ice Removal Services received six (6) responses and was opened on September 13, 2024. Bid responses for each service type were compared using a matrix of an anticipated 14 snow events with a varying quantity of snow per event. The intent is to award a unit bidder for snow and ice removal for a one-year contract with no renewals. A new bid will be issued in the summer of 2025 for the next contractual term in order to include the Downtown West Campus. Should RVC receive more snow events or the events are larger than what was anticipated in the pricing matrix, Plant Operations and Maintenance will request Board approval of additional funds. Khione Management Services is a women-owned business based in Cicero and has been RVC’s snow removal company for the remote campuses since the contract award in the spring of 2021. Khione has provided excellent service, response time, and communication. This is a not to exceed.

FY2025 Budgeted Expense

Purchase Report-B - FY2025 Purchases

B. Professional Services – (Capital – Downtown West Site Improvements)

Platinum Equipment, LLC	Shakopee, MN	\$396,194.00*(2)
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2. This expense is for the construction services, filtration, and equipment for the paint booth for the Collision Repair Program at the Downtown West Campus. The project includes a double paint prep booth, double paint booth, a paint mixing room, and collaboration with the architect for filtration of the paint booths. The work requires factory certified professionals in order for the resulting equipment to qualify for warranty. Due to the scarcity of the necessary professionals who are registered with the United States (US) Department of Labor Office of Apprenticeship and Training, the bid specifications included an attorney-reviewed submittal option pertaining to Section 5 of the College’s Responsible Bidder Ordinance (RBO) (Board Policy 5:10.120) which requires vendors to be registered with the US Department of Labor Office Apprenticeship and Training. Vendor responses could be either registered with the US Dept. of Labor Apprenticeship and Training or not registered. Bid #24-22-D06 Downtown Campus Paint Equipment was released on September 4, 2024, and one hundred and sixty-three (163) vendors were notified of the bid release. The College received one submittal which was opened on September 25, 2024. Platinum Equipment, LLC was the only respondent, and they submitted for the option to forgo the RBO’s requirement to be registered with the US Department of Labor Office Apprenticeship and Training. Platinum Equipment, LLC has been in business for over twenty years and is recommended as a responsible bidder for the Downtown West project. This request includes a 10% contingency and is a not to exceed.

FY2025 Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B - FY2025 ~~Amendments~~ Purchases

Recommendation: Board approval for items marked with an asterisk

A. Snow Removal Services – (Maintenance Services Site/Grounds – Advanced Technology Center)

Khione Management Services LLC	Cicero, IL	\$ 28,790.00*(1)
Minnihan’s Tree Service LLC	Garden Prairie, IL	\$ 28,800.00
Arctic Snow and Ice Control Inc	Frankfort, IL	\$ 28,800.00
Balance Environments Inc	Old Mill Creek, IL	\$ 44,820.00
Belrock Asphalt Paving Inc	Belvidere, IL	\$ 58,300.00
Langton Group	Woodstock, IL	\$110,036.61
		<u>Not to Exceed</u>

1. This expense is for snow and ice removal services needed at the Advanced Technology Center. Bid #24-21 Snow & Ice Removal Services received six (6) responses and was opened on September 13, 2024. Bid responses for each service type were compared using a matrix of an anticipated 14 snow events with a varying quantity of snow per event. The intent is to award a unit bidder for snow and ice removal for a one-year contract with no renewals. A new bid will be issued in the summer of 2025 for the next contractual term in order to include the Downtown West Campus. Should RVC receive more snow events or the events are larger than what was anticipated in the pricing matrix, Plant Operations and Maintenance will request Board approval of additional funds. Khione Management Services is a women-owned business based in Cicero and has been RVC’s snow removal company for the remote campuses since the contract award in the spring of 2021. Khione has provided excellent service, response time, and communication. This is a not to exceed.

FY2025 Budgeted Expense

Purchase Report-B - FY2025 ~~Amendments~~Purchases

B. Professional Services – (Capital – Downtown West Site Improvements)

Platinum Equipment, LLC	Shakopee, MN	\$396,194.00*(2)
--------------------------------	---------------------	-------------------------

2. This expense is for the construction services, filtration, and equipment for the paint booth for the Collision Repair Program at the Downtown West Campus. The project includes a double paint prep booth, double paint booth, a paint mixing room, and collaboration with the architect for filtration of the paint booths. The work requires factory certified professionals in order for the resulting equipment to qualify for warranty. Due to the scarcity of the necessary professionals who are registered with the United States (US) Department of Labor Office of Apprenticeship and Training, the bid specifications included an attorney-reviewed submittal option pertaining to Section 5 of the College’s Responsible Bidder Ordinance (RBO) (Board Policy 5:10.120) which requires vendors to be registered with the US Department of Labor Office Apprenticeship and Training. Vendor responses could be either registered with the US Dept. of Labor Apprenticeship and Training or not registered. Bid #24-22-D06 Downtown Campus Paint Equipment was released on September 4, 2024, and one hundred and sixty-three (163) vendors were notified of the bid release. The College received one submittal which was opened on September 25, 2024. Platinum Equipment, LLC was the only respondent, and they submitted for the option to forgo the RBO’s requirement to be registered with the US Department of Labor Office Apprenticeship and Training. Platinum Equipment, LLC has been in business for over twenty years and is recommended as a responsible bidder for the Downtown West project. This request includes a 10% contingency and is a not to exceed.

FY2025 Capital Expense

~~A. Testing Professional Services – (Capital – Downtown West Site Improvements)~~

Terracon Consultants Inc	Downers Grove, IL	\$50,000.00*(1) Not to Exceed
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~~1. Terracon Consultants in July conducted a Geophysical Survey of the Downtown site for \$4,500. Terracon is scheduled to conduct testing of contaminated soils should they be discovered during the demolition process. The original amount may not have exceeded the \$25,000 threshold for approval because we are unsure of if any testing will be needed until excavation begins under the buildings. Board approval is now needed because Terracon is also certified to conduct State Historical Preservation Office (SHPO) investigations and was able to quickly assist RVC in moving forward with meeting the requirements of SHPO. This quick action allows us to start demo the buildings and we only lost 3 weeks off the schedule. The estimated cost for the SHPO documentation is \$23,000 to \$24,000. The SHPO work combined with the Geophysical Survey will now push the amount over the \$25,000 threshold even if we do not need them to conduct any soil tests.~~

~~Original approved amount – \$ 4,500.00~~

Purchase Report-B - FY2025 ~~Amendments~~Purchases

~~— Increase requested ————— \$45,500.00~~
~~— New total expenditure ————— \$50,000.00 Not to Exceed~~

~~This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/33-21.1) Exception A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part~~

~~FY2024~~2025 Budgeted Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Levy Year 2024 Estimated Taxes Required and Setting Hearing Date for Truth-in-Taxation

Background: Each year, the Board of Trustees approves the estimated taxes required for the upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and/or abated for the previous levy year by more than 5%, a public Truth-in-Taxation Hearing is needed. Prior to the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days nor less than seven days prior to the Truth-in-Taxation Hearing and posted on the College’s website for a period of not less than 30 consecutive days.

Recommendation: It is recommended that the Board of Trustees approves the following estimates for the amount of taxes necessary to be raised by taxation for the year 2024 as follows:

Educational Purposes – Fund 01	\$19,949,394
Operations and Maintenance Purposes – Fund 02	3,469,460
Protection, Health, Life, or Safety – Fund 03	1,500,000
Financial Audit Purposes – Fund 11	60,000
Liability Protection Settlement Fund – Fund 12	
Liability Insurance/Tort & Risk Management	1,510,000
Social Security and Medical Insurance	490,000
Total Tax Levy	\$26,978,854

This represents a 12.14% increase, excluding debt service, over the 2023 tax levy. To provide public disclosure, a hearing on the proposed 2024 Tax Levy under the Truth in Taxation law of the State of Illinois will be held on December 17, 2024, at 5:15 p.m. in the Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), on the main campus of Rock Valley College at 3301 N. Mulford Road, Rockford, Illinois. Rock Valley College will publish the Notice of said hearing as required by Statute.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

CERTIFICATE

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College); he further certifies that the attached Board Report Levy Year 2024 Estimated Taxes Required and Setting Hearing Date for Truth-in-Taxation is a true and authentic copy of the Board Report adopted on October 22, 2024, by the Board of Trustees.

Dated this 22nd day of October 2024.

Secretary, Board of Trustees
Community College District
No. 511 Winnebago, Boone,
DeKalb, McHenry, Stephenson
and Ogle Counties, Illinois
(Rock Valley College)

Subscribed and sworn to before me
This 22nd day of October 2024

Notary Public

**NOTICE OF PROPOSED PROPERTY TAX
LEVY FOR ROCK VALLEY COLLEGE DISTRICT**

- I. A public hearing to approve a proposed property tax levy for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois, for 2024, will be held on December 17, 2024, at 5:15 p.m. in the Educational Resource Center (ERC), Room 0214, Performing Arts Room (PAR), lower level, on the main campus of Rock Valley College at 3301 North Mulford Road, Rockford, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Mrs. Ellen Olson, Rock Valley College Treasurer, Vice President of Finance, and Chief Financial Officer, 3301 North Mulford Road, Rockford, Illinois, 815-921-4402.

- II. The corporate and special purpose property taxes extended or abated for 2023 were \$24,058,615.

The proposed corporate and special purpose property taxes to be levied for 2024 are \$26,978,854.

This represents an **increase** of 12.14% from the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2023 were \$11,981,861.

The property taxes to be levied for debt service and public building commission leases for 2024 are \$12,140,300. This represents an **increase** of 1.32% from the previous year.

- IV. The total property taxes extended or abated for 2023 were \$36,040,476.

The estimated total property taxes to be levied for 2024 are \$39,119,154. This represents an **increase** of 8.54% from the previous year.

**Resolution Calling the Parameters Issuance of
Working Cash Bonds Not to Exceed \$14,700,000**

Background: Rock Valley College will alter, remodel, and equip District facilities, including Classroom Building II (CLII) and the Health Sciences Center (HSC). The CLII project will be managed by the Capital Development Board (CDB), as the state will partially fund the project.

Rock Valley College is expected to issue debt obligations to pay for these capital projects in an amount not exceeding \$14,700,000 for the working cash fund.

The intent of this resolution is to set forth the bond parameters, which include the date, denomination, rate of interest, and maturities of the bonds, fix all details to the issue and execution thereof, and provide for the levy of a tax sufficient to pay both interest and principal of the bonds as they mature.

Recommendation: It is recommended that the Board of Trustees approves the resolution to provide for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of the District for the purpose of creating a working cash fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.
Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: 2024 Bond Resolution Parameters

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, held in the Performing Arts Room of the Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois, in said Community College District at 5:15 o'clock P.M., on the 22nd day of October, 2024.

* * *

The meeting was called to order by the Chair and upon the roll being called, Robert Trojan, the Chair, and the following Trustees were physically present at said location: _____

_____ and _____ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chair announced that the next item for consideration was the issuance of not to exceed \$14,700,000 general obligation bonds to be issued by the District pursuant to Article 3 of the Public Community College Act for the purpose of creating a working cash fund of the District, and that the Board of Trustees would consider the adoption of a resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The Chair then explained that the resolution sets forth the parameters for the

issuance of said bonds and sale thereof by designated officials of the District and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of creating a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

* * *

WHEREAS, pursuant to the provisions of Sections 3-33.1 to 3-33.6a, inclusive, of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*Act*”), a fund to be known as a “Working Cash Fund” may be established, maintained and administered in and for Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “*District*”), for the purpose of enabling the Board of Trustees of the District (the “*Board*”), to have in its treasury at all times sufficient money to meet demands thereon for ordinary and necessary expenditures for all community college purposes; and

WHEREAS, pursuant to the provisions of the Act, the Board is authorized to incur an indebtedness and issue bonds therefor for the purpose of creating a Working Cash Fund in and for the District (the “*Fund*”); and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Board, on the 27th day of August, 2024, adopted a resolution calling a public hearing (the “*Hearing*”) for the 24th day of September, 2024, concerning the intent of the Board to sell said bonds in the aggregate amount of \$14,700,000; and

WHEREAS, notice of the Hearing was given by (i) publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Rockford Register*

Star, the same being a newspaper of general circulation in the District, and (ii) posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 24th day of September, 2024, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 24th day of September, 2024; and

WHEREAS, the Board is now authorized to issue bonds to the amount of \$14,700,000 for the purpose of creating the Fund and to levy taxes to pay principal of and interest on such bonds; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District to borrow an amount not to exceed \$14,700,000 and issue bonds of the District therefor:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Authorization. It is hereby found and determined that the Fund of the District be created and that the Board has been authorized by law to borrow the sum of not to exceed \$14,700,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District to said amount, the proceeds of said bonds to be used for working cash

fund purposes, and it is necessary and for the best interests of the District that there be issued an amount not to exceed \$14,700,000 of the bonds so authorized.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$14,700,000 for the purpose aforesaid; and that bonds of the District (the “*Bonds*”) shall be issued to said amount and shall be designated “General Obligation Community College Bonds, Series 2024,” or with such other series description as appropriate and as set forth in the Bond Notification (as hereinafter defined).

The Bonds, if issued, shall be issued in an amount not to exceed \$14,700,000, shall be dated such date as set forth in the Bond Notification (not prior to October 22, 2024, and not later than April 22, 2025), shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 or authorized integral multiples thereof or such other denominations as set forth in the Bond Notification (but no single Bond shall represent installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption (subject to prior redemption as hereinafter described) on January 1 of each of the years (not later than 2033), in the amounts (not exceeding \$4,500,000 per year) and bearing interest at the rates per annum (not exceeding 5.00% per annum) as set forth in the Bond Notification. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on January 1 and July 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of the bond registrar and paying agent (which shall be the Purchaser (as hereinafter defined), the Treasurer of the Board, or a

bank or trust company authorized to do business in the State of Illinois) set forth in the applicable Bond Notification (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office or principal office, as applicable (the "*Principal Office*") of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the Chair and Secretary of the Board, and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer of the Board, as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. (a) General. The District shall cause books (the “*Bond Register*”) for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the Principal Office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar or such other authorized person as the officers of the District may designate shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the Principal Office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for

redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. Upon initial issuance, the ownership of each such Bond may be registered in the Bond Register in the name of Cede & Co., or any successor thereto (“Cede”), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). In such event, all of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chair and Secretary of the Board and the Vice President of Finance/Chief Financial Officer and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “*Representation Letter*”), which

Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*DTC Participant*”) or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District’s obligations with respect to payment of the principal of and interest on the

Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this Resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this Resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to

principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

Section 5. Redemption. (a) *Mandatory Redemption.* The Bonds maturing on the date or dates, if any, indicated in the Bond Notification shall be subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on January 1 of the years, if any, and in the principal amounts, if any, as indicated in such Bond Notification.

On or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(b) *General.* The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

Section 6. Redemption Procedure. Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the Principal Office of the Bond Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Notice of redemption having been given as aforesaid, and notwithstanding the failure to receive such notice, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

Section 7. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraph [6] and the paragraphs thereafter, as may be appropriate, shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
NO. _____

REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF WINNEBAGO, OGLE, BOONE, STEPHENSON, DEKALB AND MCHENRY

COMMUNITY COLLEGE DISTRICT NO. 511

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2024

See Reverse Side for
Additional Provisions

Interest Maturity Dated
Rate: _____% Date: January 1, 20__ Date: _____, 2024 [CUSIP: 974433 ____]

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No.511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on January 1 and July 1 of each year, commencing _____ 1, 20__, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal [corporate trust] office of _____, _____, _____, as bond registrar and paying agent (the “*Bond Registrar*”). Payment of the

installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, by its Board of Trustees, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the Chair and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

SPECIMEN

Chair, Board of Trustees

SPECIMEN

Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN

Treasurer, Board of Trustees

Date of Authentication: _____, 2024

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:

_____, _____

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Community College Bonds, Series 2024, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois.

as Bond Registrar

By _____
SPECIMEN
Authorized Officer

[Form of Bond - Reverse Side]

COMMUNITY COLLEGE DISTRICT NO. 511

COUNTIES OF WINNEBAGO, OGLE, BOONE, STEPHENSON, DEKALB AND MCHENRY

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2024

[6] This Bond is one of a series of bonds issued by the District for working cash fund purposes, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by a resolution duly and properly adopted for that purpose, in all respects as provided by law.

[7] [Mandatory Redemption provisions, as applicable, will be inserted here].

[8] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal [corporate trust] office of the Bond Registrar in _____, _____, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[9] The Bonds are issued in fully registered form in the denomination of \$5,000 each or authorized integral multiples thereof. This Bond may be exchanged at the principal [corporate trust] office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest

payment date[, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds].

[10] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 8. Sale of Bonds. The Chair or Vice Chair of the Board, together with the Vice President of Finance/Chief Financial Officer of the District (collectively, the “*Designated Representatives*”), are hereby authorized to proceed not later than the 22nd day of April, 2025, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this

Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer of the Board, and, after authentication thereof by the Bond Registrar, be by said Treasurer delivered to the purchaser thereof (the “*Purchaser*”), upon receipt of the purchase price therefor, the same being not less than 97.0% of the principal amount of the Bonds (exclusive of any original issue discount or original issue premium), plus accrued interest to date of delivery, if any. The Purchaser shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC, Naperville, Illinois (“*PMA*”), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of The Bond Buyer’s Municipal Marketplace; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Local Government Debt Reform Act of the State of Illinois, as amended, or (iii) an “accredited investor” as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however* that the Purchaser as set forth in either (b) or (c) shall be selected only upon the recommendation of PMA that the sale of the Bonds on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of the Bonds by the Purchaser, (ii) then current market conditions or (iii) the timing of the sale of the Bonds; as set forth in the Bond Notification, and further provided, that the Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with PMA if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Prior to the sale of the Bonds, the Chair and Secretary of the Board and the Vice President of Finance/Chief Financial Officer of the District are each hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as

hereinafter defined), to further secure the Bonds, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Bonds treating the fee paid as interest on the Bonds) is less than the present value of the interest reasonably expected to be saved on the Bonds over the term of the Bonds as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the "*Bond Notification*"). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the Chair, Secretary and Treasurer of the Board, the Vice President of Finance/Chief Financial Officer of the District and any other officers of the District, as shall be appropriate, shall be and are each hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary, including, without limitation, the contract for the sale of said Bonds between the District and the Purchaser (the "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in

his own name or in the name of any other person, association, trust or corporation, in the Purchase Contract. To the extent the surety bond executed by the Treasurer of the Board as required by Section 3-19 of the Act is required to be increased as a result of the issuance of the Bonds, such increase is hereby approved and said surety bond shall be filed with the Illinois Community College Board and shall also be filed with the County Clerks of The Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the "*County Clerks*").

The Bonds before being issued shall be registered, numbered and countersigned by the Treasurer of the Board, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the "*Official Statement*") is hereby ratified, approved and authorized; the execution and delivery of the Official Statement is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Official Statement, the Official Statement and the Bonds.

Section 9. Tax Levy. In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax to-wit:

FOR THE YEAR

A TAX SUFFICIENT TO PRODUCE THE SUM OF:

2024	\$5,000,000.00	for interest and principal up to and including January 1, 2026
2025	5,000,000.00	for interest and principal
2026	5,000,000.00	for interest and principal
2027	5,000,000.00	for interest and principal
2028	5,000,000.00	for interest and principal
2029	5,000,000.00	for interest and principal
2030	5,000,000.00	for interest and principal
2031	5,000,000.00	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the Chair, Secretary and Treasurer of the Board are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerks in a timely manner to effect such abatement.

Section 10. Filing of Resolution. Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County Clerks and it shall be the duty of the County Clerks to annually in and for each of the years 2024 to 2031, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general educational purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of special funds to be designated the “Bond and Interest Fund of 2024” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this Resolution shall also be filed with the Treasurer of the Board.

Section 11. Use of Bond Proceeds. The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Accrued interest received on the delivery of the Bonds, if any, and principal proceeds of the Bonds in an amount as set forth in the Bond Notification are hereby appropriated for the purpose of paying interest due on the Bonds and are hereby ordered deposited into the Bond Fund. The remaining principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for working cash fund purposes, and that portion thereof not needed to pay such costs shall be set aside in a separate fund known as the “Working Cash Fund of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois,”

which said fund has been established and is held apart, maintained and administered as hereinabove provided, and shall be used for the purpose and in the manner provided by Sections 3-33.1 to 3-33.6a, inclusive, of the Act, at least until all the Bonds have been retired or all the Bond proceeds have been fully spent (whichever is earlier), and shall not be used for any other purpose whatsoever. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser or PMA on behalf of the District from the proceeds of the Bonds.

Section 12. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the “Code”), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the Chair, Secretary and Treasurer of the Board to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 13. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 14. Duties of Bond Registrar. If requested by the Bond Registrar, the Chair and Secretary of the Board are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

- (c) to give notice of redemption of Bonds as provided herein;
- (d) to cancel and/or destroy Bonds which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and
- (f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 15. Record-Keeping Policy and Post-Issuance Compliance Matters. On February 24, 2015, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes (such as the Bonds) or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Bonds and the District hereby reaffirm the Policy.

Section 16. Continuing Disclosure Undertaking. The Chair of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the “*Continuing Disclosure Undertaking*”). When such Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, such Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of such Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply

with such Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under such Continuing Disclosure Undertaking.

Section 17. Municipal Bond Insurance. In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the “*Municipal Bond Insurance Policy*”) issued by a bond insurer (the “*Bond Insurer*”), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the Chair of the Board or the Vice President of Finance/Chief Financial Officer of the District, on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

Section 18. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 19. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted October 22, 2024.

Chair, Board of Trustees

Secretary, Board of Trustees

Trustee _____ moved and Trustee _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 22nd day of October, 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of creating a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 22nd day of October,
2024.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Winnebago, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of creating a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of
Winnebago, Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF OGLE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Ogle, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of creating a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of Ogle,
Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF BOONE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Boone, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of creating a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of Boone,
Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF STEPHENSON)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Stephenson, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of creating a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of
Stephenson, Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DEKALB)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of creating a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of DeKalb,
Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of McHenry, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of creating a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of McHenry
Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees (the “Board”) of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, and as such official I do further certify that on the 22nd day of October, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of creating a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 22nd day of October, 2024.

Treasurer, Board of Trustees

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, held in the Performing Arts Room of the Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois, in said Community College District at 5:15 o'clock P.M., on the 22nd day of October, 2024.

* * *

The meeting was called to order by the Chair and upon the roll being called, Robert Trojan, the Chair, and the following Trustees were physically present at said location: _____

_____ and _____ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chair announced that the next item for consideration was the issuance of not to exceed \$14,700,000 general obligation bonds to be issued by the District pursuant to Article 3 of the Public Community College Act for the purpose of ~~increasing~~creating the working cash fund of the District, and that the Board of Trustees would consider the adoption of a resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The Chair then explained that the resolution sets forth the parameters for the

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of ~~increasing~~creating the working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

* * *

WHEREAS, pursuant to the provisions of Sections 3-33.1 to 3-33.6a, inclusive, of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*Act*”), a fund to be known as a “Working Cash Fund” may be established, maintained and administered in and for Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “*District*”), for the purpose of enabling the Board of Trustees of the District (the “*Board*”), to have in its treasury at all times sufficient money to meet demands thereon for ordinary and necessary expenditures for all community college purposes; and

~~WHEREAS, the District has heretofore established, is presently maintaining and administering, and has never abolished or abated such~~ Working Cash Fund in and for the District (the “*Fund*”); and

WHEREAS, pursuant to the provisions of the Act, the Board is authorized to incur an indebtedness and issue bonds therefor ~~from time to time~~ for the purpose of ~~increasing the~~ Fundcreating a Working Cash Fund in and for the District (the “*Fund*”); and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Board, on the 27th day of August, 2024, adopted a resolution calling a public hearing (the “*Hearing*”) for the 24th day of September, 2024, concerning the intent of the Board to sell said bonds in the aggregate amount of \$14,700,000 ~~for~~

~~the purpose of increasing the Fund~~; and

WHEREAS, notice of the Hearing was given by (i) publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Rockford Register Star*, the same being a newspaper of general circulation in the District, and (ii) posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 24th day of September, 2024, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 24th day of September, 2024; and

WHEREAS, the Board is now authorized to issue bonds to the amount of \$14,700,000 for the purpose of ~~increasing~~creating the Fund and to levy taxes to pay principal of and interest on such bonds; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District to borrow an amount not to exceed \$14,700,000 and issue bonds of the District therefor:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Authorization. It is hereby found and determined that the Fund of the District be ~~increased~~created and that the Board has been authorized by law to borrow the sum of not to

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 22nd day of October, 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of ~~increasing~~creating ~~the~~a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Winnebago, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of ~~increasing~~creating ~~the~~a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of
Winnebago, Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF OGLE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Ogle, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of ~~increasing~~creating ~~the~~a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of Ogle,
Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF BOONE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Boone, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of ~~increasing~~creating ~~the~~a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of Boone,
Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF STEPHENSON)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Stephenson, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of ~~increasing~~creating ~~the~~a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of
Stephenson, Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DEKALB)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of ~~increasing~~creating ~~the~~a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of DeKalb,
Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of McHenry, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of ~~increasing~~creating ~~the~~a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk of The County of McHenry
Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees (the “Board”) of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, and as such official I do further certify that on the 22nd day of October, 2024, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$14,700,000 General Obligation Community College Bonds, of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, for the purpose of ~~increasing~~creating ~~the~~a working cash fund of said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board on the 22nd day of October, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 22nd day of October, 2024.

Treasurer, Board of Trustees

Personnel Report

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

A. Appointments

Rebecca Stokes Lambert, Executive Director of Community and Continuing Education, Full-Time, ADM, Grade R, \$81,033, effective October 28, 2024.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Adoption of Board Policy Manual Article 1: Board of Trustees Bylaws
Second Reading:**

Background:

The purpose of the Rock Valley College Board Policy Manual is to document the rules and regulations applicable to the operations of Rock Valley College and to ensure compliance with applicable laws and regulations.

As stated in the Board of Trustees Bylaws, Section 1:10.040 Meetings of the Board, Section 2, Reorganization Meeting, the Reorganization Meeting shall be held annually, with the date determined by whether the meeting is held in an election year or non-election year. Among the topics listed under “The order of business shall be:” is Adoption of Policies of the Board.

During the April 23, 2024 Reorganization Meeting concerning Adoption of Policies of the Board, extensive discussion took place regarding the need to review and update the current Board Policy Manual. Rather than approve the current Board Policy Manual, trustees approved a motion to adopt the current Board Policies for a period not to exceed 90 days, while trustees Nelson and Gorski reviewed the policies and prepared them for presentation to the College Attorney and President Spearman prior to review by the Board of Trustees.

At the June 11, 2024 Committee of the Whole meeting, Board Chair Robert Trojan noted that the 90-day period would end July 22, 2024, meaning that as of July 23, the next regular meeting of the Board of Trustees, the College would not be in compliance with the Board Policies that dictate College operations. Mr. Trojan added that it is also important that the College and the Board of Trustees have Policies of the Board in place as they prepare for the on-site reaffirmation of accreditation visit by the Higher Learning Commission to be held October 14-15, 2024.

As a result of the recommendation of Board Chair Trojan, and no objections from trustees, Board Report #8165 was approved at the June 25, 2024 Regular Board of Trustees meeting to adopt the current Board Policy Manual (Policies of the Board) as presented on April 23, 2024, with revisions to be made on a section-by-section basis until the Board Policy Manual is fully updated.

As a result of discussion at the September 24, 2024 Regular Board meeting and based on the advice of legal counsel, Section 8, Waiver of Notice of Meetings, under 1:10.040, Meetings of the Board, shall be deleted.

Recommendation:

It is recommended that the Board of Trustees adopts Article 1: Board of Trustees Bylaws of the Rock Valley College Board Policy Manual as reviewed and revised by Robbins Schwartz attorneys and College Administration.

Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: RVC Board Policy Manual Article 1: Board of Trustees Bylaws (redlines and clean)

Adoption of Board Policy Manual Article 1: Board of Trustees Bylaws
Second Reading:**Background:**

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Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: RVC Board Policy Manual Article 1: Board of Trustees Bylaws (redlines and clean)

**ROCK VALLEY COLLEGE
BOARD POLICY**

ROCK VALLEY COLLEGE VISION AND MISSION STATEMENT

Vision Statement

Rock Valley College empowers the community to grow as a society of learners through well-designed educational pathways, leading to further education, rewarding careers, cultural enrichment, and economic-technological development.

Mission Statement

Rock Valley College empowers students and the community through lifelong learning.

Adopted: July 28, 2015

**ROCK VALLEY COLLEGE
BOARD POLICY**

ROCK VALLEY COLLEGE CORE VALUES

Learner-Centered Community

Rock Valley College is dedicated to providing affordable lifelong learning opportunities that foster student success.

Mutual Respect

At all times, Rock Valley College upholds the dignity of each individual by being ethical, respectful, fair, and courteous in communications and actions.

Excellence

Rock Valley College maintains high expectations for teaching and learning and holds itself accountable for promoting continuous improvement.

Diversity

Rock Valley College promotes, celebrates, and embraces differences, including cultural and ethnic diversity and diversity of thought.

Collaboration

Rock Valley College fosters innovative, enriching partnerships within the college community and among others that serve the region.

Innovation

Rock Valley College is a forward-thinking institution that explores creative approaches for the future.

Public Trust

Rock Valley College honors and upholds its commitment to the community through integrity of actions and efficient use of resources.

Adopted: July 28, 2015

ARTICLE 1: BOARD OF TRUSTEES BYLAWS

1:10.010

Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7

Board Governance

Purpose of the Board
The College Governing Board
Authority of Operations
Board Duties and Responsibilities
Authority and Responsibility of Trustees
Code of Ethics
Conflicts of Interest

1:10.020

Section 1
Section 2
Section 3
Section 4
Section 5

Membership of the Board

Number and Selection
Election
Qualifications of Trustees
Student Trustees
Vacancies

1:10.030

Section 1
Section 2
Section 3
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Section 6

Officers

Number, Election, Eligibility, and Term
Chairperson
Vice Chairperson
Secretary
Treasurer
Removal

1:10.040

Section 1
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Section 18

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Reorganization Meeting
Regular Meetings
Agenda for Regular Meetings
Special Meetings
Emergency Meetings
Adjourned Meetings
Closed Sessions
Recording of Closed Sessions
Budget Hearing
Special Hearings
Quorum and Voting
Open to the Public
Workshops/Board Retreats
Board Member Use of Electronic Means of Communication
Rules of Procedure
Recognition of Registered Visitors
Minutes

1:10.050

Section 1
Section 2
Section 3

1:10.060

Section 1
Section 2
Section 3

1:10.070

Section 1
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1:10.090

Section 1
Section 2
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Section 4

Committees

Special Committees
Committee of the Whole
Standing Committees

Contracts and Finances

Contracts
Finances
Checks and Depository

Board Policies

Policies of the Board
Intent of the Policies
Suspension

Amendments and Adoption of Board Policies

The Board and the President

President
Acting President
Communication of the Board
Emergency Action

**ROCK VALLEY COLLEGE
BOARD POLICY**

1:10.010

BOARD GOVERNANCE

Section 1. Purpose of the Board

The purpose of the Board of Trustees is to represent students and the community in determining what programs and services the College shall offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

Fundamental to the success of the College is the commitment of each Trustee to carry out his/her/their responsibilities as an elected official charged with providing students and the community a quality, fully accredited, comprehensive community college.

Section 2. The College Governing Board

The Board of Trustees of Community College District No. 511 has the legal authority and responsibility to govern the College in accordance with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*, and applicable authority. The Board shall appoint a President to organize and manage the institution in accordance with Board policy.

Section 3. Authority for Operations

As set forth in Section 3-30, the Board of Trustees has the duties enumerated in Sections 3-21 through 3-29.23 of the *Illinois Public Community College Act*, 110 ILCS 805/3-21 through 3-29.23, and the powers enumerated in Sections 3-31 through 3-43 of the *Illinois Public Community College Act*, 110 ILCS 805/3-31 to 3-43. The Board shall exercise all powers set forth in Sections 3-31 through 3-43, and all additional powers not inconsistent with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*

Section 4. Board Duties and Responsibilities

The job of the Board of Trustees is to govern, not manage, the College.

A. Duties of the Board:

As the governing body of Community College District No. 511, the Board of Trustees is responsible for the development and adoption of Board policies and for making decisions related thereto. The Board's authority in this area is final, subject to applicable statutory and regulatory limitations. The President shall carry out Board policies, including but not limited to, developing appropriate administrative procedures to effectuate Board policies.

The Board may seek input from the College community in the development of said policies.

Additionally, the Board of Trustees shall:

1. Hire and work with the President, who shall be the chief administrative officer of the College and the executive officer in dealing with the Board.
2. Annually establish goals and evaluate the President's performance.
3. Ensure efficient and effective development, operation and maintenance of the College.
4. Execute all duties and powers authorized by the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*
5. Direct the President to formulate and revise policies as necessary for Board consideration.
6. Annually review the financial performance of the College and cause an audit to be made.
7. Annually adopt the Financial Plan of the College.
8. Ensure the quality of education provided by the College.
9. Review matters recommended by the President and cause appropriate action to be taken.
10. Appoint legal counsel as needed.

B. Responsibilities of the Board:

The Board of Trustees shall:

1. Operate in all ways mindful of its civic Trusteeship obligation to the citizens of its College district.
2. Be the sole governing body of the College. In carrying out its governing responsibility, the Board, as a whole, shall keep adequately informed about educational and other relevant issues, actively gathering and retaining necessary information to enhance the decision-making process.
3. Focus on intended long term outcomes.
4. Use the expertise of individual Trustees to enhance the ability of the Board as a body.

5. Ensure the continuity of its governance capability through retraining, redevelopment, and the orientation of new members.
6. Make decisions, to the extent possible, on a consensus basis.

Section 5. Authority and Responsibility of Trustees

Trustees have authority when acting as a part of the Board of Trustees in a legal session or proceeding of the Board. No individual member of the Board of Trustees has the power to speak or act in the name of the Board unless authorized to do so by the Board of Trustees. Trustees shall maintain confidentiality of privileged and confidential information, including but not limited to, all information discussed in closed session meetings and other communications, such as attorney-client privilege communications. Trustees shall strive to demonstrate personal integrity and ethical behavior in word and action.

Section 6. Code of Ethics

The Board of Trustees shall conduct themselves in accordance with the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1 *et seq.*, which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees.

A. Prohibited Political Activities:

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, in accordance with Section 5-15 of the *Illinois State Officials and Employee Ethics Act*, 5 ILCS 430/5-15 *et seq.* No officer, or employee shall intentionally misappropriate any property or resources of Rock Valley College in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally misappropriate the services of any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded any additional compensation or any officer or employee benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any officer or employee benefit in consideration for his/her/their participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are otherwise appropriate for an officer or employee to engage in as part of his/her/their official duties, or activities that are undertaken by an officer or employee on a voluntary basis as permitted by law.

5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

B. Gift Ban:

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or Policy. No prohibited source shall intentionally offer or make a gift that violates this Section.

Exceptions. In accordance with Section 10-15 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/10-15, Section 1:10.010(B) is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his/her/their spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the *Illinois Election Code*, 10 ILCS 430/1 *et seq.* or the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1 *et seq.*, or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
5. Travel expenses for a meeting to discuss business, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiance or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided

because of the official position or employment of the recipient or his/her/their spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee as an office holder or employee) of the officer or employee, or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Section, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Disposition of gifts. An officer or employee does not violate this Policy if the recipient promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

C. Definitions:

For purposes of this Code of Ethics, the following terms shall be given these definitions:

1. "Board" means the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle and Stephenson Counties, Illinois.
2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act*, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected State office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at either a general primary election or general election as set forth in Section 1-5 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1-5.
4. "Collective bargaining" has the same meaning as that term as defined in Section 3 of the *Illinois Public Labor Relations Act*, 5 ILCS 315/3.
5. "Compensated time" means, with respect to an officer or employee, any time worked by or credited to the officer or employee that counts toward any minimum work time requirement imposed as a condition of his/her/their employment, but does not include any designated State holidays or any period when the officer or employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is under the control of the employer and any other time when the officer or employee is executing his/her/their official duties, regardless of location.
6. "Compensatory time off" means authorized time off earned by or awarded to an officer or employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his/her/their employment.
7. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the *Illinois Election Code*, 10 ILCS 5/9-1.4.
8. "Employee" means a person employed by Rock Valley College, whether on a full-time or part-time basis or pursuant to a contract, and whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
9. "Employer" means Community College District No. 511.
10. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or

employee. The value of a gift may be further defined by rules adopted by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.

11. "Leave of absence" means any period during which an employee or officer does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.
12. "Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his/her/their official capacity. The term "officer" includes all members of the Board of Trustees.
13. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act*, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
14. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the *Illinois Election Code*, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
15. "Prohibited political activity" means:
 - (a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - (b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - (c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (f) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

- (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (j) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (l) Campaigning for any elective office or for or against any referendum question.
- (m) Managing or working on a campaign for elective office or for or against any referendum question.
- (n) Serving as a delegate, alternate, or proxy to a political party convention.
- (o) Participating in any recount or challenge to the outcome of any election except to the extent that under subsection (d) of Section 6 of Article IV of the Illinois Constitution each house of the General Assembly shall judge the elections, returns, and qualifications of its members.

16. "Prohibited source" means any person or entity who:

- (a) is seeking official action (i) by an officer or (ii) in the case of an employee, or by the officer or another employee directing that employee;
- (b) does business or seeks to do business (i) with the officer or (ii) in the case of an employee, or with the officer or another employee directing that employee;
- (c) conducts activities regulated (i) by the officer or (ii) in the case of an employee, or by the officer or another employee directing that employee;
- (d) has interests that may be substantially affected by the performance or non performance of the official duties of the officer or employee;
- (e) is registered or required to be registered with the Secretary of State under the *Illinois Lobbyist Registration Act*, 25 ILCS 170/1 *et seq.*,

except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or

- (f) is an agent of, a spouse of, or an immediate family member who is living with a 'prohibited source.'

D. Construction:

This Policy shall be construed in a manner consistent with the provisions of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/ *et seq.*, including but not limited to 5 ILCS 430/70-5. This Policy is intended to impose the same but not greater restrictions than the Act.

E. Penalties:

A person who violates this Policy may be subject to discipline or other action by the College in addition to the penalties set forth in Section 50-5 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/50-5.

Section 7. Conflicts of Interest

Officers and employees shall conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

A conflict of interest arises whenever the officer or employee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial or political benefit to the officer or employee or a member of their immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the officer, employee, or their immediate family members. Personal political benefits include, but are not limited to, contributions, donations, direct financial payments, loans, gifts, or in-kind donations to political campaigns or political action committees that support the officer and employee.

Officers and designated employees shall voluntarily disclose any real or potential conflict of interest, and/or shall abstain from voting on any conflict of interest in accordance with applicable law and regulations. Each officer and designated employee shall observe and adhere to the College's Code of Ethics Policy. No later than July 1st of each year, each officer and designated employee shall provide a copy of the Statement of Economic Interest that is required to be filed annually with Winnebago County pursuant to the *Illinois Governmental Ethics Act*, 5 ILCS 420/4A-102, to the College's Department of Human Resources.

A person who violates this Policy or fails to disclose or properly identify a conflict of interest may be subject to discipline or other action by the College, including but not limited to, a public censure, where such public censure shall be made in a Board resolution which shall state the nature of the violation; in addition, the person may be subject to the penalties set forth in the *Public Officer Prohibited Activities Act*, 50 ILCS 105/0.01 *et seq.*, the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1-1 *et seq.*, and applicable law.

Reference: AR 307, Board Report #7573, #7620

Adopted: July 23, 2013

Revised: December 11, 2018, June 25, 2019

**ROCK VALLEY COLLEGE
BOARD POLICY**

1:10.020

MEMBERSHIP OF THE BOARD

Section 1. Number and Selection

The Board of Trustees is comprised of seven (7) qualified voting members elected at large by the College electorate and one (1) non-voting member elected by the student body in accordance with Section 3-7 of the *Illinois Public Community College Act*, 110 ILCS 805/3-7, the *Illinois Election Code*, 10 ILCS 5/1 *et seq.*, and other applicable statutes.

Section 2. Election

Board Trustee elections are conducted biannually in accordance with Sections 3-7 through 3-7.13 (as amended) of the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* Voting Trustees are elected for staggered terms of six (6) years.

Section 3. Qualifications of Trustees

Each voting Trustee shall, on the date of their election, be citizens of the United States, 18 years of age or older, and a resident of Illinois and District 511 for at least one year immediately preceding the election.

Section 4. Student Trustee

The Board of Trustees shall have one (1) non-voting member who is a student, 18 years of age or older, enrolled in the College as provided by Section 3-7.24 of the *Illinois Public Community College Act*, 110 ILCS 805/3-7.24.

The Student Trustee shall be elected by the student body to a one-year term beginning on the date of the next regular meeting after the organizational meeting. The student assumes all the rights and responsibilities of a district-elected Trustees with the exception of non-voting status. The Student Trustee has the right to make and second motions, to attend all sessions of the Board, receive all materials district-elected Trustees do, and has an advisory vote.

Section 5. Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (d) of the *Illinois Public Community College Act*, 110 ILCS 805/3-7(d). A vacancy arising because of resignation shall be deemed to have occurred whenever written notice of the resignation is received by the Board Secretary or when notice is given in a Board meeting. All Trustees shall be involved in the selection process for filling any vacancy.

The vacancy shall be filled by the remaining Trustees in the following manner:

1. The person appointed to fill the vacancy must be 18 years of age and a resident of Community College District 511 for at least one year;
2. The person appointed shall serve until a successor is elected and certified in accordance with the *Illinois Election Code*, 10 ILCS 5/1 *et seq.*;
3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election;
4. If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is election and certified; and
5. The Board shall take all action required by applicable law in responding to and filling the vacancy, including but not limited to the *Illinois Public Community College Act*, 110 ILCS 805/3-7. The Board shall appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the Board shall notify the Illinois Community College Board (ICCB) which may fill that vacancy and take action authorized by statute, where the ICCB appointed person shall serve until a successor is elected and certified.

Adopted: July 23, 2013

OFFICERS

Section 1. Number, Election, Eligibility, and Term

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer and any assistant to the above officers deemed necessary by the Board. The officers shall be elected or appointed by the Board of Trustees at the Reorganization Meeting. Vacancies in said offices may be filled at any meeting of the Board. The term of all officers shall be one (1) year or until their successors are elected, unless, by Board action, the term is extended to two years, in accordance with the statute.

Section 2. Chairperson

The Chairperson ("Chair") shall preside at all Board meetings and, whenever possible, represent the Board of Trustees at all official College or community functions.

The role of the Chair is, primarily, to uphold the integrity of the Board's process and, secondarily, to represent the Board to outside parties.

The Chair of the Board of Trustees shall:

1. Preside at all Board meetings in an efficient and effective manner, using Robert's Rules of Order, and shall set the tone for each meeting through positive leadership;
2. Ensure that other Trustees are informed of current and pending Board issues and processes;
3. Make all Board standing committee appointments with the advice and consent of the Board;
4. Attempt to arrive at a consensus by the members on Board decisions;
5. Appoint and dissolve special ad hoc committees;
6. Call special meetings, as required;
7. Direct the preparation of the meeting agenda;
8. Serve as an ex-officio member of all Board committees;
9. Represent the interests of the Board on a day-to-day basis;

10. Perform such other duties as prescribed by Board policy, law or by Board action;
11. Act or designate another person to act, as spokesperson for the Board in communication to the public. The Chair or designated spokesperson shall notify all individual Trustees as promptly as possible of his/her/their actions as the Board's representative.

Section 3. Vice Chairperson

In the absence of the Chairperson, or in the event of his/her/their inability or refusal to act, the Vice Chairperson (Vice Chair) shall perform the duties of and shall have the same powers of the Chairperson. The Vice Chairperson shall serve as Chairperson until the duly elected Chairperson assumes or resumes his/her/their duties.

The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson and the Board of Trustees.

Section 4. Secretary

The Board of Trustees shall elect a Secretary to serve at the discretion of the Board. The Secretary shall certify a true copy of each official Board policy and the Board minutes.

The Secretary shall certify at the Reorganization Meeting of the Board, and on request at any other time, that a complete and accurate set of all Board minutes and policies are kept in compliance with State Statutes. The Secretary (or designee) shall be the keeper of all books, records, and the Seal of the Board of Trustees and shall perform all duties assigned by the Chairperson and the Board of Trustees which includes attendance at all Board and committee meetings. If the Secretary is absent from a meeting, the Board of Trustees shall appoint a Trustee as Secretary Pro Tempore.

Board minutes so certified shall be prepared by the Recording Secretary who shall be selected by the President and who shall be required to attend the meetings of the Board. Minutes shall be kept on file in the Office of the President on the main campus and approved minutes shall be kept in Building E and the Bradford Room in the Support Services Building as the official record of Board activity and shall be open to public inspection in accordance with applicable law, including but not limited to Section 2.06 of the *Illinois Open Meetings Act*, 5 ILCS 120/2.06.

The duties of the Recording Secretary of the Board shall be as follows:

1. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board.
2. Promptly furnish, or cause to be furnished, a copy of the minutes of each Committee of the Whole, committee, regular or special meeting of the Board to all members of the Board and to the President of the College.
3. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings.

4. Keep, or cause to be kept, a digitized record of the names of all members of the Board, the dates of their election, their length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board.
5. Keep, or cause to be kept, a current and complete record and text of the Policies of the Board and publish the same from time to time as directed by the Board.
6. Furnish to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Policies of the Board, a complete, accurate, and official copy of the text thereof.
7. Perform other actions as contemplated by the *Illinois Public Community College Act*, 110 ILCS 805/ *et seq.*

Section 5. Treasurer

A Treasurer shall be appointed by the Board as provided by the *Illinois Public Community College Act*, 110 ILCS 805/3-18. Before duties begin, the Treasurer shall execute a bond in the manner and form provided for in the *Illinois Public Community College Act*, 110 ILCS 805/3-19. It shall be the duty of the Treasurer to:

1. Perform all duties which the State of Illinois requires of the Treasurer.
2. Keep an accurate record of all functions and transactions appropriate for the office.
3. Furnish the Board with such reports as may be required.
4. Invest funds in accordance with prescribed policy.
5. Perform other actions as contemplated by the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*

Section 6. Removal

Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board whenever, in its judgment, the best interests of the College would be served thereby, but such removal shall be without prejudice to other rights and duties of the office or agent.

Adopted: July 23, 2013

MEETINGS OF THE BOARD

Section 1. Proclaiming Election Winners and Training for Trustees

At the first meeting following the election of Trustees held on the date required under the Consolidated Election Laws of the State of Illinois and not later than twenty- one (21) days thereafter, the Board shall meet for the purpose of proclaiming the winners of the election.

As set forth in the *Illinois Public Community College Act*, 110 ILCS 805/3-8.5 *et seq*, every voting Trustee shall complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of the Trustee during the first, third, and fifth year of his/her/their term. The College shall maintain on its website, the names of all voting Trustees who have successfully completed the training and the names of all voting Trustees who have not successfully completed the training. The voting Trustees shall certify completion of the training required under this Policy and applicable law to the secretary of the Board.

Section 2. Reorganization Meeting

The Reorganization Meeting shall be held annually. The reorganization in election years shall be held on or before the twenty-eighth (28th) day after the election. At all Organizational Meetings, the Chairperson of the Board, or, in his/her/their absence, the President of the Community College or the acting Chief Executive Officer of the College, shall convene the new Board, and conduct the election for Chairperson, Vice Chairperson, and Secretary. The reorganization meetings for non-election years shall be held at the regular meeting of the Board for the month of April.

The order of business shall be:

1. Call to Order by Chairperson of Retiring Board;
2. Roll Call by Secretary;
3. Certification of Audit and Board Minutes and Policies by Secretary;
4. Adjournment of Retiring Board, sine die;
5. Convening of new Board by ranking hold-over officer from retiring Board who shall serve as temporary Chairperson;
6. Seating of new members (Election Year);

7. Election of Chairperson of Board;
8. Election of Vice Chairperson;
9. Election of Secretary;
10. Appointment of Treasurer;
11. Appointment of Attorney;
12. Adoption of Policies of the Board;
13. Appointment of Bank Depository(s);
14. Appointment of Auditor(s);
15. Appointment of Representatives to Standing Committees; and
16. Setting the Schedule of Regular Meetings for the Next Calendar Year.

Section 3. Regular Meetings

Regular business meetings of the Board shall be held on the fourth Tuesday of every month and shall be open to the public. Additional strategic meetings may be held as needed and shall be open to the public.

A schedule of the regular meetings shall be posted at the beginning of each calendar year or fiscal year and shall state the regular dates, times and places of such meetings. An agenda for each regular meeting shall be posted at the entrance of the principal administration office, on the College's website and at the location where the actual meeting is to be held at least 48 hours in advance of each regular meeting. The agenda shall remain posted on the College's website until the regular meeting is concluded. The place of said meeting shall be the regular meeting place of the Board or any properly designated place within Community College District 511.

Section 4. Agenda for Regular Meetings

The order of business set forth on the agenda may vary, as needed from meeting to meeting, but shall generally contain one or more of the following items of regular business and/or matters relevant to the exercise of the powers of duties of the Board of Trustees. In the event there is a public hearing, the public hearing shall be held generally before the regular meeting. The agenda for Regular Meetings may be as follows:

- A. Call to Order
- B. Roll Call
- C. Communications and Petitions (Public Comment)
- D. Recognition of Registered Visitors
- E. General Presentations
- F. Minutes
- G. Board Committee Reports
- H. Action Items
- I. Unfinished/New Business
- J. Reports
 - 1. President's Report
 - 2. Leadership Team
 - 3. Illinois Community College Trustees Association (ICCTA)
 - 4. Trustee Comments
 - 5. Student Trustee
 - 6. RVC Foundation Liaison
 - 7. Freedom of Information Act
 - 8. Other
- K. Closed Session
- L. Adjourn

The agenda shall set forth the general subject matter of any resolution or ordinance that shall be the subject of final action at the meeting.

Section 5. Special Meetings

A Special Meeting of the Board may be called by the Chairperson or by any three (3) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least 48 hours before such meeting or by personal service 24 hours before the meeting. The notice shall include the

agenda for the special meeting.

Section 6. Emergency Meetings

Notice of an Emergency Meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.

Section 7. Adjourned Meetings

A Regular Meeting may be adjourned to a future date as the Board may determine.

Section 8. Closed Sessions

Closed Sessions may be held in accordance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*, as amended, modified or construed, and pursuant to adopted College policies.

At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.

A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided that each meeting in such series involves the same particular matters and is scheduled to be held within three months of the vote.

The following subjects may be discussed in closed sessions:

1. The appointment, employment, compensation, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, or legal counsel. However, a meeting to consider an increase in compensation to a specific employee that is subject to the *Local Government Wage Increase Transparency Act*, 50 ILCS 155/1 *et seq.*, may not be in closed session;
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees;
3. Selection of a person to fill a vacancy on the Board, or discipline, performance, or removal of the Trustee when the Board has such power to remove under applicable law or ordinance;
4. Evidence or testimony presented to the Board regarding denial of admission to College events or property pursuant to Section 24-24 of the *Illinois School Code*, 105 ILCS 5/24-24, or as otherwise authorized by law provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative finding;
5. Acquisition, purchase or lease of real property, including meetings held for the purpose of discussing whether a particular parcel should be acquired;

6. The setting of a price for sale or lease of property owned;
7. The sale or purchase of securities, investments, or investment contract. However, this exception shall not apply to the investment of assets or income deposited into the Illinois Prepaid Tuition Trust Fund;
8. Campus security measures to respond to actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property;
9. Student disciplinary cases;
10. Matters relating to individual students;
11. Litigation, when an action against, affecting or on behalf of the Board of Trustees has been filed and is pending before a court or other administrative tribunal, or when the Board of Trustees finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed sessions;
12. The establishment of reserves or settlement of claims as provided in the *Illinois Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the Board of Trustees or any intergovernmental risk management association or self insurance pool of which the Board of Trustees is a member;
13. The discussion of minutes of meetings lawfully closed under the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* whether for purpose of approval by the Board of the minutes or semi-annual review of the minutes; and
14. Any other subject set forth in Section 2 of the *Illinois Open Meetings Act*, 5 ILCS 120/2.

Section 9. Recording of Closed Sessions

A verbatim record shall be kept of all closed sessions of the Board of Trustees or any subsidiary "public body" (as defined by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* of the College. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed sessions in the manner required by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*, minutes of closed sessions shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed sessions. The Secretary of the Board, or his/her/their designee, shall maintain the verbatim recordings and minutes of all closed sessions of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the confidentiality of such verbatim recordings and minutes. The verbatim record of closed sessions shall not be open for public inspection or subject to discovery, except as provided by law.

Section 10. Budget Hearing

A public hearing on the budget shall be held each year prior to its adoption. Notice of the hearing shall be published in the local newspapers in accordance with Section 103-20.1 of the *Illinois Public Community College Act*, 110 ILCS 805/103-20.1, as amended, modified or construed.

Section 11. Special Hearings

Special hearings shall be set by official Board action, and the date and place for the hearings shall be published in the local newspapers.

Section 12. Quorum and Voting

A majority of the voting Trustees of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of said Board. For all meetings of the Board of Trustees, a quorum of Trustees must be physically present at the location of the meeting. If less than a majority of the duly qualified and acting voting Trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting without further notice.

Unless otherwise provided herein and/or in the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* a majority of the votes of the Trustees voting on a measure shall determine the outcome thereof, provided there is a quorum present. Voting ordinarily shall be by voice except in matters requiring the expenditure of funds or the execution of contracts, when a roll call vote of the Trustees shall be required. A roll call vote may also be used when requested by any member of the Board of Trustees.

For committee meetings, a majority of voting Trustees of the committee shall constitute a quorum. If less than a majority of the duly qualified and acting committee members is present at the meeting, the Board Chair may act as an ex officio Board member to create a quorum at the committee meeting.

Section 13. Open to the Public; Communications and Petitions (Public Comment)

All meetings and hearings of the Board shall be open to the public, except Closed Sessions as indicated in Section 9 above. Members of the public may participate in the meetings. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson. Presentations by any one individual shall be limited to three (3) minutes. The Board, at its option, may not publicly comment on the substance of presentation to the Board. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board

Section 14. Workshops/Board Retreats

Trustees may attend workshops or retreats organized for the purpose of assisting Trustees to gain greater understanding of the College and issues affecting higher education. Workshops and/or retreats may be scheduled as deemed necessary or advisable. When required, the news

media shall be given notice of the time and place of such meetings in compliance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*

Section 15. Board Member use of Electronic Means of Communication

Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Trustees in their capacity as Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Trustees, in their capacity as Board members, shall be limited to:

1. Disseminating information; and
2. Messages or communications not involving deliberation, debate or decision-making among three or more Trustees.

Examples of permissible electronic communication are:

1. Agenda item suggestions;
2. Reminders regarding meeting times, date, and places;
3. The dissemination of Board meeting agenda or public record information concerning agenda items;
4. Responses to questions posed by the community, administrators or College staff; and
5. Questions or requests for information directed to administrators or College staff.

Trustees Attendance by a Means Other Than Physical Presence:

1. If a quorum of Trustees is physically present at a Board meeting, a majority of the Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; (iii) a family or other emergency; or (iv) unexpected childcare obligations. "Other means" is by video or audio conference.
2. If a Trustee wishes to attend a meeting by other means, the Trustee must notify the Board Chairperson of the College before the meeting unless advance notice is impractical.
3. A majority of the Trustees may allow a Trustee to attend a meeting by other means only in accordance with and to the extent allowed by the College, and in accordance with this Section 16.

Section 16. Rules of Procedure

In matters of procedure not governed by these Policies of the Board, or modified by the Board, Robert's Rules of Order, as revised, shall govern.

Board meetings shall be conducted according to current Robert's Rules of Parliamentary Procedure, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily shall be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any Trustee. Whenever a committee makes a report to the Board and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

Section 17. Recognition of Registered Visitors

Visitors wishing to be heard at a Board meeting may be afforded time, subject to reasonable constraints, to comment or to ask questions of the Board and shall comply with the following guidelines:

1. Individuals or groups who desire to speak to the Board shall submit a request on a designated form and turn in the request to the designated staff up to 10 minutes prior to the scheduled beginning of the meeting.
2. Any request to speak to the Board shall include the name of individual(s), the organization represented (if any), the topic to be addressed, and whether they shall speak for or against the issue.
3. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson.
4. Presentations by any one individual shall be limited to three (3) minutes.
5. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation shall be limited to three (3) minutes. The Chairperson shall have the option of halting presentations which repeat points already presented, or to limit the number of speakers addressing the same perspective (for or against) on a topic.
6. The Board, at its option, may not publicly comment on the substance of presentation to the Board.
7. Informal opportunities to address the Board may be granted at the Chairperson's discretion.
8. Ten (10) copies of any document or other medium to be submitted to the Board are to be supplied for distribution to the President's Office at least three (3) days before a Board meeting.

9. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate.
10. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

Section 18. Minutes

A record of all transactions of the Board shall be set forth in the minutes of the Board, and all minutes shall be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the College; this Section 19 shall be read in conjunction with Section 10. The approved minutes of all open sessions shall be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions shall be kept in the same manner, but shall remain closed until such time the items or topics of discussion are judged to be open under the requirements of the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* All minutes shall record the name of the person making a motion, the name of the person seconding the motion, and the vote. A Trustee may request that the reason for his/her/their vote be recorded in the minutes, such request to be made at the time of voting.

All minutes shall be recorded and kept according to the amendments to Section 120/2.06 (a-h) of the *Illinois Open Meetings Act*, 5 ILCS 120/2.06.

Adopted: July 23, 2013

Revised: June 24, 2014

COMMITTEES

Section 1. Special Committees

Special Committees may be created by the Chairperson of the Board or by Board action. The President of the College, with the approval of the Chairperson of the Board, may call meetings of the Board Committees and may attend all committee meetings, except when his/her/their employment or salary is under consideration. A Special Committee shall report recommendations to the Board for appropriate action and shall be dissolved when its report is complete and accepted by the Board.

Section 2. Committee of the Whole

The Board shall maintain a Committee of the Whole consisting of every Trustee. The Committee of the Whole shall generally meet monthly to discuss College business in preparation for the Regular Board Meeting. Items discussed at the Committee of the Whole shall be according to the agenda for that specific meeting. The Committee of the Whole shall not be used for the taking of Board actions.

Section 3. Standing Committees

The Board may appoint Standing Committees to provide the Trustees with additional oversight or heightened levels of awareness of key College matters. Standing Committees are comprised of Trustees appointed by the Chair with the advice of the Board. College administrators may also be assigned to a Standing Committee as deemed appropriate by the Board of Trustees.

Standing Committees shall not interfere with the wholeness of the Board's duties and responsibilities, nor with delegation from the Board to the President nor with President's authority.

References: Board Report 4377-1 through 4377-9 February 20, 1989
Board Report 3257 September 22, 1980
Attorney Resolution 307 July 23, 2013; Board Report 7430
Adopted: June 27, 2017

CONTRACTS AND FINANCES

Section 1. Contracts

The Board of Trustees may authorize any officer or officers, agent or agents to enter into any contract and execute and deliver any instrument on behalf of this Board. The President is expressly authorized to execute any contracts and grant documents approved by the Board.

Section 2. Finances

No funds shall be borrowed without specific authorization by the Board for contracting any indebtedness.

Section 3. Checks and Depository

All checks, drafts, or orders for payment of wages, salaries, and/or other bills issued by this College shall be signed by the properly designated officers in accordance with the Board action filed with the depository. The depository of the funds of the Board of Trustees shall be designated at the Reorganization Meeting.

BOARD POLICIES

Section 1. Policies of the Board

The exercise of Board powers concerning the Board structure and direction regarding the internal operating organization of the College may be classified as Policies of the Board.

"Policy/Policies" shall hereinafter be defined as a basic assumption or principle established by the Board of Trustees as a guideline for action by the administration, faculty, and staff in conducting the affairs of the College to achieve the stated goals or objectives.

The Policies adopted by the Board of Trustees have been written to be consistent with the provision of law, but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know said applicable laws and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.

The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policies of the Illinois Community College Board, local, state, and federal statutes and to the United States Constitution.

Section 2. Intent of the Policies

Rules and procedures in support of the Policies of the Board are established by the administration, faculty, and staff members with the approval of the President in order to apply Board Policy to specific situations. Such rules and procedures shall be reduced to writing and shall subsequently be made a part of the College catalog, manuals and/or such handbooks as may be appropriate.

Section 3. Suspension

Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of the entire Board of Trustees, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.

Reference Board Report 6607 May 26, 2009
Adopted: July 23, 2013

**ROCK VALLEY COLLEGE
BOARD POLICY**

1:10.080

AMENDMENTS AND ADOPTION OF BOARD POLICIES

The Policies of the Board may be amended by a majority vote of the entire Board at any meeting provided that Trustees receive official notice of the proposed amendment at the Regular Board meeting prior to the meeting at which said amendment is adopted. Amendment to a policy shall be made by the repeal of an existing policy and/or the enactment of a new or additional policy. Vote on the change shall be taken by roll call and entered in the minutes of the meeting.

These Policies of the Board may be amended, altered, or repealed and new rules adopted at any meeting of the Board of Trustees by a unanimous vote of all voting Trustees.

Adopted: July 23, 2013

THE BOARD AND THE PRESIDENT

Section 1. President

The President of the College shall be the chief administrative officer of the internal operating organization of the College and shall be appointed by the Board. In addition, to the extent allowed by the Illinois Public Community College Act, the President may represent the College on official and ceremonial occasions.

The Board of Trustees expects:

1. The President, or his/her/their designee, to attend and inform and advise, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired by the Board.
2. The President, or his/her/their designee, to attend all committee meetings of the Board and act as the resource person to the committees of the Board, unless expressly asked to leave by the committee.
3. The President to be responsible for the overall operation of the College by initiating, guiding, and directing activities which are necessary to fulfill the mission of the College and any such other expectations that the Board of Trustees may establish.

Section 2. Acting President

The President shall be authorized to designate a member of the College staff as Acting President during temporary disability or absence from the College. In the case of lengthy continued disability or absence of the President, in case of vacancy of the presidency, or under other special circumstances, the Board shall name an Acting President and shall negotiate a commensurate salary for said responsibility.

Section 3. Communication with the Board

The President shall serve as the primary channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization, except that nothing herein is intended to limit the ability of the Board of Trustees to communicate with Administrators assigned to Board committees or other special projects.

Mail received by the College which is generally addressed to the "Board of Trustees" shall be opened by the President's Office and addressed with the Board accordingly. Mail addressed to individual Trustees received by the College shall not be opened and shall be forwarded to the Trustee as soon as practicable.

The email addresses of Trustees shall be made available to the public. Such other contact information of a Trustee which is authorized for release by a Trustee shall also be made available.

Section 4. Emergency Action

In the event of emergency situations not covered by specific policies, the College President shall have the authority to take any necessary or appropriate action as he or she deems to be required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.

Adopted: July 23, 2013

**ROCK VALLEY COLLEGE
BOARD POLICY**

ROCK VALLEY COLLEGE VISION AND MISSION STATEMENT

Vision Statement

Rock Valley College empowers the community to grow as a society of learners through well-designed educational pathways, leading to further education, rewarding careers, cultural enrichment, and economic-technological development.

Mission Statement

Rock Valley College empowers students and the community through lifelong learning.

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Adopted: July 28, 2015

ROCK VALLEY COLLEGE CORE VALUES

Learner-Centered Community

Rock Valley College is dedicated to providing affordable lifelong learning opportunities that foster student success.

Mutual Respect

At all times, Rock Valley College upholds the dignity of each individual by being ethical, respectful, fair, and courteous in communications and actions.

Excellence

Rock Valley College maintains high expectations for teaching and learning and holds itself accountable for promoting continuous improvement.

Diversity

Rock Valley College promotes, celebrates, and embraces differences, including cultural and ethnic diversity and diversity of thought.

Collaboration

Rock Valley College fosters innovative, enriching partnerships within the college community and among others that serve the region.

Innovation

Rock Valley College is a forward-thinking institution that explores creative approaches for the future.

Public Trust

Rock Valley College honors and upholds its commitment to the community through integrity of actions and efficient use of resources.

Adopted: July 28, 2015

ARTICLE 1: BOARD OF TRUSTEES BYLAWS

1:10.010

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- Election
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The Board and the President

President
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BOARD GOVERNANCE

Section 1. Purpose of the Board

The purpose of the Board of Trustees is to represent students and the community in determining what programs and services the College shall offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

Fundamental to the success of the College is the commitment of each Trustee to carry out his/her/their responsibilities as an elected official charged with providing students and the community a quality, fully accredited, comprehensive community college.

Section 2. The College Governing Board

The Board of Trustees of Community College District No. 511 has the legal authority and responsibility to govern the College in accordance with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*, and applicable authority. The Board shall appoint a President to organize and manage the institution in accordance with Board policy.

Section 3. Authority for Operations

As set forth in Section 3-30, the Board of Trustees has the duties enumerated in Sections 3-21 through 3-29.23 of the *Illinois Public Community College Act*, 110 ILCS 805/3-21 through 3-29.23, and the powers enumerated in Sections 3-31 through 3-43 of the *Illinois Public Community College Act*, 110 ILCS 805/3-31 to 3-43. The Board shall exercise all powers set forth in Sections 3-31 through 3-43, and all additional powers not inconsistent with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*

Section 4. Board Duties and Responsibilities

The job of the Board of Trustees is to govern, not manage, the College.

A. Duties of the Board:

As the governing body of Community College District No. 511, the Board of Trustees is responsible for the development and adoption of Board policies and for making decisions related thereto. The Board's authority in this area is final, subject to applicable statutory and regulatory limitations. The President shall carry out Board policies, including but not limited to, developing appropriate administrative procedures to effectuate Board policies.

The Board may seek input from the College community in the development of said policies.

Additionally, the Board of Trustees shall:

1. Hire and work with the President, who shall be the chief administrative officer of the College and the executive officer in dealing with the Board.
2. Annually establish goals and evaluate the President's performance.
3. Ensure efficient and effective development, operation and maintenance of the College.
4. Execute all duties and powers authorized by the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*
5. Direct the President to formulate and revise policies as necessary for Board consideration.
6. Annually review the financial performance of the College and cause an audit to be made.
7. Annually adopt the Financial Plan of the College.
8. Ensure the quality of education provided by the College.
9. Review matters recommended by the President and cause appropriate action to be taken.
10. Appoint legal counsel as needed.

B. Responsibilities of the Board:

The Board of Trustees shall:

1. Operate in all ways mindful of its civic Trusteeship obligation to the citizens of its College district.
2. Be the sole governing body of the College. In carrying out its governing responsibility, the Board, as a whole, shall keep adequately informed about educational and other relevant issues, actively gathering and retaining necessary information to enhance the decision-making process.
3. Focus on intended long term outcomes.
4. Use the expertise of individual Trustees to enhance the ability of the Board as a body.

5. Ensure the continuity of its governance capability through retraining, redevelopment, and the orientation of new members.
6. Make decisions, to the extent possible, on a consensus basis.

Section 5. Authority and Responsibility of Trustees

Trustees have authority when acting as a part of the Board of Trustees in a legal session or proceeding of the Board. No individual member of the Board of Trustees has the power to speak or act in the name of the Board unless authorized to do so by the Board of Trustees. Trustees shall maintain confidentiality of privileged and confidential information, including but not limited to, all information discussed in closed session meetings and other communications, such as attorney-client privilege communications. Trustees shall strive to demonstrate personal integrity and ethical behavior in word and action.

Section 6. Code of Ethics

The Board of Trustees shall conduct themselves in accordance with the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1 *et seq.*, which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees.

A. Prohibited Political Activities:

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, in accordance with Section 5-15 of the *Illinois State Officials and Employee Ethics Act*, 5 ILCS 430/5-15 *et seq.* No officer, or employee shall intentionally misappropriate any property or resources of Rock Valley College in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally misappropriate the services of any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded any additional compensation or any officer or employee benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any officer or employee benefit in consideration for his/her/their participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are otherwise appropriate for an officer or employee to engage in as part of his/her/their official duties, or activities that are undertaken by an officer or employee on a voluntary basis as permitted by law.

5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

B. Gift Ban:

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or Policy. No prohibited source shall intentionally offer or make a gift that violates this Section.

Exceptions. In accordance with Section 10-15 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/10-15, Section 1:10.010(B) is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his/her/their spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the *Illinois Election Code*, 10 ILCS 430/1 *et seq.* or the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1 *et seq.*, or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
5. Travel expenses for a meeting to discuss business, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiance or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided

because of the official position or employment of the recipient or his/her/their spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee as an office holder or employee) of the officer or employee, or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Section, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Disposition of gifts. An officer or employee does not violate this Policy if the recipient promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

C. Definitions:

For purposes of this Code of Ethics, the following terms shall be given these definitions:

1. "Board" means the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle and Stephenson Counties, Illinois.
2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act*, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected State office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at either a general primary election or general election as set forth in Section 1-5 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1-5.
4. "Collective bargaining" has the same meaning as that term as defined in Section 3 of the *Illinois Public Labor Relations Act*, 5 ILCS 315/3.
5. "Compensated time" means, with respect to an officer or employee, any time worked by or credited to the officer or employee that counts toward any minimum work time requirement imposed as a condition of his/her/their employment, but does not include any designated State holidays or any period when the officer or employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is under the control of the employer and any other time when the officer or employee is executing his/her/their official duties, regardless of location.
6. "Compensatory time off" means authorized time off earned by or awarded to an officer or employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his/her/their employment.
7. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the *Illinois Election Code*, 10 ILCS 5/9-1.4.
8. "Employee" means a person employed by Rock Valley College, whether on a full-time or part-time basis or pursuant to a contract, and whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
9. "Employer" means Community College District No. 511.
10. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance,
10. or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or

attributable to government employment or the official position of an officer or employee. The value of a gift may be further defined by rules adopted by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.

11. "Leave of absence" means any period during which an employee or officer does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.
12. "Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his/her/their official capacity. The term "officer" includes all members of the Board of Trustees.
13. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act*, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
14. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the *Illinois Election Code*, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
15. "Prohibited political activity" means:
 - (a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - (b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - (c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (f) Assisting at the polls on election day on behalf of any political organization

or candidate for elective office or for or against any referendum question.

- (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (j) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (l) Campaigning for any elective office or for or against any referendum question.
- (m) Managing or working on a campaign for elective office or for or against any referendum question.
- (n) Serving as a delegate, alternate, or proxy to a political party convention.
- (o) Participating in any recount or challenge to the outcome of any election except to the extent that under subsection (d) of Section 6 of Article IV of the Illinois Constitution each house of the General Assembly shall judge the elections, returns, and qualifications of its members.

16. "Prohibited source" means any person or entity who:

- (a) is seeking official action (i) by an officer or (ii) in the case of an employee, or by the officer or another employee directing that employee;
- (b) does business or seeks to do business (i) with the officer or (ii) in the case of an employee, or with the officer or another employee directing that employee;
- (c) conducts activities regulated (i) by the officer or (ii) in the case of an employee, or by the officer or another employee directing that employee;
- (d) has interests that may be substantially affected by the performance or non performance of the official duties of the officer or employee;

- (e) is registered or required to be registered with the Secretary of State under the *Illinois Lobbyist Registration Act*, 25 ILCS 170/1 *et seq.*, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
- (f) is an agent of, a spouse of, or an immediate family member who is living with a 'prohibited source.

D. Construction:

This Policy shall be construed in a manner consistent with the provisions of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/ *et seq.*, including but not limited to 5 ILCS 430/70-5. This Policy is intended to impose the same but not greater restrictions than the Act.

E. Penalties:

A person who violates this Policy may be subject to discipline or other action by the College in addition to the penalties set forth in Section 50-5 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/50-5.

Section 7. Conflicts of Interest

Officers and employees shall conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

A conflict of interest arises whenever the officer or employee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial or political benefit to the officer or employee or a member of their immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the officer, employee, or their immediate family members. Personal political benefits include, but are not limited to, contributions, donations, direct financial payments, loans, gifts, or in-kind donations to political campaigns or political action committees that support the officer and employee.

Officers and designated employees shall voluntarily disclose any real or potential conflict of interest, and/or shall abstain from voting on any conflict of interest in accordance with applicable law and regulations. Each officer and designated employee shall observe and adhere to the College's Code of Ethics Policy. No later than July 1st of each year, each officer and designated employee shall provide a copy of the Statement of Economic Interest that is required to be filed annually with Winnebago County pursuant to the *Illinois Governmental Ethics Act*, 5 ILCS 420/4A-102, to the College's Department of Human Resources.

A person who violates this Policy or fails to disclose or properly identify a conflict of interest may be subject to discipline or other action by the College, including but not limited to, a public censure,

where such public censure shall be made in a Board resolution which shall state the nature of the

violation; in addition, the person may be subject to the penalties set forth in the *Public Officer Prohibited Activities Act*, 50 ILCS 105/0.01 *et seq.*, the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1-1 *et seq.*, and applicable law.

Reference: AR 307, Board Report #7573, #7620

Adopted: July 23, 2013

Revised: December 11, 2018, June 25, 2019

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MEMBERSHIP OF THE BOARD

Section 1. Number and Selection

The Board of Trustees is comprised of seven (7) qualified voting members elected at large by the College electorate and one (1) non-voting member elected by the student body in accordance with Section 3-7 of the *Illinois Public Community College Act*, 110 ILCS 805/3-7, the *Illinois Election Code*, 10 ILCS 5/1 *et seq.*, and other applicable statutes.

Section 2. Election

Board Trustee elections are conducted biannually in accordance with Sections 3-7 through 3-7.13 (as amended) of the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* Voting Trustees are elected for staggered terms of six (6) years.

Section 3. Qualifications of Trustees

Each voting Trustee shall, on the date of their election, be citizens of the United States, 18 years of age or older, and a resident of Illinois and District 511 for at least one year immediately preceding the election.

Section 4. Student Trustee

The Board of Trustees shall have one (1) non-voting member who is a student, 18 years of age or older, enrolled in the College as provided by Section 3-7.24 of the *Illinois Public Community College Act*, 110 ILCS 805/3-7.24.

The Student Trustee shall be elected by the student body to a one-year term beginning on the date of the next regular meeting after the organizational meeting. The student assumes all the rights and responsibilities of a district-elected Trustees with the exception of non-voting status. The Student Trustee has the right to make and second motions, to attend all sessions of the Board, receive all materials district-elected Trustees do, and has an advisory vote.

Section 5. Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (d) of the *Illinois Public Community College Act*, 110 ILCS 805/3-7(d). A vacancy arising because of resignation shall be deemed to have occurred whenever written notice of the resignation is received by the Board Secretary or when notice is given in a Board meeting. All Trustees shall be involved in the selection process for filling any vacancy.

The vacancy shall be filled by the remaining Trustees in the following manner:

1. The person appointed to fill the vacancy must be 18 years of age and a resident of Community College District 511 for at least one year;
2. The person appointed shall serve until a successor is elected and certified in accordance with the *Illinois Election Code*, 10 ILCS 5/1 *et seq.*;
3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election;
4. If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is election and certified; and
5. The Board shall take all action required by applicable law in responding to and filling the vacancy, including but not limited to the *Illinois Public Community College Act*, 110 ILCS 805/3-7. The Board shall appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the Board shall notify the Illinois Community College Board (ICCB) which may fill that vacancy and take action authorized by statute, where the ICCB appointed person shall serve until a successor is elected and certified.

Adopted: July 23, 2013

OFFICERS

Section 1. Number, Election, Eligibility, and Term

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer and any assistant to the above officers deemed necessary by the Board. The officers shall be elected or appointed by the Board of Trustees at the Reorganization Meeting. Vacancies in said offices may be filled at any meeting of the Board. The term of all officers shall be one (1) year or until their successors are elected, unless, by Board action, the term is extended to two years, in accordance with the statute.

Section 2. Chairperson

The Chairperson ("Chair") shall preside at all Board meetings and, whenever possible, represent the Board of Trustees at all official College or community functions.

The role of the Chair is, primarily, to uphold the integrity of the Board's process and, secondarily, to represent the Board to outside parties.

The Chair of the Board of Trustees shall:

1. Preside at all Board meetings in an efficient and effective manner, using Robert's Rules of Order, and shall set the tone for each meeting through positive leadership;
2. Ensure that other Trustees are informed of current and pending Board issues and processes;
3. Make all Board standing committee appointments with the advice and consent of the Board;
4. Attempt to arrive at a consensus by the members on Board decisions;
5. Appoint and dissolve special ad hoc committees;
6. Call special meetings, as required;
7. Direct the preparation of the meeting agenda;
8. Serve as an ex-officio member of all Board committees;
9. Represent the interests of the Board on a day-to-day basis;
10. Perform such other duties as prescribed by Board policy, law or by Board action;

11. Act or designate another person to act, as spokesperson for the Board in communication to the public. The Chair or designated spokesperson shall notify all individual Trustees as promptly as possible of his/her/their actions as the Board's representative.

Section 3. Vice Chairperson

In the absence of the Chairperson, or in the event of his/her/their inability or refusal to act, the Vice Chairperson (Vice Chair) shall perform the duties of and shall have the same powers of the Chairperson. The Vice Chairperson shall serve as Chairperson until the duly elected Chairperson assumes or resumes his/her/their duties.

The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson and the Board of Trustees.

Section 4. Secretary

The Board of Trustees shall elect a Secretary to serve at the discretion of the Board. The Secretary shall certify a true copy of each official Board policy and the Board minutes.

The Secretary shall certify at the Reorganization Meeting of the Board, and on request at any other time, that a complete and accurate set of all Board minutes and policies are kept in compliance with State Statutes. The Secretary (or designee) shall be the keeper of all books, records, and the Seal of the Board of Trustees and shall perform all duties assigned by the Chairperson and the Board of Trustees which includes attendance at all Board and committee meetings. If the Secretary is absent from a meeting, the Board of Trustees shall appoint a Trustee as Secretary Pro Tempore.

Board minutes so certified shall be prepared by the Recording Secretary who shall be selected by the President and who shall be required to attend the meetings of the Board. Minutes shall be kept on file in the Office of the President on the main campus and approved minutes shall be kept in Building E and the Bradford Room in the Support Services Building as the official record of Board activity and shall be open to public inspection in accordance with applicable law, including but not limited to Section 2.06 of the *Illinois Open Meetings Act*, 5 ILCS 120/2.06.

The duties of the Recording Secretary of the Board shall be as follows:

1. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board.
2. Promptly furnish, or cause to be furnished, a copy of the minutes of each Committee of the Whole, committee, regular or special meeting of the Board to all members of the Board and to the President of the College.
3. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings.

4. Keep, or cause to be kept, a digitized record of the names of all members of the Board, the dates of their election, their length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board.
5. Keep, or cause to be kept, a current and complete record and text of the Policies of the Board and publish the same from time to time as directed by the Board.
6. Furnish to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Policies of the Board, a complete, accurate, and official copy of the text thereof.
7. Perform other actions as contemplated by the *Illinois Public Community College Act*, 110 ILCS 805/ *et seq.*

Section 5. Treasurer

A Treasurer shall be appointed by the Board as provided by the *Illinois Public Community College Act*, 110 ILCS 805/3-18. Before duties begin, the Treasurer shall execute a bond in the manner and form provided for in the *Illinois Public Community College Act*, 110 ILCS 805/3-19. It shall be the duty of the Treasurer to:

1. Perform all duties which the State of Illinois requires of the Treasurer.
2. Keep an accurate record of all functions and transactions appropriate for the office.
3. Furnish the Board with such reports as may be required.
4. Invest funds in accordance with prescribed policy.
5. Perform other actions as contemplated by the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*

Section 6. Removal

Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board whenever, in its judgment, the best interests of the College would be served thereby, but such removal shall be without prejudice to other rights and duties of the office or agent.

Adopted: July 23, 2013

MEETINGS OF THE BOARD

Section 1. Proclaiming Election Winners and Training for Trustees

At the first meeting following the election of Trustees held on the date required under the Consolidated Election Laws of the State of Illinois and not later than twenty- one (21) days thereafter, the Board shall meet for the purpose of proclaiming the winners of the election.

As set forth in the *Illinois Public Community College Act*, 110 ILCS 805/3-8.5 *et seq*, every voting Trustee shall complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of the Trustee during the first, third, and fifth year of his/her/their term. The College shall maintain on its website, the names of all voting Trustees who have successfully completed the training and the names of all voting Trustees who have not successfully completed the training. The voting Trustee shall certify completion of the training required under this Policy and applicable law to the secretary of the Board.

Section 2. Reorganization Meeting

The Reorganization Meeting shall be held annually. The reorganization in election years shall be held on or before the twenty-eighth (28th) day after the election. At all Organizational Meetings, the Chairperson of the Board, or, in his/her/their absence, the President of the Community College or the acting Chief Executive Officer of the College, shall convene the new Board, and conduct the election for Chairperson, Vice Chairperson, and Secretary. The reorganization meetings for non-election years shall be held at the regular meeting of the Board for the month of April.

The order of business shall be:

1. Call to Order by Chairperson of Retiring Board;
2. Roll Call by Secretary;
3. Certification of Audit and Board Minutes and Policies by Secretary;
4. Adjournment of Retiring Board, sine die;
5. Convening of new Board by ranking hold-over officer from retiring Board who shall serve as temporary Chairperson;
6. Seating of new members (Election Year);
7. Election of Chairperson of Board;

8. Election of Vice Chairperson;
9. Election of Secretary;
10. Appointment of Treasurer;
11. Appointment of Attorney;
12. Adoption of Policies of the Board;
13. Appointment of Bank Depository(s);
14. Appointment of Auditor(s);
15. Appointment of Representatives to Standing Committees; and
16. Setting the Schedule of Regular Meetings for the Next Calendar Year.

Section 3. Regular Meetings

Regular business meetings of the Board shall be held on the fourth Tuesday of every month and shall be open to the public. Additional strategic meetings may be held as needed and shall be open to the public.

A schedule of the regular meetings shall be posted at the beginning of each calendar year or fiscal year and shall state the regular dates, times and places of such meetings. An agenda for each regular meeting shall be posted at the entrance of the principal administration office, on the College's website and at the location where the actual meeting is to be held at least 48 hours in advance of each regular meeting. The agenda shall remain posted on the College's website until the regular meeting is concluded. The place of said meeting shall be the regular meeting place of the Board or any properly designated place within Community College District 511.

Section 4. Agenda for Regular Meetings

The order of business set forth on the agenda may vary, as needed from meeting to meeting, but shall generally contain one or more of the following items of regular business and/or matters relevant to the exercise of the powers of duties of the Board of Trustees. In the event there is a public hearing, the public hearing shall be held generally before the regular meeting. The agenda for Regular Meetings may be as follows:

- A. Call to Order
- B. Roll Call
- C. Communications and Petitions (Public Comment)
- D. Recognition of Registered Visitors
- E. General Presentations
- F. Minutes
- G. Board Committee Reports
- H. Action Items
- I. Unfinished/New Business
- J. Reports
 - 1. President's Report
 - 2. Leadership Team
 - 3. Illinois Community College Trustees Association (ICCTA)
 - 4. Trustee Comments
 - 5. Student Trustee
 - 6. RVC Foundation Liaison
 - 7. Freedom of Information Act
 - 8. Other
- K. Closed Session
- L. Adjourn

The agenda shall set forth the general subject matter of any resolution or ordinance that shall be the subject of final action at the meeting.

Section 5. Special Meetings

A Special Meeting of the Board may be called by the Chairperson or by any three (3) members

of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least 48 hours before such meeting or by personal service 24 hours before the meeting. The notice shall include the agenda for the special meeting.

Section 6. Emergency Meetings

Notice of an Emergency Meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.

Section 7. Adjourned Meetings

A Regular Meeting may be adjourned to a future date as the Board may determine.

~~Section 8. Waiver of Notice of Meetings~~

~~Notice of any meeting may be waived by a Trustee. The attendance of a Trustee at any meeting shall constitute a waiver of such notice for that meeting, except when the member attends the meeting for the express purpose of objecting to the transaction of any Board business because the meeting is not lawfully called or convened.~~

Section 98. Closed Sessions

Closed Sessions may be held in accordance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*, as amended, modified or construed, and pursuant to adopted College policies.

At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.

A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided that each meeting in such series involves the same particular matters and is scheduled to be held within three months of the vote.

The following subjects may be discussed in closed sessions:

1. The appointment, employment, compensation, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, or legal counsel. However, a meeting to consider an increase in compensation to a specific employee that is subject to the *Local Government Wage Increase Transparency Act*, 50 ILCS 155/1 *et seq.*, may not be in closed session;
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees;
3. Selection of a person to fill a vacancy on the Board, or discipline, performance, or

removal of the Trustee when the Board has such power to remove under applicable law or ordinance;

4. Evidence or testimony presented to the Board regarding denial of admission to College events or property pursuant to Section 24-24 of the *Illinois School Code*, 105 ILCS 5/24-24, or as otherwise authorized by law provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative finding;
5. Acquisition, purchase or lease of real property, including meetings held for the purpose of discussing whether a particular parcel should be acquired;
6. The setting of a price for sale or lease of property owned;
7. The sale or purchase of securities, investments, or investment contract. However, this exception shall not apply to the investment of assets or income deposited into the Illinois Prepaid Tuition Trust Fund;
8. Campus security measures to respond to actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property;
9. Student disciplinary cases;
10. Matters relating to individual students;
11. Litigation, when an action against, affecting or on behalf of the Board of Trustees has been filed and is pending before a court or other administrative tribunal, or when the Board of Trustees finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed sessions;
12. The establishment of reserves or settlement of claims as provided in the *Illinois Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the Board of Trustees or any intergovernmental risk management association or self insurance pool of which the Board of Trustees is a member;
13. The discussion of minutes of meetings lawfully closed under the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* whether for purpose of approval by the Board of the minutes or semi-annual review of the minutes; and
14. Any other subject set forth in Section 2 of the *Illinois Open Meetings Act*, 5 ILCS 120/2.

Section 409. Recording of Closed Sessions

A verbatim record shall be kept of all closed sessions of the Board of Trustees or any subsidiary "public body" (as defined by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* of the College. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed sessions in the manner required by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*, minutes of closed sessions shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed sessions. The Secretary of the Board, or his/her/their designee, shall maintain the verbatim recordings and minutes of all closed sessions of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the confidentiality of such verbatim recordings and minutes. The verbatim record of closed sessions shall not be open for public inspection or subject to discovery, except as provided by law.

Section 410. Budget Hearing

A public hearing on the budget shall be held each year prior to its adoption. Notice of the hearing shall be published in the local newspapers in accordance with Section 103-20.1 of the *Illinois Public Community College Act*, 110 ILCS 805/103-20.1, as amended, modified or construed.

Section 421. Special Hearings

Special hearings shall be set by official Board action, and the date and place for the hearings shall be published in the local newspapers.

Section 432. Quorum and Voting

A majority of the voting Trustees of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of said Board. For all meetings of the Board of Trustees, a quorum of Trustees must be physically present at the location of the meeting. If less than a majority of the duly qualified and acting voting Trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting without further notice.

Unless otherwise provided herein and/or in the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* a majority of the votes of the Trustees voting on a measure shall determine the outcome thereof, provided there is a quorum present. Voting ordinarily shall be by voice except in matters requiring the expenditure of funds or the execution of contracts, when a roll call vote of the Trustees shall be required. A roll call vote may also be used when requested by any member of the Board of Trustees.

For committee meetings, a majority of voting Trustees of the committee shall constitute a quorum. If less than a majority of the duly qualified and acting committee members is present at the meeting, the Board Chair may act as an ex officio Board member to create a quorum at the committee meeting.

Section 443. Open to the Public; Communications and Petitions (Public Comment)

All meetings and hearings of the Board shall be open to the public, except Closed Sessions as indicated in Section 9 above. Members of the public may participate in the meetings. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson. Presentations by any one individual shall be limited to three (3) minutes. The Board, at its option, may not publicly comment on the substance of presentation to the Board. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board

Section 1514. Workshops/Board Retreats

Trustees may attend workshops or retreats organized for the purpose of assisting Trustees to gain greater understanding of the College and issues affecting higher education. Workshops and/or retreats may be scheduled as deemed necessary or advisable. When required, the news media shall be given notice of the time and place of such meetings in compliance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*

Section 1615. Board Member use of Electronic Means of Communication

Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Trustees in their capacity as Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Trustees, in their capacity as Board members, shall be limited to:

1. Disseminating information; and
2. Messages or communications not involving deliberation, debate or decision-making among three or more Trustees.

Examples of permissible electronic communication are:

1. Agenda item suggestions;
2. Reminders regarding meeting times, date, and places;
3. The dissemination of Board meeting agenda or public record information concerning agenda items;
4. Responses to questions posed by the community, administrators or College staff; and
5. Questions or requests for information directed to administrators or College staff.

Trustees Attendance by a Means Other Than Physical Presence:

1. If a quorum of Trustees is physically present at a Board meeting, a majority of the Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; (iii) a family or other emergency; or (iv) unexpected childcare obligations. "Other means" is by video or audio conference.
2. If a Trustee wishes to attend a meeting by other means, the Trustee must notify the Board Chairperson of the College before the meeting unless advance notice is impractical.
3. A majority of the Trustees may allow a Trustee to attend a meeting by other means only in accordance with and to the extent allowed by the College, and in accordance with this Section 16.

Section ~~17~~16. Rules of Procedure

In matters of procedure not governed by these Policies of the Board, or modified by the Board, Robert's Rules of Order, as revised, shall govern.

Board meetings shall be conducted according to current Robert's Rules of Parliamentary Procedure, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily shall be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any Trustee. Whenever a committee makes a report to the Board and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

Section ~~18~~17. Recognition of Registered Visitors

Visitors wishing to be heard at a Board meeting may be afforded time, subject to reasonable constraints, to comment or to ask questions of the Board and shall comply with the following guidelines:

1. Individuals or groups who desire to speak to the Board shall submit a request on a designated form and turn in the request to the designated staff up to 10 minutes prior to the scheduled beginning of the meeting.
2. Any request to speak to the Board shall include the name of individual(s), the organization represented (if any), the topic to be addressed, and whether they shall speak for or against the issue.
3. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson.
4. Presentations by any one individual shall be limited to three (3) minutes.
5. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation shall be limited to three (3) minutes. The

Chairperson shall have the option of halting presentations which repeat points already presented, or to limit the number of speakers addressing the same perspective (for or against) on a topic.

6. The Board, at its option, may not publicly comment on the substance of presentation to the Board.
7. Informal opportunities to address the Board may be granted at the Chairperson's discretion.
8. Ten (10) copies of any document or other medium to be submitted to the Board are to be supplied for distribution to the President's Office at least three (3) days before a Board meeting.
9. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate.
10. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

Section 1918. Minutes

A record of all transactions of the Board shall be set forth in the minutes of the Board, and all minutes shall be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the College; this Section 19 shall be read in conjunction with Section 10. The approved minutes of all open sessions shall be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions shall be kept in the same manner, but shall remain closed until such time the items or topics of discussion are judged to be open under the requirements of the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* All minutes shall record the name of the person making a motion, the name of the person seconding the motion, and the vote. A Trustee may request that the reason for his/her/their vote be recorded in the minutes, such request to be made at the time of voting.

All minutes shall be recorded and kept according to the amendments to Section 120/2.06 (a-h) of the *Illinois Open Meetings Act*, 5 ILCS 120/2.06.

Adopted: July 23, 2013

Revised: June 24, 2014

COMMITTEES

Section 1. Special Committees

Special Committees may be created by the Chairperson of the Board or by Board action. The President of the College, with the approval of the Chairperson of the Board, may call meetings of the Board Committees and may attend all committee meetings, except when his/her/their employment or salary is under consideration. A Special Committee shall report recommendations to the Board for appropriate action and shall be dissolved when its report is complete and accepted by the Board.

Section 2. Committee of the Whole

The Board shall maintain a Committee of the Whole consisting of every Trustee. The Committee of the Whole shall generally meet monthly to discuss College business in preparation for the Regular Board Meeting. Items discussed at the Committee of the Whole shall be according to the agenda for that specific meeting. The Committee of the Whole shall not be used for the taking of Board actions.

Section 3. Standing Committees

The Board may appoint Standing Committees to provide the Trustees with additional oversight or heightened levels of awareness of key College matters. Standing Committees are comprised of Trustees appointed by the Chair with the advice of the Board. College administrators may also be assigned to a Standing Committee as deemed appropriate by the Board of Trustees.

Standing Committees shall not interfere with the wholeness of the Board's duties and responsibilities, nor with delegation from the Board to the President nor with President's authority.

References: Board Report 4377-1 through 4377-9 February 20, 1989
Board Report 3257 September 22, 1980
Attorney Resolution 307 July 23, 2013; Board Report 7430
Adopted: June 27, 2017

Section 1. Contracts

The Board of Trustees may authorize any officer or officers, agent or agents to enter into any contract and execute and deliver any instrument on behalf of this Board. The President is expressly authorized to execute any contracts and grant documents approved by the Board.

Section 2. Finances

No funds shall be borrowed without specific authorization by the Board for contracting any indebtedness.

Section 3. Checks and Depository

All checks, drafts, or orders for payment of wages, salaries, and/or other bills issued by this College shall be signed by the properly designated officers in accordance with the Board action filed with the depository. The depository of the funds of the Board of Trustees shall be designated at the Reorganization Meeting.

Adopted: July 23, 2013

Section 1. Policies of the Board

The exercise of Board powers concerning the Board structure and direction regarding the internal operating organization of the College may be classified as Policies of the Board.

"Policy/Policies" shall hereinafter be defined as a basic assumption or principle established by the Board of Trustees as a guideline for action by the administration, faculty, and staff in conducting the affairs of the College to achieve the stated goals or objectives.

The Policies adopted by the Board of Trustees have been written to be consistent with the provision of law, but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know said applicable laws and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.

The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policies of the Illinois Community College Board, local, state, and federal statutes and to the United States Constitution.

Section 2. Intent of the Policies

Rules and procedures in support of the Policies of the Board are established by the administration, faculty, and staff members with the approval of the President in order to apply Board Policy to specific situations. Such rules and procedures shall be reduced to writing and shall subsequently be made a part of the College catalog, manuals and/or such handbooks as may be appropriate.

Section 3. Suspension

Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of the entire Board of Trustees, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.

Reference Board Report 6607 May 26, 2009
Adopted: July 23, 2013

AMENDMENTS AND ADOPTION OF BOARD POLICIES

The Policies of the Board may be amended by a majority vote of the entire Board at any meeting provided that Trustees receive official notice of the proposed amendment at the Regular Board meeting prior to the meeting at which said amendment is adopted. Amendment to a policy shall be made by the repeal of an existing policy and/or the enactment of a new or additional policy. Vote on the change shall be taken by roll call and entered in the minutes of the meeting.

These Policies of the Board may be amended, altered, or repealed and new rules adopted at any meeting of the Board of Trustees by a unanimous vote of all voting Trustees.

Adopted: July 23, 2013

THE BOARD AND THE PRESIDENT

Section 1. President

The President of the College shall be the chief administrative officer of the internal operating organization of the College and shall be appointed by the Board. In addition, to the extent allowed by the Illinois Public Community College Act, the President may represent the College on official and ceremonial occasions.

The Board of Trustees expects:

1. The President, or his/her/their designee, to attend and inform and advise, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired by the Board.
2. The President, or his/her/their designee, to attend all committee meetings of the Board and act as the resource person to the committees of the Board, unless expressly asked to leave by the committee.
3. The President to be responsible for the overall operation of the College by initiating, guiding, and directing activities which are necessary to fulfill the mission of the College and any such other expectations that the Board of Trustees may establish.

Section 2. Acting President

The President shall be authorized to designate a member of the College staff as Acting President during temporary disability or absence from the College. In the case of lengthy continued disability or absence of the President, in case of vacancy of the presidency, or under other special circumstances, the Board shall name an Acting President and shall negotiate a commensurate salary for said responsibility.

Section 3. Communication with the Board

The President shall serve as the primary channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization, except that nothing herein is intended to limit the ability of the Board of Trustees to communicate with Administrators assigned to Board committees or other special projects.

Mail received by the College which is generally addressed to the "Board of Trustees" shall be opened by the President's Office and addressed with the Board accordingly. Mail addressed to individual Trustees received by the College shall not be opened and shall be forwarded to the Trustee as soon as practicable.

The email addresses of Trustees shall be made available to the public. Such other contact information of a Trustee which is authorized for release by a Trustee shall also be made available.

Section 4. Emergency Action

In the event of emergency situations not covered by specific policies, the College President shall have the authority to take any necessary or appropriate action as he or she deems to be required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.

Adopted: July 23, 2013

Rock Valley College Student Trustee Report
Nico Mikos, Student Trustee
Board of Trustees Meeting, October 22nd, 2024

- Rockford National Election Early Voting Site - 10/21-10/25 and 10/28-11/1 in the JCSM, room 0208
- Starlight Theatre Friends Reception – Oct. 22nd - SSC Atrium, 5PM to 8PM
- Black Male Completion Initiative Forum - Oct. 23rd from 2PM to 5PM in the Student Atrium – This event is presented by an organization of Black men that are committed to obtaining a degree. The forum is to discuss retention learning and support teams on campus.
- Trunk or Treat in Parking Lot 1 Friday - Oct. 25th 6-8 PM
- Fall Festival on Oct. 30th – This event will hold a pumpkin painting contest as well as offer cider and doughnuts from Edwards Apple Orchard courtesy of SGA.

Rock Valley College Board of Trustees
Freedom of Information Act Report
Sept. 15 – Oct. 15, 2024

Date Received	FOIA#	Requestor	Request	Response Date
10/2/2024	2025-16	Muhammad Aleem, Smart Meter Program	The most recent actual ComEd bill and/or the actual Retail Electric Supplier bill received within the last 30 days in PDF format for (ALL) RVC Locations; include a copy of the current "Procurement Contract" for the purchase of energy.	completed 10/14/2024
10/7/2024	2025-17	David Asari, HonorSociety.org	<p>DIRECTORY information for students that meet the following criteria: All undergraduate and graduate students Please, kindly process the request and send the information in the format listed below.</p> <ul style="list-style-type: none"> • Prefix • First Name • Middle Name • Last Name • Suffix • Current Address 1 • Current Address 2 • Current Address 3 • Current City • Current State • Current Zip • Current Country • Permanent Address 1 • Permanent Address 2 • Permanent Address 3 • Permanent City • Permanent State • Permanent Zip • Permanent Country • Personal Email • School Email • Expected Graduation Date • Any academic honors distinctions, and the requirements to achieve such distinction. • Designation of students which achieve our recognition status levels of 3.2-3.49 for honors, 3.5-3.79 for high honors, or 3.8+ for highest honors. 	commercial request due 11/5/2024
10/9/2024	2025-18	Lora Rice, N-Trak Group	FOIA request for the bid submissions for Bid No 24-19	completed 10/14/2024
10/9/2024	2025-19	David Asari, HonorSociety.org	1. Confirmation of Phi Theta Kappa's criteria at your campus in order to identify potential members. This is usually publicly posted or available through student affairs (If there are	completed 10/16/2024

			<p>multiple campuses that have PTK chapters, please break it down by each campus/chapter).</p> <p>2. Using the criteria specific to this campus, the percentage of students at the campus that would be identified as eligible for Phi Theta Kappa amongst their peers at this campus for each term since Fall 2020.</p> <p>3. A breakdown of the inputs/criteria used for both the numerator and denominator of the percentage (in order to standardize and ensure the accuracy of calculations).</p> <p>4. Any lists, student counts or documentation regarding Phi Theta Kappa eligible member lists generated and produced to Phi Theta Kappa in response to PTK or PTK chapter advisor requests at this campus.</p>	
10/14/2024	2025-20	Sheri Reid, SmartProcure	general purchasing records from 6/4/2024 to the current request date of 10/14/2024	commercial request due 11/12/2024