

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, January 14, 2025
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, January 14, 2025, 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. John Nelson
Ms. Kristen Simpson	Mr. Paul Gorski joined the meeting at 5:16 p.m.
Mr. Richard Kennedy	Mr. Nico Mikos, Student Trustee, joined the meeting at 5:16 p.m.

The following Trustees were absent at roll call: Ms. Crystal Soltow and Ms. Gloria Cardenas Cudia.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. 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; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Christopher Gorman, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

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

Communications and Petitions

There were no public comments, communications, 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 December 3, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

1. ReUp Education

Dr. Patrick Peyer, vice president of student affairs, presented the ReUp Education presentation. Dr. Peyer explained that ReUp Education uses predictive analytics (AI), patented personas, and one-on-one success coaching to deliver a highly personalized experience for RVC's "stopped-out students." ReUp Education would partner with RVC on its stop-out population with an LDA (last date of attendance) greater than two years to prepare them to re-enroll

and support them post-re-enrollment. The partnership will drive increased enrollment, persistence, and recaptured tuition. The partnership will be specifically designed to address the following issues:

- Find and re-enroll stop-outs.
- Coach returning students to increase persistence and retention rates.
- Support returning students in increasing completion rates.

Dr. Peyer stated that ReUp Education would be a four-year partnership agreement with no upfront costs to RVC. ReUp Education would receive 30% of tuition only upon successful re-enrollment of former students (post-census day enrollment verification). Dr. Peyer mentioned that ReUp Education had regional partners such as Oakton College, Triton College, Northern Illinois University, and Chicago State. Dr. Peyer stated that the Illinois Community College Board (ICCB) is reviewing a potential system-wide partnership agreement. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Fiscal Year 2025 Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2025 Enrollment Update. Ms. Snider stated that the numbers have changed slightly from the report in the packet and that RVC is at 102% of the budget and 97% to the stretch goal for Spring 2025.

2. Academic Calendar 2026-2027

Dr. Amanda Smith, vice president of academic affairs, presented the Academic Calendar for 2026-2027. The College submitted a full calendar beginning with Summer Session 2026 and ending with Summer Interim 2027, allowing a fiscal and academic year alignment.

3. Americans with Disabilities Act (ADA)

Dr. Keith Barnes, vice president of equity and inclusion, presented the Americans with Disabilities Act (ADA) Accessibility Update and explained how RVC’s Strategic Plan Pillar IV tied in with ADA. Dr. Barnes discussed RVC’s vision for student equity and eliminating equity gaps in access, learning, and success outcomes for all students, mainly focusing on historically underserved student populations, including Black/African American, Hispanic, low-income, rural, non-traditional, and students with disabilities. Dr. Barnes talked about the highlights and impacts of the ADA changes taking effect at RVC. Discussion ensued.

4. Extended Career Running Start Intergovernmental Agreement (IGA) with Rockford Public School District #205

Dr. Hansen Stewart, vice president of career and technical education and workforce development, presented the Extended Career Running Start Intergovernmental Agreement (IGA) with the Rockford Public School District #205. Dr. Stewart explained that on January 24, 2023, RPS #205 entered the Career Running Start with RVC. Both parties would like to extend the IGA through FY2025. Dr. Stewart added that this agreement extension would appear on the February Committee of the Whole and Regular meeting agendas, as the document would not be presented to the RPS #205 Board of Education until February. Discussion ensued.

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

1.	Miller Engineering Co.	Rockford, IL	\$ 700,150.00*(1)
	Ruiz Construction Systems, Inc.	Rockford, IL	\$ 851,812.50
			Not to Exceed

B. System Installation – (Remodeling – Security System Upgrades)

2.	Schneider Electric	Westmont, IL	\$ 441,015.00*(2)
			Not to Exceed

C. System Installation – (Remodeling – Security System Upgrades)

3.	Ringland-Johnson, Inc.	Cherry Valley, IL	\$ 333,165.80*(3)
			Not to Exceed

D. Building Improvements – (Remodeling – HSC Buildout and Elevator)

4.	Stenstrom Construction Group	Rockford, IL	\$ 2,272,600.00*(4)
	Ringland-Johnson, Inc.	Cherry Valley, IL	\$ 2,393,350.00
	Rockford Structures Construction Co.	Machesney Park, IL	\$ 2,416,700.00
	L&L Builders, Inc.	Loves Park, IL	\$ 2,485,131.00
			Not to Exceed

E. Wheel Loader – (Capital Services Equipment Replacement – Plant Operations and Maintenance)

5.	McCann Industries, Inc.	Addison, IL	\$ 139,900.00*(5)
	Mid-State Equipment	Columbus, WI	\$ 148,000.00
	Miller-Bradford & Risberg, Inc.	De Pere, WI	\$ 148,500.00
	McCann Industries, Inc.	Addison, IL	\$ 149,900.00
	US Equipment Exchange	Frankfort, IL	\$ 164,000.00
			Not to Exceed

F. Task Chairs – (Office Equipment/Furniture – Current Capital Needs)

6.	Atmosphere Commercial Interiors	Rockford, IL	\$ 199,996.90*(6)
	Interiors for Business	Batavia, IL	\$ 208,130.43
	North American Import and Export Co.	Madeira, FL	\$ 231,897.59
	Right Size Facility	Naperville, IL	Not Within Specifications
			Not to Exceed

Purchase Report A: Discussion ensued on items B, D, and E.

- Item B - Trustee Nelson inquired about the reason for changing systems. Mr. Jenks stated that Continuum is obsolete and does not offer parts for the system. Continuum recommended Genetec as the next generation.
- Item D - Trustee Nelson inquired if RVC saved money on remodeling the Health Sciences Center (HSC) buildout and elevator. Mr. Jenks answered yes, the bid came in under budget, and he would get back to Trustee Nelson with the exact numbers.
- Item E - Trustee Nelson inquired if RVC received quotes. Ms. Olson replied yes.

2. Communication Services Audit

Ms. Olson presented the Communication Services Audit and explained that Spyglass Group, LLC audits communication and technology to identify billing errors, overcharges, redundancies, and inefficiencies. RVC would like to engage SpyGlass to review RVC’s voice, internet, data, cloud, and mobile vendors to identify recovery dollars and cost savings. Ms. Olson discussed the cost of the services and said SpyGlass only charges for the findings the college chooses to act upon after the audit. Spyglass would be paid from the College’s savings from the audit findings. The fees are set forth as follows:

- 50% of any refund, credit, or compensation received by the College relating to past services or charges.

- 12 times any monthly cost reduction received by the College relating to cancellation of any service.
- 12 times any monthly cost reduction received by the College relating to the modification, consolidation, or negotiation of any service, contract, or account.
Discussion ensued.

3. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through December 31, 2024. Total operating cash is \$34,153,837. Total operating cash and investments are \$97,836,468. Total capital funds are \$23,387,567. Since November 30, 2024, the change in capital funds has been (\$11,568,718). The operating cash and investments change since November 30, 2024, is \$11,242,520. Ms. Olson stated that the total operating cash and investment funds were 96.19% of the FY2025 operating budget.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Jenks presented the January 2025 personnel report containing one placeholder and four departures. Discussion ensued.

2. Human Resources (HR) Progress Update

Dr. Terrica Huntley, interim vice president of human resources, presented the Human Resources (HR) Progress Update. Dr. Huntley explained that RVC's HR department focuses on talent acquisition, compensation, benefits and wellness, employee data analytics, professional development, employee relations, progressive discipline, collective bargaining agreements, and legal updates. RVC's Talent Acquisition Specialists, Business Partners, and Generalists work in teams assigned to each campus division to ensure consistent and timely workflow and communications. Dr. Huntley stated that the HR team has been working on updating processes and information to increase understanding and provide support to RVC's employees. Dr. Huntley provided examples such as an updated employee handbook, progressive discipline, and supervisor support documents. Discussion ensued.

3. FY2026-FY2027 Operations Calendar

Mr. Jenks stated that the FY2026-FY2027 Operations Calendar subset includes dates when the College is closed and students cannot access College buildings, offices, and student services. The Operations Calendar is primarily used to communicate to the public and college community the dates when the College's operations are affected.

4. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for January, February, and March 2025. Mr. Jenks highlighted the Faculty Development Day, Rumble in the Rock, and the Martin Luther King Jr. Day celebration. Mr. Jenks stated that February is Black History Month, and March is Women's History Month. Discussion ensued.

New Business/Unfinished Business

1. New Business:

- Mr. Jenks spoke about a walking path that will be added to the Advanced Technology Center (ATC) in Belvidere, IL, the Illinois Department of Transportation (IDOT), and redoing Business Route 20. Discussion ensued.
- Mr. Jenks announced that March 27, 2025, is the tentative date being considered for the ribbon cutting in regards to the Downtown Groundbreaking Ceremony.
- Dr. Spearman asked the Board to keep the Zurita family in their prayers and thoughts for the untimely passing of Arnoldo "Arnie" Zurita, a maintenance employee at RVC.
- Dr. Spearman spoke with Rockford Promise and Northern Illinois University (NIU), and all parties have agreed to enter into an agreement that allows a Rockford Promise RVC student to transfer to NIU

tuition-free. There will be a press conference on Tuesday, January 21, 2025, at 1:00 p.m. in the lobby of the Woodward Technology Center.

- Dr. Spearman reminded Trustees that the State of the College videos were sent to all Board of Trustees before the January 14, 2025, Committee of the Whole meeting. Dr. Spearman asked Trustees to review the videos and submit questions by Monday, January 20, 2025 to Ann Kerwitz so that a FAQ can be created and Trustees can be prepared for the Board of Trustees Retreat on January 25, 2025.

2. Unfinished Business:

- There was no unfinished business.

Adjourn to Closed Session

At 6:44 p.m., a motion was made by Trustee Kennedy, seconded by Trustee Nelson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) 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. Was there a revised motion presented at the meeting to include collective bargaining matters?

Reconvene Open Session

At 7:28 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Mikos, 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.

Board of Trustees Retreat

The Board of Trustees Retreat will be held on Saturday, January 25, 2025, at 8:00 a.m. in the Woodward Technology Center (WTC), Room 1308, on the main campus.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on Tuesday, January 28, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

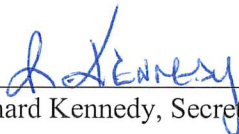
Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on Tuesday, February 11, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

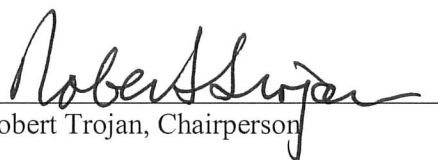
Adjourn

At 7:31 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Mikos, 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