

**Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Rd, Rockford, IL 61114
Educational Resource Center, Performing Arts Room, Room 0214
REGULAR BOARD MEETING
November 19, 2024, at 5:15 p.m.**

Livestreaming Link: https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA
(Link opens to YouTube page; access the Board meeting by clicking on the “Live” video icon with date shown above)

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. October 8, 2024 Committee of the Whole Meeting
2. October 15, 2024 Special Meeting – Higher Learning Commission On-Site Visit
3. October 22, 2024 Regular Board Meeting

H. Action Items

1. Approve Claims sheet (Check Register – October 2024) (BR8211)
2. Approve Purchase Report
 - a. Purchase Report A – FY2025 Amendments (BR8212-A)
 - b. Purchase Report B – FY2025 Purchases (BR8212-B)
3. Accept the Fiscal Year 2024 Audit Annual Comprehensive Financial Report (BR8213)
4. Approve Personnel Report (BR8214)
5. Approve Leave of Absence (BR8215)

I. Other Business

1. New Business
2. Unfinished Business

J. Updates/Reports

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

K. Adjourn to Closed Session to discuss: 1) The 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.

L. Reconvene Open Session

M. Date of Next Committee of the Whole Meeting: December 3, 2024, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resources Center (ERC) on the main campus.

N. Date of Next Regular Board Meeting: December 17, 2024, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resources Center (ERC) on the main campus.

O. Board of Trustees Retreat: January 25, 2024, 8:00 a.m. The meeting will be held in the Woodward Technology Center (WTC) in Room 1308, on the main campus.

P. Adjourn

Robert Trojan, Board Chair

Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, October 8, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, October 8, 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. Crystal Soltow	Mr. Nico Mikos, RVC Student Trustee
Mr. Paul Gorski joined the meeting at 5:21 p.m.	

The following Trustee was absent at roll call: Ms. Kristen Simpson.

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

No board members attended by means other than physical presence.

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.

Review of Minutes

There were no comments on the minutes from the September 10, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Sabbatical Report

Dr. Danielle Hardesty presented her Sabbatical Report on Equity-Centered Assessment. She stated that her assessment was centered on an Equity-Centered Assessment. The evaluation generally focuses on how students learn outside of the classroom, how we measure their learning, and how students' learning behaviors change over time. Dr. Hardesty stated that the assessment analysis involved engagement, communication, and professional development. Discussion ensued.

2. 14th Day Census Enrollment Data Brief and Student Profile

Ms. Heather Snider presented the 14th Day Census Enrollment Data Brief and Student Profile. Ms. Snider stated that the 14th Day Census Enrollment is slightly different than the data reported on the monthly Enrollment Report because this report includes adult education credits and some vocational skill courses, and that’s per the Illinois Community College Board (ICCB) definitions on reporting enrollment. Hence, these are the official numbers reported by RVC to the ICCB.

Ms. Snider explained that RVC is ahead of where we were five years ago for unduplicated headcount but slightly behind where RVC was five years ago on credit hours and full-time equivalent. That shows that RVC has more students taking fewer credits.

Ms. Snider focused on the Student Profile Report and discussed the demographics of students from Fall 2020 through Fall 2024. Discussion ensued.

3. Strategic Plan Update: Course Completion Improvement - *Informational Only*

The Course Completion Improvement presentation was included in the Informational Only portion of the packet for the Board of Trustees Committee of the Whole meeting. The presentation focused on improving persistence and retention through many efforts, such as the Case Management Advising and the Equity Plan. Academic Affairs aims to increase course completion rates by implementing Caring Campus. This initiative will explore Rock Valley College’s high-impact practices to identify instructional and student engagement practices that have resulted in high course completion rates and increased persistence and retention.

4. Strategic Plan Update: Case Management Advising with Customer Relationship Management (CRM) Data *Informational Only*

The Case Management Advising with CRM Data presentation discusses how RVC transitioned from open/passive advising to case management advising as of October 2023. The move to case management advising is the culmination of several years of staff and resource planning to reassign roles and locate Student Affairs staff at multiple campuses. Effective September 10, 2024, all RVC students have been assigned to an Academic Advisor.

Finance Discussion: Board Liaison Trustee Gorski

1. Purchase Reports

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

Purchase Report A – FY2025 Purchases

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

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

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

2.	Khione Management Services, LLC	Cicero, IL	\$ 28,790.00*(2)
			Not to Exceed
	Minnihan’s Tree Service	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

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

3.	Stratus Networks	Peoria Heights, IL	\$ 80,000.00*(3)
			Not to Exceed

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

4.	Helm Service	Freeport, IL	\$ TBD *(4)
----	--------------	--------------	-------------

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

5.	Platinum Equipment, LLC	Shakopee, MN	\$ 396,194.00*(5)
			Not to Exceed

Purchase Report B – FY2025 Amendments

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

1.	Terracon Consultants, Inc.	Downers Grove, IL	\$ 50,000.00*(1)
			Not to Exceed

There was a discussion on Purchase Report A on items B, C, and E.

Item B (Khione Management Services, Inc.): Trustee Soltow does not want to go with Khione Management Services, Inc., located in Cicero, IL. She wants to keep it local with Minnihhan’s Tree Service in Garden Prairie, IL. The difference between the vendors was \$10. A recommendation was made to award the bid to Minnihhan’s Tree Service to be voted on at the Regular Board Meeting.

Item C (Stratus Network): Trustee Gorski stated that RVC is not the only government organization having issues with Stratus Networks and their anticipated cost increases for state and federal communication taxes. The communication taxes do not fall under the sales tax exemption. IFiber (RVC’s prior vendor) did not charge the communications taxes. Trustee Gorski asked the RVC staff to continue to pressure Stratus Network because they failed to demonstrate that organizations are subject to state and federal communication taxes under the FCC and Illinois Department of Revenue guidelines.

Item E (Platinum Equipment, LLC): Trustee Gorski had several questions about the bidding process and the number of vendors who submitted bids. Discussion ensued.

2. Cash and Investment Report

Ms. Olson, vice president of finance, presented the Cash and Investment Report through September 30, 2024. Total operating cash is \$39,764,103. Total operating cash and investments are \$88,096,984. Total capital funds are \$36,073,771. Since August 31, 2024, the change in capital funds has been \$4,443,520. The change in operating cash and investments since August 2024 is \$6,704,684. Ms. Olson stated that the total operating cash and investment funds were 86.61% of the FY2025 operating budget.

3. 2024 Tax Levy and Setting a Date for the Truth-In-Taxation Hearing

Ms. Olson presented the 2024 Tax Levy and Setting the Date for the Truth-In-Taxation Hearing. Ms. Olson stated that the Board of Trustees approves the estimated taxes required for each year’s upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and/or abated by more than five percent for the previous levy year, a public Truth-in-Taxation Hearing is needed. Before the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days or not less than seven days before the Hearing.

Ms. Olson stated that the RVC Administration recommends the approval of the estimated taxes of \$26,978,854 that are necessary to be raised by taxation for 2024. The \$26,978,854 represents a 12.14% increase 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, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Discussion ensued.

4. Bond Parameter 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 increasing the 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.

Ms. Olson explained that RVC is expected to issue debt obligations to pay for the capital projects of Classroom Building II (CLII) and the Health Sciences Center (HSC). The CLII project will be managed by the Capital Development Board

(CDB), which will partially fund it. Ms. Olson stated that this resolution intends to set forth the bond parameters, which include the date, denomination, rate of interest, and maturities of the bonds, fix all details of the issue and execution, and provide for the levy of a tax sufficient to pay both interest and principal of the bonds as they mature.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for October 2024. One appointment for the Executive Director of Community and Continuing Education, effective October 28, 2024, was made, and there were no departures.

2. FY2024 Annual Personnel Report

Ms. Terrica Huntley, interim vice president of human resources, presented the FY2024 Annual Personnel Report. Ms. Huntley discussed the RVC full-time employee population, appointments, separations, employee turnover, and the full-time employee demographics. Ms. Huntley reviewed the key successes in the Human Resources department for FY2024.

3. Update to Board Policy 5:10.120 Purchasing / First Reading

Mr. Jenks presented the Update to Board Policy 5:10.120 Purchasing. Mr. Jenks explained that there are five criteria for the responsible bidder and that there is proposed additional language that the Administration would like to add to the Board Policy 5:10.120 Purchasing. Mr. Jenks stated that in the fifth criterion, participation in apprenticeship and training programs shall not apply to construction contracts for the installation or work on any specialty equipment where the manufacturer of such equipment requires the manufacturer's employees or certified technician/installer to perform such installation or work to provide a warranty on the equipment. If the College receives bids from contractors that participate in apprenticeship and training programs that meet this fifth criterion, such contractors can perform the installation or work in a manner that will keep the manufacturer's warranty in place. The College will give preference to said bidders so long as such preference does not violate the Community College Act's procurement statute requirements. Discussion ensued.

4. Board Policy Manual Update: Article 1 Board of Trustees Bylaws / Second Reading

Mr. Jenks presented the adoption of the Board Policy Manual Article 1: Board of Trustees Bylaws / Second Reading. 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 comply with current legal standards. Ann Kerwitz, assistant to the president, and Ms. Huntley 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.

5. Classroom Building II (CLII) Update

Mr. Jenks gave a quick overview of the CLII progress with the Capital Development Board (CDB). He stated that he received the official word from CDB that the architect firm Bailey Edward Design, Inc., out of Chicago, IL, was chosen for the CLII project. Mr. Jenks said CDB has also requested a quotation (RFQ) for commissioning and testing.

6. Change Order Update

Mr. Jenks presented the change order update for the \$3,040 flooring upgrade in Building E, the \$39,229.00 abatement of the downtown West Campus construction, and the \$39,229.00 lot one and walkways. The amounts listed are contingencies that were not utilized during the projects. Discussion followed.

7. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for October and November 2024. Mr. Jenks discussed the following:

- RVC's 60th Anniversary Celebration on October 10, 2024.
- RVC's Alumni and Retiree luncheon on October 17, 2024.
- Advanced Technology Center (ATC) Manufacturing Day on October 18, 2024.

New Business/Unfinished Business

1. New Business:

- Dr. Spearman asked Vice President Heather Snider to remind the Board of Trustees about the Higher Learning Commission events on October 14th and 15th, 2024.
- Dr. Spearman discussed talking to Mercury, LLC, a high-stakes lobbying firm to represent RVC. He reminded Trustee Nelson to get the names and numbers of any lobbyists he would want him to contact.
- Dr. Spearman reminded Trustees that October was Manufacturing Month, and the Regular Board Meeting will be held at the Advanced Technology Center (ATC) on October 22, 2024, at 5:15 p.m.
- The ICCTA Regional Meeting was a success, and Dr. Spearman received lots of positive feedback from the other Trustees on attendance.
- Congressman Raja Krishnamoorthi plans to hold a roundtable event at the ACEC on CTE and the authorization of the Perkins Act. Approximately 15-20 people will attend.

2. Unfinished Business:

- There was no unfinished business.

Adjourn to Closed Session

At 6:48 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Mikos, 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.

Reconvene Open Session

At 7:07 p.m., a motion was made by Trustee Nelson, seconded by Trustee Soltow, 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 October 22, 2024, at 5:15 p.m., at the Advanced Technology Center, 1400 Big Thunder Boulevard, Belvidere, IL 61008.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on November 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.

Adjourn

At 7:09 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Soltow, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Richard Kennedy, Secretary

Robert Trojan, Chairperson

**Illinois Community College District #511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114
Educational Resource Center, Room 2416**

**Board of Trustees Special Meeting – Higher Learning Commission
October 15, 2024, 7:30 a.m.**

MINUTES

Call to Order

The Special meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened on Tuesday, October 15, 2024 in room 2416 of the Educational Resource Center on the main campus. Board Chair Robert Trojan called the meeting to order at 8:00 a.m.

Roll Call

The following trustees were present at roll call:

Mr. Robert Trojan	Ms. Gloria Cardenas Cudia
Mr. Paul Gorski	Mr. John Nelson
Student Trustee Nico Mikos	

The following trustees were absent: Ms. Crystal Soltow, Ms. Kristen Simpson, Mr. Richard Kennedy.

Board Chair Trojan announced there was a quorum, and the meeting began. Note: Although Board Secretary Kennedy was absent, a secretary pro tempore was not appointed.

Also in attendance: Ms. Ann Kerwitz, Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

Communications and Petitions (Public Comments)

No public comments were received.

Introductions

Board Chair Trojan welcomed members of the Higher Learning Commission (HLC) site visit team and asked everyone in the room to introduce themselves. Members of the HLC site visit team were Dr. Bill Lamb, Kirkwood Community College, Cedar Rapids, Iowa; Dr. Cheryl Norman, Central Lakes College, Brainerd, Minnesota; and Glen Roberson, Ivy Tech Community College of Indiana, Indianapolis, Indiana. Other members of the site visit team were meeting simultaneously with invited members of the community.

General Discussion

Dr. Lamb confirmed that the reason for the on-site visit is to confirm the information contained in the Assurance Argument submitted by the College. He then invited trustees to explain why they wanted to be a Rock Valley College trustee, the difference between the Committee of the Whole meetings and the regular meetings, and if the Board has had to confront an ethical issue

concerning the actions of a Board member or staff member and how it was resolved. Discussion followed.

Date of Next Regular Meeting: October 22, 2024, 5:15 p.m. The meeting will be held in Room 1300, Advanced Technology Center, 1400 Big Thunder Blvd., Belvidere, IL. The location was changed for this meeting only.

Date of Next Committee of the Whole Meeting: November 5, 2024, 5:15 p.m. The meeting will be held in Room 0214, Performing Arts Room (PAR), Educational Resource Center (ERC) on the main campus.

Adjournment

There being no further business to come before the Board, at 8:47 a.m. a motion to adjourn was made by Trustee Nelson, seconded by Trustee Cudia. The motion was approved by unanimous roll call vote.

Submitted by Ann L. Kerwitz

Board Secretary Did Not Attend
Secretary Pro Tempore Not Appointed

Robert Trojan, Board Chair

Rock Valley College
Illinois Community College District No. 511
1400 Big Thunder Rd. Belvidere, IL
Advanced Technology Center (ATC), Room 1300
ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING
October 22, 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 1300, at the Advanced Technology Center (ATC) 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

Ms. Crystal Soltow

Nico Mikos, Student Trustee

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 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. Ann Kerwitz, Assistant to the President, 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)

Paul Nolley, executive director of Project First Rate, stated that in light of the fact that the Board of Trustees is being asked to make an exception to the College's responsible bid policy, he highlighted the purpose and the benefits of these policies and using them for taxpayer construction. Following, he acknowledged that by overriding apprenticeship and training requirements for certain aspects of construction, these protections will be weakened. Compromising taxpayer protection for the sake of expediency could have intended consequences. A strong responsible bidder policy equals strong protection for policymakers, constituents, taxpayers, and students at RVC. He hopes there is not a divergence from the College's strong track record on this issue.

Recognition of Visitors

There were no visitors to be recognized.

General Presentation

Attorney Joe Perkoski stated there is a point at issue with the preferred bidder who came forward to install the paint booth for the Downtown West Project. The administration provided a recommendation to suspend the policy for only this bid, which is admissible by the College's Board Policy, however Trustees Gorski and Nelson questioned the corroboration of the administration's recommendation. Robbins Schwartz attorneys provided an opinion letter that stated the college's recommendation is compliant and there is no violation of any laws.

Trustee Gorski stated that the administration could have included the manufacturing specifications in the bid. To establish strong business relationships, the College must bid on all products and allow extensions when necessary. In his opinion, the administration should have notified the board in August to layout the plan and felt the decision was arbitrary. He then asked the attorney's recommendation to the Board for the vote. Attorney Perkoski reiterated the recommendation provided by administration to the Board. Trustee Gorski asked Chair Trojan about the separation of item A and B on Purchase Report B (BR8206-B).

Trustee Nelson stated that College administration ignored board policy. Attorney Perkoski restated that the administration's approach was an attempt to achieve the objective of getting the paint booth so that the project could proceed; it was their solution. Nonetheless, it is the Board's decision to approve that approach. Trustee Nelson added that the administration could have introduced alternatives to the Board.

Chair Trojan concluded that the bidding process itself has been sound.

Approval of Minutes

A motion was made by Trustee Cudia, seconded by Trustee Kennedy, to approve the minutes of the September 10, 2024, Committee of the Whole meeting and the September 24, 2024, Regular meeting. There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 8205 – 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 September 1, 2024, to September 30, 2024. The total is \$2,465,338.75.

A motion was made by Trustee Cudia, seconded by Student Trustee Mikos, to approve Board Report 8205. There was no discussion. The motion was approved by unanimous roll call vote.

2. BR 8206-A – Purchase Report A – FY25 Purchases

It is recommended that the Board of Trustees approves the marked item for purchase on Board Report 8206-A, Purchase Report – A – FY25 Purchases.

A. Air One Equipment, Inc.	South Elgin, IL	\$41,050.00
B. Stratus Networks	Peoria Heights, IL	\$80,000.00 Not to Exceed
C. Helm Service	Freeport, IL	\$109,280.56
D. Terracon Consultants, Inc	Downers Grove, IL	\$50,000.00 Not to Exceed

Trustee Gorski questioned if any changes have been made to BR8206-A since the Committee of the Whole (CotW) meeting. VP Olson explained Purchase Report A was changed to move the snow removal bid and the paint booth bid to Purchase Report B. Item D, Terracon Consultants, Inc was initially an amendment, however it's been determined that it is not an amendment because it hadn't been presented to the Board prior to CotW. Another note, Trustee Gorski shared with VP Jenks that on behalf of Lee County, Trustee Gorski contacted state representatives and senators to contact the IL Dept. of Revenue to clarify Stratus's authority to charge specifically one of the fees that they are charging the College; He will share any responses to VP Jenks. VP Jenks gave appreciation, adding that the College is working together with City of Rockford and Rock Public Schools 205 to find a solution.

A motion was made by Trustee Gorski, seconded by Student Trustee Mikos, to approve Board Report 8206-A. The motion was approved by unanimous roll call vote.

3. BR 8206-B – Purchase Report B – FY25 Purchases

It is recommended that the Board of Trustees approves the marked item for purchase on Board Report 8206-B, Purchase Report – B – FY25 Purchases.

A. Khione Management Services LLC	Cicero, IL	\$28,790.00 Not to Exceed
B. Platinum Equipment, LLC	Shakopee, MN	\$396,194.00

Regarding Item A., Snow Removal Services, Chair Trojan motioned, seconded by Trustee Nelson to separate item A Snow Removal Services and Item B Professional Services and vote on them separately. The motion was approved by unanimous roll call vote.

Chair Trojan motioned, seconded by Student Trustee Mikos, to reject all bids and explained that according to our legal counsel, Section 3-27.1 of the Community College Act, the Board of Trustees must “award all contracts for purchase of supplies, materials or work involving an expenditure in excess of \$25,000 ... to the lowest responsible bidder.” There are a number of exceptions to Section 3-27.1, and when one of the exceptions applies, the Board does not have to award to the “lowest responsible bidder” and has the discretion to award a contract to any vendor of its choosing. In this case, exception “(j) applies: and it reads: “contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility.”

Chair Trojan restated that the Board will select a new vendor for the snow removal services. At the Committee of the Whole meeting, Trustee Soltow proposed to change the preferred vendor to Minnihan's Tree Service LLC because it is local to the district.

The motion to reject all bids was approved by unanimous roll call vote.

Chair Trojan motioned, seconded by Trustee Soltow, to accept the proposal of Minnihan's Tree Services LLC in Garden Prairie, IL for \$28,800. The motion was approved by unanimous roll call vote.

Chair Trojan motioned, seconded by Trustee Cudia, to suspend board policy 5:10.120 Purchasing which includes Responsible Bidder Compliance.

Trustee Gorski stated, under Robert’s Rules, under sections 25 and 67, motion to suspend cannot be applied to bylaws, charters, policies, laws, or ordinances. Suspension can only be applied to standing rules and parliamentary rules. It would be an ad hoc amendment to board policy without a first and a second reading. Attorney Perkoski clarified the College’s board policies allow the Board to suspend any policy if they don’t violate the law. The policy can be found in the Board Bylaws under section 1:10.070 Board Policies Section 3. Suspension.

The motion failed by majority roll call vote. Trustees Nelson, Simpson, Gorski, Kennedy, and Student Trustee Mikos (Advisory) voted no. Trustees Soltow, Cudia, and Trojan voted yes.

Attorney Perkoski advised Chair Trojan of the following two options: 1) table the motion to the next meeting, or 2) vote on the paint booth bid with the policy in place. Chair Trojan tabled Item B Professional Services to the next meeting.

President Spearman asked for a recommendation on how to move forward with rebidding for the paint booth. Attorney Perkoski’s recommended addressing the specifications that meet the Responsible Bidding Ordinance (RBO) requirements, including the apprenticeship program when sending out the bid, thus College administration and consultants can identify bidders who meet the RBO requirements.

Trustee Cudia asked about the company that requested more information and why they were denied; Trustee Gorski confirmed that it was Miller Engineering. Also, from her understanding, the warranty is the key factor for Platinum, and any issues afterwards would have a cost. VP Jenks explained the process of having or not having a warranty. Next, she asked if there would be a delay for the opening of the Downtown West Campus. VP Jenks would respond at a later time after consulting with the Architects.

4. BR 8207 – 2024 Tax Levy year and Truth-In-Taxation-Hearing

It is recommended that the Rock Valley College 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

The total tax levy is \$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.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8207. There was no discussion. The motion was approved by unanimous roll call vote.

5. BR 8208 – Resolution Calling the Parameters Issuance of Working Cash Bonds Not to Exceed \$14,700,000.

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 purchase thereof. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8208. The motion was approved by unanimous roll call vote.

Trustee Nelson commented that this bond needs to be appropriated if we are going to be reimbursed by the state and it is for the renovation for classrooms on the main campus.

6. BR 8209 – 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 8209.

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

7. BR 8210 – Second Reading: Adoption of Board Policy Manual Article 1: Board of Trustees Bylaws

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.

A motion was made by Trustee Trojan, seconded by Trustee Kennedy, to approve Board Report 8210. Trustees Soltow, Cudia, Simpson, Kennedy, and Trojan voted yes. Trustees Gorski and Nelson voted No. Student Trustee Mikos (Advisory) was absent during the time of the vote. The motion was approved by majority roll call vote.

Other Business

1. New Business

There was no new business.

2. Unfinished Business

There was no unfinished business.

Updates/Reports

1. President's Update

Dr. Spearman expressed his gratitude to the 60th Anniversary Celebration planning committee for a wonderful event on Thursday, Oct. 10. The event celebrated RVC's 60th Anniversary, attracted students, employees, and community members. On October 17, Rock Valley College Foundation hosted the 60th Anniversary Luncheon for donors, alumni, and retirees. Dr. Spearman thanked all the trustees, students, alumni, employees, and community members who attended the events to celebrate RVC.

2. Leadership Team Updates

- Keith Barnes, vice president of equity and inclusion, congratulated Eric Brown, ADA compliance coordinator, for receiving the Advocate of the Year Award for his time and work with RAMP, a non-profit, non-residential Center for Independent Living (CIL). Mr. Barnes gave recognition to Meilyn Morales and Omar Ramirez for being appointed as co-chairs for the Hispanic Serving Institutions (HSI). Mr. Barnes gave appreciation to Dr. George Hernandez, psychology professor, and Dr. Kenneth Coleman, dean of advising and retention, for their service and leadership as co-chairs of the HSI Committee. Lastly, Mr. Barnes announced the Fall 2024 DEI Symposium on Oct. 30, 2024 at 12:00 p.m. in the SSC Atrium, and invited board members, students, and employees to join for a lively discussion.
- Dr. Patrick Peyer, vice president of student affairs, shared that Rock Valley College (RVC) hosted the annual State University Transfer Fair on Oct. 2 and the Private Illinois College and University Transfer Fair on Oct. 23. In addition, RVC held its annual Phi Theta Kappa Honor Society Induction Ceremony on Oct. 18, inducting 60 new students.
- Terrica Huntley, interim vice president of human resources, shared that the RVC Talent Acquisition Specialists, Gigi Santana and Betsy Saucedo, are completing Advanced Recruitment Training Systems (AIRS). The Benefits team is preparing for the upcoming Open Enrollment period for eligible employees. The Golden Eagles Scholars Leadership Academy Gold Tier started its second cohort on Friday, Oct. 18, and the Blue Tier will start its second cohort next month.
- Heather Snider, vice president of institutional effectiveness and communications, expressed her gratitude to the trustees, faculty, staff, students, and community members who participated in the Higher Learning Commission (HLC) Site Visit on Oct. 14 and 15. Ms. Snider gave a special thanks to Sonnie Glusman, executive assistant, and Dr. Danielle Hardesty, philosophy professor, for taking lead with the subcommittees. The official report will come at a later date. Ms. Snider and the HLC Assessment Academy team attended the Results Forum in St. Charles, IL, marking their graduation from the academy. Lastly, she announced that the College, in partnership with David Sidney of Place Foundry and Dominick Demonica of DKA, will host a series of four community engagement sessions for RVC Downtown West. The first session will be on Oct. 29 at 5:20 p.m. at the Rockford Police Department Precinct 1 located at 1045 West State St. and the second session will be on Nov. 7 at 10:00 a.m. in the RVC SSC Atrium.
- Dr. Hansen Stewart, vice president of CTE and workforce development, gave an update on Manufacturing Day activities that welcomed high school students to the ATC on Oct. 4 and 18. He shared feedback from the students who raved about the Virtual Welders, TDT Simulator, riding in the Automatic Truck, and Excavator Simulator. Lastly, Dr. Stewart gave a shout out to Craig Jones, Instructor for Truck Driver Training.

- Rick Jenks, vice president of operations, provided an update on the main high-voltage power feed to the transformer that contractors stuck on Sept. 24, 2024. He gave thanks to IT, POM, the Boiler House team, Communications and Marketing, and Police teams for their hard work and quick responses to the emergency situation. To conclude, he welcomed Harold Cubillo, new director of environmental health and safety.
- Dr. Amanda Smith, vice president of academic affairs, highlighted the professional development opportunities that RVC offers three days a year to instructional employees. In addition, Dr. Terry Wandtke, professional development specialist, facilitates two additional academies: 1) the Adjunct Academy, and 2) the Academy for Non-tenure Faculty, which is provided to our 27 tenure-track faculty members. Dr. Smith gave thanks to Dr. Wandtke and the whole CITI team.
- Ellen Olson, vice president of finances, gave an update on the bond ratings with S&P Global Rating and the Series 2024 Bond Status. The College has been assigned an “AA-” long term rating and underlying rating on the outstanding general obligation debt with a stable look. Bond sales are scheduled for Tuesday, Oct. 29, and the closing is on Nov. 18.

3. ICCTA Report

There were no updates.

4. Trustee Comments

- Trustee Cudia asked for clarification on lobbying services, feedback on the ICCTA Northwest Region meeting on Oct. 1, and the HLC report.
- Trustee Gorski would like more transparency regarding bidding.
- Trustee Kennedy commented on RVC’s 60th Anniversary celebration, highlighting the growth of Rock Valley College over the years, and praised the College’s and Foundation’s efforts of bringing opportunity to the community. He expressed gratitude to the College for participating in Making Strides 2024 American Cancer Society Walk on October 5. He congratulated the women’s soccer team and softball team for having a successful season. He addressed the team efforts between the administration and the Board trying to reach the same goals, and how policies and procedures in higher education are essential to operate in a smooth, equitable manner. He stated that while the addition to the Downtown West campus will bring a positive impact for the community, the goal can be accomplished without compromising the College’s policies. Lastly, he expressed his admiration to the administration and the Board, and hoped to continue to make Rock Valley College the gold standard in our region.
- Trustee Trojan announced that the Annual Trustees Retreat will be on Jan. 25, 2025.

5. Student Trustee Report

Student Trustee Nico Mikos reported student and community events on-campus. He shared that RVC is a Rockford Early Voting Site for Rockford residents in the Karl J. Jacobs Center for Science and Math, room 0208. The Starlight Theatre Friends Reception will announce the 2025 Season to theatre donors on Oct. 22 in the Student Atrium from 5:00 a.m. to 8:00 p.m. On Oct. 23, the Black Male Completion Initiative Club is having a forum from 2:00 p.m. to 5:00 p.m. in the Stenstrom Student Center, room 1126. Rock Valley College is hosting a Trunk or Treat event in Parking Lot 1 on Friday, Oct. 25 from 6:00 p.m. to 8:00 p.m. On Oct. 30, Fall Festival Day will be held at the SSC Grounds & Gazebo 001 from 11:00 a.m. to 3:00 p.m.

6. RVC Foundation Liaison Report

There were no updates.

7. Freedom of Information Act (FOIA) Report

The FOIA Report was accepted as presented.

Adjourn to Closed Session

There was no closed session.

Next Meeting

The next Committee of the Whole meeting will be held on Tuesday, November 5, 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, November 19, 2024, at 5:15 p.m. The meeting will be held in the Performing Arts room (PAR, Room 0214) located in the Educational Resources Center (ERC) on the main campus.

Adjournment

At 6:52 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Mikos, 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 October 1, 2024 to October 31, 2024.

The total is \$4,200,538.74.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A - FY2025 Amendments

Recommendation: Board approval for items marked with an asterisk.

A. Electrical Work– (Capital – Downtown West Site Improvements)

Com Ed **Rockford, IL** **\$15,000.00*(1)**

1. This increase is to cover the deposit for the work to be done by Com Ed at the Downtown West campus. The deposit was received as a separate invoice from the rest of the proposal and was missed during the initial request to the Board.

Original approved amount	\$248,716.85
Increase requested	\$ 15,000.00
New total expenditure	\$263,716.90 Not to Exceed

FY2025 Budgeted Capital Expense
Original Board Report BR #8198-A

B. Production Contract – (Other Contractual Services – Starlight Theatre)

Concord Theatricals Corp **New York, NY** **\$1,800.00*(2)**

2. This increase covers the higher-than-estimated cost of Production C for Starlight Theatre's summer 2025 season. The contract agreements will cover the licensing, royalties, materials, and fees for all performances.

Original approved amount	\$25,000.00
Increase requested	\$ 1,800.00
New total expenditure	\$26,800.00 Not to Exceed

FY2025 Budgeted Expense
Original Board Report BR #8152-C

Purchase Report-A - FY2025 Amendments

C. Charter Bus Services - (Participant Travel – Athletics)

Windstar

Carroll, IA

\$35,000.00*(3)

3. This increase will cover the transportation needs of the athletic teams if Van Galder is unable to accommodate the dates of national tournaments. Van Galder was awarded Bid #23-08 Charter Bus Services for Athletics and sometimes does not have the availability to meet the teams' needs.

Original approved amount	\$50,000.00
Increase requested	\$35,000.00
New total expenditure	\$85,000.00 Not to Exceed

FY2025 Budgeted Expense
Original Board Report BR #8156-D

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. Ground Penetrating Radar – (Capital Equipment – Facilities, Plant Operations, and Maintenance)

US Radar	Morganville, NJ	\$33,290.00*(1)
Geo Physical Surveys Systems, Inc	Nashua, NH	\$17,840.00
Technology International, Inc	Lake Mary, FL	\$18,811.00

1. This expense is for a GP Rover Triple Frequency System. This ground penetrating radar system includes software, training, technical support, and a 2-year warranty for parts and labor. RFP #24-29 Ground Penetrating Radar (GPR) was opened on October 25, 2024 and received three (3) responses. US Radar’s proposal provided the highest technical specifications. Compared to Geo Physical’s proposal, US Radar’s GPR offered a triple frequency system instead of dual, faster scan speed, a larger display, and longer on-site training sessions. Technology International’s proposal did not meet the minimum specifications.

FY2025 Budgeted Expense

B. Portable Lift – (Capital Instructional Equipment – Rev Up EV Grant)

Snap-on Industrial	Crystal Lake, IL	\$36,147.95*(2)
Car Quest Advance Auto Parts	Rockford, IL	\$37,799.00
ProQuip Solutions	Auburn, KY	\$37,979.68
Mobile Distributor Supply	Memphis, TN	\$38,961.92

2. This expense is for a Challenger CLMM-5000 Medium Duty Mobile Column Lift System consisting of 4 portable towers each with 5,000-pound capacity. Snap-on was awarded the Sourcewell cooperative procurement contract 121223-SNP for vehicle lifts with garage and fleet maintenance equipment. Per the College’s Administrative Procurement Procedures, at least two addition quotes were attained to ensure that the cooperative pricing was in the best interest of the College. This portable vehicle lift system will be used in the electric vehicle lab to instruct students on service of batteries, and the portability will allow the system to be positioned in isolated and safe locations away from students not yet trained on the high voltage batteries of electric vehicles. This expense is funded through the Rev Up EV Grant.

The College may participate in joint purchases by governmental units pursuant to 110 ILCS 805/3-27.2.

FY2025 Grant Expense

Purchase Report-B - FY2025 Purchases

C. Utility Work – (Capital – Downtown West Site Improvements)

Nicor Gas	Naperville, IL	\$170,000.00*(3) Not to Exceed
------------------	-----------------------	---

3. This expense is to reroute a gas main located at the Downtown Campus site. A gas main is running straight through the future foundation of the Downtown Learning Center and needs to be rerouted. The cost includes all estimated labor, materials, and applicable taxes. The College received the proposed scope of work from Nicor Gas on Monday, November 11, 2024. In an effort of good faith and understanding of the College’s project timeline, Nicor Gas has already started the process to attain permits for the work which must be completed before January 20, 2025 to keep the Downtown Campus project on schedule.

FY2025 Budgeted Capital Expense

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption L: contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph;*

D. Utility Work – (Capital – Downtown West Site Improvements)

AT&T	Waukesha, WI	\$203,692.43*(4) Not to Exceed
-----------------	---------------------	---

4. This expense is to reroute AT&T telephone poles and cables located at the Downtown Campus site. AT&T’s utility services run down both of the alleyways that the College is vacating for the Downtown Campus and must be rerouted. The cost includes all estimated labor and materials. The College received the proposed scope of work from AT&T on Thursday, November 14, 2024. This request is being brought to the November Board to prevent schedule delays on the Downtown Campus project.

FY2025 Budgeted Capital Expense

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption L: contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph;*

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. Ground Penetrating Radar – (Capital Equipment – Facilities, Plant Operations, and Maintenance)

US Radar	Morganville, NJ	\$33,290.00*(1)
Geo Physical Surveys Systems, Inc	Nashua, NH	\$17,840.00
Technology International, Inc	Lake Mary, FL	\$18,811.00

1. This expense is for a GP Rover Triple Frequency System. This ground penetrating radar system includes software, training, technical support, and a 2-year warranty for parts and labor. RFP #24-29 Ground Penetrating Radar (GPR) was opened on October 25, 2024 and received three (3) responses. US Radar’s proposal provided the highest technical specifications. Compared to Geo Physical’s proposal, US Radar’s GPR offered a triple frequency system instead of dual, faster scan speed, a larger display, and longer on-site training sessions. Technology International’s proposal did not meet the minimum specifications.

FY2025 Budgeted Expense

B. Portable Lift – (Capital Instructional Equipment – Rev Up EV Grant)

Snap-on Industrial	Crystal Lake, IL	\$36,147.95*(2)
Car Quest Advance Auto Parts	Rockford, IL	\$37,799.00
ProQuip Solutions	Auburn, KY	\$37,979.68
Mobile Distributor Supply	Memphis, TN	\$38,961.92

2. This expense is for a Challenger CLMM-5000 Medium Duty Mobile Column Lift System consisting of 4 portable towers each with 5,000-pound capacity. Snap-on was awarded the Sourcewell cooperative procurement contract 121223-SNP for vehicle lifts with garage and fleet maintenance equipment. Per the College’s Administrative Procurement Procedures, at least two addition quotes were attained to ensure that the cooperative pricing was in the best interest of the College. This portable vehicle lift system will be used in the electric vehicle lab to instruct students on service of batteries, and the portability will allow the system to be positioned in isolated and safe locations away from students not yet trained on the high voltage batteries of electric vehicles. This expense is funded through the Rev Up EV Grant.

The College may participate in joint purchases by governmental units pursuant to 110 ILCS 805/3-27.2.

FY2025 Grant Expense

Purchase Report-B - FY2025 Purchases

C. Utility Work – (Capital – Downtown West Site Improvements)

<u>Nicor Gas</u>	<u>Naperville, IL</u>	<u>\$170,000.00*(3)</u>
		<u>Not to Exceed</u>

3. This expense is to reroute a gas main located at the Downtown Campus site. A gas main is running straight through the future foundation of the Downtown Learning Center and needs to be rerouted. The cost includes all estimated labor, materials, and applicable taxes. The College received the proposed scope of work from Nicor Gas on Monday, November 11, 2024. ~~This request is being brought to the November Board to prevent schedule delays on the Downtown Campus project.~~ In an effort of good faith and understanding of the College’s project timeline, Nicor Gas has already started the process to attain permits for the work which must be completed before January 20, 2025 to keep the Downtown Campus project on schedule.

FY2025 Budgeted Capital Expense

This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)

Exemption L: contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph:

D. Utility Work – (Capital – Downtown West Site Improvements)

<u>AT&T</u>	<u>Waukesha, WI</u>	<u>\$203,692.43*(4)</u>
		<u>Not to Exceed</u>

4. This expense is to reroute AT&T telephone poles and cables located at the Downtown Campus site. AT&T’s utility services run down both of the alleyways that the College is vacating for the Downtown Campus and must be rerouted. The cost includes all estimated labor and materials. The College received the proposed scope of work from AT&T on Thursday, November 14, 2024. This request is being brought to the November Board to prevent schedule delays on the Downtown Campus project.

FY2025 Budgeted Capital Expense

This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)

Exemption L: contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph:

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Fiscal Year 2024 Audit
Annual Comprehensive Financial Report**

Background:

Pursuant to Section 3-22.3 of the Illinois Community College Act, each district is required to have an external audit performed at the end of their fiscal year. The College's Fiscal Year 2024 audit was conducted by the independent auditing firm of Sikich CPA, LLC, and was presented at the College's Committee of the Whole meeting on November 5, 2024.

Recommendation:

It is recommended that the Board of Trustees accepts the Fiscal Year 2024 Financial Audit prepared by the independent auditing firm of Sikich CPA, LLC.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Personnel Report

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

A. Appointments

_____, Dean of Math and Sciences, Full-time, ADM, Grade S, \$_____, effective _____.

B. Departures

Kerri Shaw, English Professor, Full-time Faculty, is retiring effective October 28, 2024.

Michael “Mike” Kelley, Geoscience Professor, Full-time Faculty, is retiring effective May 31, 2025.

Frank Calvagna, Chemistry Professor, Full-time Faculty, is retiring effective December 31, 2024.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Personnel Report

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

A. Appointments

_____, Dean of Math and Sciences, Full-time, ADM, Grade S, \$_____, effective _____.

B. Departures

Kerri Shaw, English Professor, Full-time Faculty, is retiring effective October 28, 2024.

Michael “Mike” Kelley, Geoscience Professor, Full-time Faculty, is retiring effective May 31, 2025.

Frank Calvagna, Chemistry Professor, Full-time Faculty, is retiring effective December 31, 2024.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Request for Special Unpaid Leave of Absence for Full Time Employee

Background: Pursuant to Rock Valley College Board Policy 3:30.120, (Special Leave of Absence for Full-Time Employees), an employee with at least six months of employment may apply for an unpaid leave of absence. If the request for leave of absence without pay is for more than three calendar months, a recommendation shall be submitted to the Board of Trustees for its approval.

A full-time employee requiring such leave has submitted a request for leave of absence without pay for more than three calendar months.

Recommendation: It is recommended that the Board of Trustees approves a special unpaid leave of absence for such employee for three additional months starting December 1, 2024 and ending February 28, 2025. It is also recommended that the requirement of Board Policy 3:30.120 that the employee shall be required to pay extended health insurance premiums be waived at this time.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Board Policy 3:30.120 Special Leave of Absence for Full-Time Employees

Rock Valley College

RVC Board Policy 3:30.120

Special Leave of Absence for Full-Time Employees

An employee with at least 6 months of employment may apply for an unpaid leave of absence. A special leave of absence without pay and without loss of seniority, status, appointment, or accrued benefits, may be granted if recommended by the employee's supervisor and approved by the Vice President of Human Resources. A leave of absence for more than one calendar month must be approved by the President. Where applicable, the College will run an employee's leave entitlement under the *Family and Medical Leave Act* ("FMLA") concurrently with any leave granted under this Policy.

If the request for leave of absence without pay is for more than three (3) calendar months, a recommendation shall be submitted to the Board of Trustees for its approval. After a leave of absence of one calendar month, the employee (a) shall not accrue sick leave and/or vacation; (b) shall pay health and major medical insurance premiums; (c) shall pay life insurance premiums; and (d) shall not accrue other designated benefits. Insurance coverage shall be dropped if the employee elects not to pay the premium.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 2300-A

Implemented: September 4, 1973

Revised: April 8, 2014

Rock Valley College Student Trustee Report

Nico Mikos, Student Trustee

Board of Trustees Meeting, November 25, 2024

- TRiO Friendsgiving - SSC Atrium, 10am to 2pm - 11/15/2024
- RVC 2024 Fall Jazz Concert – ERC, Performing Arts Room, 7pm - 11/20/2024
- International Student Showcase – ERC, Performing Arts Room, 6pm - 11/22/2024
- Fall Finals Frenzy Week - SSC Atrium and Hub, 12/02/2024 - 12/06/2024
- Women's Basketball Game - PEC Gym, 5pm - 12/5/2024 and Men's Basketball Game, 7pm – 12/5/2024; Black Hawk College-Moline

Rock Valley College Board of Trustees
Freedom of Information Act Report
Oct. 15 – Nov. 13, 2024

Date Received	FOIA#	Requestor	Request	Response Date
10/10/2024	2025-21	Matt Stockwell, Data Branch Research Team	Spreadsheet containing purchase orders from 1/1/2020 - present Include: <ul style="list-style-type: none"> • PO number or equivalent, • purchase date, • vendor ID or equivalent, • vendor name, • line item details, • line item unit price, • line item total price 	commercial request completed 10/29/2024
11/5/2024	2025-22	Justin Cunningham, Zip Buffalo	I am requesting sales proposals and the resulting contracts for several vendors which we know you have current licenses for. I am looking for existing, already maintained electronic records (without copying, scanning, or printing). In particular, I am looking for the following vendors: WaterMark Curriculum, WaterMark SmartCatalog, Astra Scheduler The request is for proposals and contracts for: <ul style="list-style-type: none"> • WaterMark Curriculum • WaterMark SmartCatalog • Astra Scheduler 	commercial request completed 11/13/2024