

**Rock Valley College  
Community College District No. 511  
3301 N. Mulford Road, Rockford, IL 61114  
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING  
5:15 p.m. Tuesday, March 11, 2025  
MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, March 11, 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 Vice Chairperson Gloria Cardenas Cudia.

**Roll Call**

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

Ms. Gloria Cardenas Cudia	Ms. Crystal Soltow
Mr. Richard Kennedy	Mr. John Nelson joined at 5:24 p.m.
Mr. Paul Gorski	Mr. Nico Mikos, Student Trustee
Ms. Kristen Simpson	

The following Trustee was absent at roll call: Mr. Robert Trojan.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Cultural Excellence; 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**

Trustee Cardenas Cudia made a motion, seconded by Trustee Gorski, to allow Trustee Robert Trojan to participate in the meeting via teleconference. The motion was approved by unanimous roll call vote. Trustee Trojan joined the meeting via telephone at 5:16 p.m.

**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 February 11, 2025, Board of Trustees Committee of the Whole meeting.

**General Presentations**

**1. Downtown West Bid Package #5**

Mr. Rick Jenks, vice president of operations, and Mr. Greg Kladar, vice president for pre-construction of Ringland-Johnson, presented the Downtown West Bid Package #5.

Trustee Nelson joined the meeting at 5:24 p.m.

Mr. Jenks recapped the Downtown West (DTW) construction timeline and projects that have been completed or are close to completion. Mr. Jenks stated that the largest bid package (#5) for the DTW construction was released, and RVC now has the costs back from the vendors. Mr. Jenks stated that with all of the costs coming back from the vendors, the project is now \$3.5 million over budget. Mr. Kladar explained the process that Ringland-Johnson went through for bid package #5 and what recommendations the Construction Manager at Risk (CM-R) recommends for the project. Mr. Jenks presented two options that the Trustees can consider:

- Option One – Increase the funding for the project by \$3.5 million to cover the added cost.
- Option Two – Do not build the Downtown Learning Center; only build the Downtown Training Center.

Trustees Trojan and Gorski stated that they were not interested in option two. Trustee Gorski followed up with a question for VP Olson about where she would get the extra \$3.5 million for the construction. Ms. Olson stated that she anticipates excess revenues over expenses in FY2025, as in the last five years. Moreover, RVC has not touched the contingency in the FY2025 Budget of \$4 million and will have those funds after the close of FY2025. Those funds can be transferred to Fund 03.

Trustee Gorski asked that any additional costs or information discussed at future meetings be presented to Trustees before the meetings so that they may digest the information. Discussion ensued.

## **2. Starlight Theatre Update**

Mr. Jenks introduced Mr. Christopher Brady, the director of the Bengt Sjoström Theatre (Starlight Theatre). Mr. Brady discussed the fiscal year revenues versus expenses. Starlight ticket sales and the current price of Starlight tickets. Mr. Brady shared enrollment for the Stars of Tomorrow Summer Camp, Starlight Friends, and the volunteers contributing to Starlight Theatre's success. Mr. Brady finished his presentation with how Starlight selects its productions and that the theatre received seven Broadway World Chicago Awards, including Best Theatre for Young Audiences and Favorite Local Theatre. Discussion ensued.

### **Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**

#### **1. 14<sup>th</sup> Day Census Enrollment Data Brief and Student Profile**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the 14<sup>th</sup> Day Census Enrollment Data Brief and Student Profile. Ms. Snider stated that the 14<sup>th</sup> 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 the College was five years ago for unduplicated headcount, credit hours, and full-time equivalent. Unduplicated headcount has increased by 27.70%, credit hours have increased by 12.57%, and full-time equivalent has increased by 12.57% from FY2024.

Ms. Snider focused on the Student Profile Report and discussed the demographics of students for the Spring of FY2025. Discussion ensued.

#### **2. Review of Programs, Expected Students, and Faculty/Staff for Downtown West**

Dr. Amanda Smith, vice president of academic affairs, and Dr. Hansen Stewart, vice president of career and technical education and workforce development, presented the Review of Programs: Students, Faculty, and Staff for the Downtown West campus. Dr. Stewart stated that the programs were planned based on community and workforce needs. Technical programs will be housed in the Training Center, including Automotive Technology, E-Vehicle Repair, Collision Repair, Truck Driver Training, and Criminal Justice.

Dr. Smith stated that the educational programs housed in the Learning Center will include Adult Learning, Early Childhood Education, and Human Services. Adult Education and Refugee and Immigrant Services will also be included.

Student enrollment is anticipated, and students from the surrounding zip codes will be reflected in the enrollment. It is essential that faculty and staff will be sufficient to meet the community's unique needs. 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 Amendments***

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

1.	Terracon Consultants, Inc.	Downers Grove, IL	\$ 25,000.00*(1)
			Not to Exceed

**B. Utilities – (Electricity – Plant, Operations, and Maintenance)**

2.	ComEd	Chicago, IL	\$ 37,000.00*(2)
			Not to Exceed

**C. Maintenance Services – (Maintenance Services Plan Operations Equipment – Plant, Operations, and Maintenance)**

3.	Helm Service	Freeport, IL	\$ 50,000.00*(3)
			Not to Exceed

***Purchase Report B – FY2025 Purchases***

**A. Professional Services – (Other Contractual Services – SCC4 Advanced Manufacturing Grant)**

1.	The New Growth Group, LLC	Cleveland, OH	\$ 50,000.00*(1)
			Not to Exceed
	Measurement Incorporated	Durham, NC	\$ 47,630.00
	Swail Landis	Virginia Beach, VA	\$ 50,000.00
	Maberry Consulting	Fairview Heights, IL	\$ 60,000.00
	MV Evaluation Services, LLC	Durham, NC	\$ 61,520.00

**B. Bond Rating Fee – (Other Contractual Services – General Institution Expense)**

2.	S&P Global Ratings	Chicago, IL	\$ 39,710.00*(2)
			Not to Exceed

**C. Welding Simulators – (Capital Instructional Equipment – CTE Enrichment Program)**

3.	Your Safety Company	Chambersburg, PA	\$ 61,990.00*(3)
	DEPCO Enterprises, LLC	Pittsburg, KS	\$ 66,696.00

**D. Equipment Installation – (Site Improvements – Engineering Our Future Initiatives)**

4.	Helm Service	Freeport, IL	\$ 52,000.00*(4)
			Not to Exceed

**E. Roof Repair – (Maintenance Services Buildings – Plant Maintenance)**

5.	Distinctive Roofing, Inc.	Rockford, IL	\$ 56,280.00*(5)
			Not to Exceed
	BP Roofing Solutions	Loves Park, IL	\$ 61,600.00
	McDermaid Roofing and Insulating	Rockford, IL	\$ 154,400.00

***Purchase Report C – FY2025 Purchases***

All items on this Purchase Report pertain to Bid #25-01-D05 Main Package for Downtown Campus to construct the Downtown West campus. This bid contained fourteen (14) separate packages, numbered 5.01 to 5.14. The bid was released on Wednesday, January 15, 2025, and 573 vendors were notified of the release. Thirty-eight vendors

submitted responses, which were opened on February 25, 2025. Bid package 5.10 Automotive Lifts received one response, but upon review, the vendor confirmed they had made an error in the scope of work and requested to withdraw their submittal. As a result, this report does not include a recommendation to award package 5.10, and that package will be rebid. All other packages are included in this report. Ringland Johnson Construction has reviewed and vetted all the recommended awards as the project's Construction Manager at Risk. All the recommended awards have confirmed participation in an apprenticeship program approved by and registered with the United States Department of Labor's Office of Apprenticeship and Training, except package 5.09, which has confirmed the use of subcontractors who meet the requirement.

A. Masonry – (Capital – Downtown West New Facilities)

1.	Jimmy's Masonry Corporation	Crystal Lake, IL	\$ 948,000.00*(1)
			Not to Exceed
	J.P. Cullen & Sons, Inc.	Janesville, WI	\$ 1,088,767.00
	Mike Harris Mason Contractor	Rockford, IL	\$ 1,596,500.00

B. General Trades – (Capital – Downtown West New Facilities)

2.	Ruiz Construction Company	Rockford, IL	\$ 3,584,000.00*(2)
			Not to Exceed
	J.P. Cullen & Sons, Inc.	Janesville, WI	\$ 3,782,683.00

C. Metal Panels – (Capital – Downtown West New Facilities)

3.	American Igloo Builders	Libertyville, IL	\$ 1,911,590.00*(3)
	East Moline Sheet Metal	Moline, IL	\$ 1,700,000.00

D. Roofing – (Capital – Downtown West New Facilities)

4.	H.C. Anderson Roofing Company	Rockton, IL	\$ 1,238,857.00*(4)
			Not to Exceed
	Sterling Commercial Roofing	Sterling, IL	\$ 1,258,440.00
	Distinctive Roofing	Rockford, IL	\$ 1,480,197.00
	BP Roofing Solutions	Loves Park, IL	\$ 2,317,000.00

E. Glass and Glazing – (Capital – Downtown West New Facilities)

5.	Cardinal Glass Company	Rockford, IL	\$ 2,191,000.00*(5)
			Not to Exceed
	Rock Valley Glass	Cherry Valley, IL	\$ 2,696,000.00

F. Metal Studs – (Capital – Downtown West New Facilities)

6.	The Rockwell Group	Freeport, IL	\$ 2,770,800.00*(6)
			Not to Exceed
	Koja Construction	Machesney Park, IL	\$ 3,208,000.00

G. Tile and Terrazzo – (Capital – Downtown West New Facilities)

7.	Northern IL Terrazzo & Tile Company	Rockford, IL	\$ 204,200.00*(7)
			Not to Exceed
	Rockford Central Tile & Terrazzo	Rockford, IL	\$ 258,863.00

H. Flooring – (Capital – Downtown West New Facilities)

8.	Boss Carpet One, LLC	Dixon, IL	\$ 399,826.00*(8)
			Not to Exceed
	Benchmark Flooring	Loves Park, IL	\$ 411,664.00

	Rockford Carpetland USA, Inc.	Rockford, IL	\$ 432,246.00
	Best Buy Interior Finishes	Naperville, IL	\$ 640,700.00

**I. Food Service – (Capital – Downtown West New Facilities)**

9.	Boelter, LLC	Chicago, IL	\$ 145,129.00*(9)
			Not to Exceed
	Great Lakes West, LLC	Mattawan, MI	\$ 153,926.00

**J. Fire Protection – (Capital – Downtown West New Facilities)**

10.	Nelson Fire Protection	Rockford, IL	\$ 216,062.00*(10)
			Not to Exceed
	Automatic Fire Systems	Rockford, IL	\$ 340,728.00
	SJ Carlson Fire Protection	Rockford, IL	\$ 589,275.00

**K. Plumbing – (Capital – Downtown West New Facilities)**

11.	Miller Engineering Company	Rockford, IL	\$ 1,706,939.00*(11)
			Not to Exceed
	Hartwig Mechanical, LLC	Harvard, IL	\$ 2,137,350.00
	Helm Mechanical	Freeport, IL	\$ 2,392,000.00
	Nelson Carlson Mechanical	Rockford, IL	\$ 2,729,590.00

**L. HVAC – (Capital – Downtown West New Facilities)**

12.	Miller Engineering Company	Rockford, IL	\$ 5,224,300.00*(12)
			Not to Exceed
	Hartwig Mechanical	Harvard, IL	\$ 5,624,600.00
	Helm Mechanical	Freeport, IL	\$ 6,394,000.00

**M. Electrical – (Capital – Downtown West New Facilities)**

13.	Helm Electric	Sterling, IL	\$ 6,685,700.00*(13)
			Not to Exceed
	Kelso-Burnett Company	Rolling Meadows, IL	\$ 7,985,000.00
	The Morse Group	Freeport, IL	\$ 8,148,300.00
	Miller Engineering	Rockford, IL	\$ 8,976,500.00

**2. Cash and Investment Report**

Ms. Olson presented the Cash and Investment Report through February 28, 2025. Total operating cash is \$29,430,664. Total operating cash and investments are \$93,595,008. Total capital funds are \$23,564,036. Since February 28, 2025, the change in capital funds has been \$74,731. The operating cash and investments change since January 31, 2025, is (\$4,198,054). Ms. Olson stated that the total operating cash and investment funds were 92.02% of the FY2025 operating budget.

**3. Financial Risk Management/Financial Contingency Plan**

Ms. Olson presented the Financial Risk Management/Financial Contingency Plan. Ms. Olson discussed the financial contingency plan for RVC that helps the College prepare for financial challenges and reduce risk. It includes assessment of the College's financial health, creating a budget, and communicating openly. Ms. Olson explained the budget process, institutional transparency, and fiscal stewardship. Discussion ensued.

### **Operations Discussion: Board Liaison Trustee Kennedy**

#### **1. Personnel Report**

Mr. Jenks presented the March 2025 personnel report containing no appointments and one departure.

#### **2. Rock Valley College Foundation and Rock Valley College (RVC) Downtown West Campaign Fundraising Agreement**

Mr. Jenks presented the Rock Valley College Foundation and RVC Downtown West Campaign Fundraising Agreement. Mr. Jenks explained the background of how the agreement came to exist, the duties of the RVC Foundation, and the fees.

#### **3. Rock Valley College Events Calendar**

Mr. Jenks presented the RVC on-campus events calendar for March and April 2025. Mr. Jenks highlighted March as Women's History Month. March 15, 2025, is the Science Olympiad Regional Conference; March 21, 2025, the Sister to Sister Glow Conference; and March 21, 2025, is the Phi Theta Kappa Induction Ceremony.

### **New Business/Unfinished Business**

#### **1. New Business:** There was no new business.

#### **2. Unfinished Business:**

- Ms. Olson stated that the Belvidere Stellantis Plant plans to reopen the plant with at least one shift and is considering possibly two. Tax abatements for the Belvidere Stellantis Plant are pending additional conversations, so there's nothing further to share at this time.
- Ms. Olson and Trustee Trojan met with Andy Shaw from the Lee/Ogle Enterprise Zone, and they will be bringing additional information regarding the conversation in April.
- Ms. Olson stated that the City of Rockford has asked RVC to participate in the City of Rockford Property Tax Rebate Program. Ms. Olson explained the program and what the City of Rockford offered to the participants. Discussion ensued.

### **Adjourn to Closed Session**

A closed session was not held.

### **Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees Meeting will be held on Tuesday, March 25, 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**

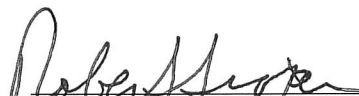
The next Committee of the Whole Meeting will be held on Tuesday, April 8, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

### **Adjourn**

At 7:15 p.m., a motion was made by Trustee Gorski, seconded by Trustee Simpson, 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