Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, September 9, 2025
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, September 9, 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 Chairman Paul Gorski.

Roll Call

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

Mr. Paul Gorski
Dr. Jenna Goldsmith
Ms. Kristen Simpson
Ms. Gloria Cardenas Cudia
Mr. Robert Trojan
Mr. John Nelson joined the meeting at 5:16 p.m.
Mr. Isiah Blake, Student Trustee

The following Trustees were absent at roll call: Crystal Soltow, and John Nelson joined the meeting at 5:16 p.m.

Also present: Dr. Howard J. Spearman, President; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Terrica Huntley, 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; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ann Kerwitz, Assistant to the President; Ms. Carly Huotari, Assistant to the President, Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Matthew J. Gardner, Robbins Schwartz; Ms. Karen Kerr, Director of Business Services; Ms. Lori Mack, Executive Director of Finance.

Board Member Attendance by Means Other than Physical Presence

There were no Board Members attending by any other means.

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 August 12, 2025, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith

1. **FY2025 Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2026 Enrollment Update. Ms. Snider stated that not much has changed with the Fall semester enrollment because census day was September 3, 2025. RVC is about 5% above the FY2026 budget and 1% above the stretch goal. Ms. Snider said that the combined enrollment for Summer II and Fall is 7% above the budget and 3% above the stretch goal. Discussion ensued.

2. **Strategic Plan Update: Caring Campus Rollout Plan**

Dr. Amanda Smith, vice president of academic affairs, presented the Strategic Plan Update: Caring Campus Rollout Plan. Dr. Smith explained that Caring Campus is an initiative that identifies commitments to common behaviors that faculty and adjuncts can employ in their classrooms to foster a sense of connectedness. Caring Campus was rolled out to faculty at the Fall Professional Development Day and will continue throughout the year, with faculty adding to the repository of activities that demonstrate the Caring Campus behavioral commitments. Dr. Smith presented a five-minute video that the faculty compiled regarding Caring Campus.

Dual and Articulated Credit Memoranda of Understanding

Early College Items: As an introduction to the Early College items on the agenda, Dr. Stewart provided an overview of the Dual and Articulated Credit and Running Start programs, as well as agreements with the area high school districts.

To provide consistency across school districts and align with the Dual Credit Quality Act, RVC developed the Dual and Articulated Credit Memorandum of Understanding (MOU) that offers dual credit for high school courses. These dual credit courses, taught by qualified high school instructors, are designed to allow eligible students to earn college credit while still in high school.

Running Start is a formal program that allows qualified students to attend RVC for their junior and senior high school years. Students may enroll in a two-year degree completion program, which will enable them to take courses that meet the requirements for both a high school diploma and an RVC associate degree simultaneously. Alternatively, they may enroll in a one-year program that meets the requirements for both a high school diploma and one year of RVC credit courses simultaneously. The Running Start program is administered through the Early College office at RVC in conjunction with the high schools enrolled in the program.

3. **Dual and Articulated Credit Memoranda of Understanding (MOU)**
   a. Keith Country Day School
   b. Rockford Public Schools District #205
4. **Running Start Intergovernmental Agreements (IGA)**
   a. Rockford Public Schools District #205

Trustee Nelson asked Dr. Stewart for the enrollment for the Dual and Articulated Credit program with Rockford Public Schools District #205 (RPS #205). Dr. Stewart answered that 687 students were utilizing the Dual and Articulated Credit program. Trustee Trojan inquired about the Running Start program, and Dr. Stewart responded that 18 students are enrolled in the program, as the district determines the number of students who can utilize it. Trustee Gorski wanted to know why there was a cap of 20 students for the Running Start program. Dr. Stewart stated that each school district chooses how many students will be allowed to participate in the Running Start program due to cost, and districts may not have the staff who are qualified to teach college courses. Trustee Cardenas Cudia would like to know the demographics of the students who participate in the Dual and Articulated Credit and Running

Start programs. Trustee Trojan would like to see a table at the Annual Career Expo to promote RVC, and it would be a great selling point for RVC.

Finance Discussion: Board Liaison Trustee Cardenas Cudia

1. **Purchase Reports**

Ms. Karen Kerr, director of business services, presented the purchase reports.

Purchase Report A – FY2026 Amendments

A. Accounting Services – (Other Contractual Services – ISBE State Performance)

1.	**John Morrissey Accountants, Inc.**	**Rockford, IL**	**$ 4,000.00*(1)**
			Not to Exceed

B. Software – (Maintenance Services Software Support – IT Administration

2.	**Ellucian Company, LLC**	**Reston, VA**	**$ 53,000.00*(2)**
			Not to Exceed

Purchase Report B – FY2026 Purchases

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

1.	**Air One Equipment, Inc.**	**South Elgin, IL**	**$ 43,800.00*(1)**

B. Robotic System – (Capital Instructional Equipment – SCC4 Adv. Manufacturing Grant)

2.	**Airgas USA**	**Rockford, IL**	**$ 78,600.43*(2)**

C. Furniture – (Instructional Equipment/Furniture – HSC Buildout and Elevator)

3.	**Atmosphere Commercial Interiors**	**Minneapolis, MN**	**$ 110,000.00*(3)**
			Not to Exceed

D. Furniture – (Instructional Equipment/Furniture – HSC Buildout and Elevator)

4.	**Krueger International**	**Green Bay, WI**	**$ 27,000.00*(4)**
			Not to Exceed

E. Lighting System Upgrade – (Other Capital Outlay – Starlight Theatre)

5.	**Helm Electric**	**Freeport, IL**	**$ 1,567,500.00*(5)**
			Not to Exceed

F. Consulting Services – (Other Contractual Services – General Institutional Expense)

6.	**Sheridan Wealth Advisors**	**Miami, FL**	**$ 592,096.68*(6)**

G. Vehicle – (Automotive – RVC Police Department)

7.	**Sutton Ford**	**Matteson, IL**	**$ 58,708.00*(7)**

H. Site Testing – (Site Improvements – Professional Services – Downtown West Project)

8.	**Testing Service Corporation**	**Carol Stream, IL**	**$ 40,000.00*(8)**
			Not to Exceed

I. Software – (Subscriptions – Web Applications – Business Services)

9.	**Euna Solutions**	**Chicago, IL**	**$ 25,594.00*(9)**

J. Software – (Administrative Software – IT Administration)

10.	**CDW-G**	**Chicago, IL**	**$ 170,206.25*(10)**

Trustee Nelson had questions regarding Purchase Report A, Item B. He wanted to know if the final cost for the Ellucian services was $1,300,000 or $1,353,000. Ms. Kerr responded that the $53,000 was carried over from FY2025. Trustee Nelson requested the original approved amount, and Ms. Kerr stated that she did not have that amount available at this time but would be happy to provide it at a later time. Trustee Gorski would like the total project cost over the two fiscal years brought to the next meeting for clarification. Discussion ensued.

Discussion ensued on Purchase Report B, Item F, H, I, and J.

Ms. Kerr stated that at the Regular Board meeting, Purchase Report B will include a redlined version adding Item K, for Airgas USA in the amount of $29,002.52. Item K is for the purchase of two used Lincoln Electric Power Wave 300C welders. Discussion ensued.

2. **Cash and Investment Report**

Ms. Lori Mack, executive director of finance, presented the Cash and Investment Report through August 31, 2025. Total operating cash is $34,579,840. Total operating cash and investments are $102,521,697. The operating cash and investments have changed by <$3,756,746> since July 31, 2025. Total capital funds are $84,522,519. Since July 31, 2025, the change in capital funds has been $2,337,122. Ms. Mack stated that the total operating cash and investment funds were 95.42% of the FY2026 operating budget. Discussion ensued.

Operations Discussion: Board Liaison Trustee Trojan

1. **Board Policy Manual Update: Article 2-Operations (First Reading)**

Dr. Terrica Huntley, vice president of human resources, introduced the first reading of the Board Policy Manual Update: Article 2-Operations. Dr. Huntley explained that Robbins Schwartz attorneys perform an initial review of the Board Policies to ensure all policies are in compliance with current legal standards. Ms. Ann Kerwitz, assistant to the president, and Dr. Huntley have been reviewing the proposed document changes with appropriate leaders from respective functional areas to ensure institutional congruity. The proposed changes have been reviewed multiple times by each entity, and the necessary administrative procedures have been updated or created as applicable. It is recommended to add two new policies, the Drug Free Schools and Communities Act Policy and the Non-Discrimination and Anti-Harassment Policy. In addition, three policies will be moved from Article 3-Human Resources to Article 2-Operations. Several other policies have been updated to comply with legal acts, state law enforcement policies, and the Illinois Community College Board (ICCB) guidelines for general safety operations, procurement, and technology.

Trustee Nelson commented that he did not have enough time to review the changes; however, Trustee Trojan explained that trustees have at least two months due to the two readings. Trustees are encouraged to review the document and submit any questions and comments to the president's office. If additional time is needed for that review, the date for the vote for the Second Reading can be extended.

Board Chair Gorski commented that he remembered about a year ago that Trustee Crystal Soltow had volunteered to serve as a liaison to the Board Policy Manual review committee, but he did not know her level of participation and would check the meeting minutes to confirm. He added if there is not a trustee involved in the policy review, he does not want to hold up the process.

2. **Rock Valley College Events Calendar**

Vice President Huntley reviewed the RVC Events Calendar, highlighting the Massage Therapy Graduation scheduled for tomorrow, September 10, 2025, in the Stenstrom Student Center Atrium at 11:30 a.m. Additionally, Dr. Huntley mentioned the Tom Lombardo Tree Dedication and the Starlight Shakespeare productions. On October 1, 2025, at 6:00 p.m., RVC will host the Illinois Association for College Admission Counseling (IACAC) College Night in the Physical Education Center gym. Discussion ensued.

3. **Personnel Report**

Dr. Huntley recognized the September 2025 Personnel Report. Trustee Gorski reminded the Trustees that the Board will no longer be voting on the Personnel Report; however, it will be included in the Committee of the Whole packet as information to the Trustees. Trustee Trojan requested that the Personnel Report be listed before the RVC Events Calendar.

New Business/Unfinished Business

1. **New Business:**

Dr. Spearman asked Trustees to save the date for November 6, 2025, from 5:00 p.m. to 9:00 p.m. Trustee Nelson is the representative for the Northwest Region of the Illinois Community College Trustees Association (ICCTA). The meeting for ICCTA members will be held at RVC's Aviation Career Education Center (ACEC) or possibly the Health Sciences Center (HSC) in the lobby area.

2. **Unfinished Business:**

There was no unfinished business.

Adjourn to Closed Session

At 6:24 p.m., Trustee Nelson made a motion, seconded by Trustee Cardenas Cudia, 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) in accordance with the Illinois Open meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 6:52 p.m., a motion was made by Trustee Nelson, seconded by Trustee Simpson, to adjourn the closed session and return to 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 Tuesday, September 23, 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, October 14, 2025, at 5:15 p.m., at the Advanced Technology Center (ATC) Room 1300, 1400 Big Thunder Blvd., Belvidere, IL 61008. *The location has changed for this meeting only.*

Adjourn

At 6:56 p.m., a motion was made by Trustee Nelson, seconded by Trustee Simpson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Dr. Jenna Goldsmith, Secretary

Paul Gorski, Chairman