

**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, February 10, 2026**

MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, February 10, 2026, 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 Board Chair Paul Gorski.

Roll Call

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

Mr. Paul Gorski
Mr. Robert (Bob) Trojan
Ms. Kristen Simpson
Dr. Jenna Goldsmith

The following Trustees were absent from the roll call: Mr. John Nelson, Ms. Gloria Cardenas Cudia, Ms. Crystal Soltow, and Mr. Isiah Blake.

Also present: Dr. Howard J. Spearman, President (attended via Zoom); Dr. Keith Barnes, Vice President of Cultural Excellence and Belonging; 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; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; 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 Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other than Physical Presence

Trustee Robert (Bob) Trojan made a motion, seconded by Trustee Kristen Simpson, to allow Trustee John Nelson to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Nelson entered the meeting via telephone.

Communications and Petitions

Trustee Gorski reported receipt of correspondence from the City of Dixon, Illinois, regarding Stillman Valley financial actions. The document was forwarded to Vice President Ellen Olson.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the January 13, 2026, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Trustee Gorski stated that the agenda was adjusted to address Purchase Reports A, B, and C early in the meeting.

Finance Discussion: Board Liaison Trustee Cardenas Cudia

1. Purchase Reports

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

Purchase Report A – FY2026 Amendments

A. Car Rental Services – (Participant Travel – Athletics)

1.	Enterprise Rent-A-Car	Rockford, IL	\$ 15,000.00*(1)
			Not to Exceed

Trustee Nelson asked whether we have used Enterprise Rent-A-Car before. Ms. Olson responded that when charter buses are unavailable or for smaller teams, rental vans are more cost-effective.

Purchase Report B – FY2026 Purchases

A. Instructional Equipment – (Capital Instructional Equipment – IBT Grant)

1.	Advanced Training Systems (ATS)	St. Petersburg, FL	\$ 101,050.00*(1)
	Simulator Experts	Oceanside, CA	\$116,570.00

B. Sprinkler System Maintenance – (Maintenance Services – Boiler House)

2.	Automatic Fire Systems	Rockford, IL	\$ 28,000.00*(2)
			Not to Exceed

C. Online Workforce Training – (Vendor Training Alliances – (Continuing Ed Center)

3.	Cengage Learning, Inc.	Independence, KY	\$ 35,000.00*(3)
			Not to Exceed

D. Captioning Display – (Capital Foundation Grant – Theatre Program)

4.	SVL Productions	Cherry Valley, IL	\$ 68,000.00*(4)
			Not to Exceed

E. Downtown West Commissioning – (Professional Services – Downtown West Project)

5.	CERx Solutions, LLC	Montgomery, IL	\$ 69,626.00*(5)
			Not to Exceed
	IMEG	Rockford, IL	\$ 89,250.00
	Primera	Chicago, IL	\$ 151,200.00

Trustee Nelson inquired about items A, B, and C. Discussion ensued.

Purchase Report C – FY2026 Purchases

A. Handrail Improvements – (Other Capital Outlay – Starlight Theatre)

1.	NKP Metals, LLC	Chicago, IL	\$ 51,346.00*(1)
			Not to Exceed
	Sjostrom and Sons	Rockford, IL	\$ 325,041.00

Trustee Nelson asked whether any grievances had been filed regarding NKP Metals, LLC, and prevailing wage payments. Vice President Jenks said he was not aware of any.

2. Fund Transfer Request for Classroom Building II (CLII)

Vice President Olson stated that to partially fund the additional CLII project expense, it is recommended that \$1,000,000 be transferred from Other Post-Employment Benefit Liability (OPEB) (Fund 19) to Restricted Capital (Fund 03).

3. Resolution Calling for Bond Issue Notification Act Public Hearing Working Cash Bonds, Not to Exceed \$7,900,000

A resolution was noted calling for a Bond Issue Notification Act (BINA) public hearing on March 24, 2026, to receive public comments on the proposal to sell bonds to the Rock Valley College District in an amount not to exceed \$7.9 million for the purpose of the working cash fund.

4. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through January 31, 2026. Total operating cash is \$21,336,130. Total operating cash and investments are \$103,628,934. The operating cash and investments have changed by <\$269,515> since December 31, 2025. Total capital funds are \$65,476,101. Since December 31, 2025, the change in capital funds has been <\$5,961,322.> Ms. Olson stated that the total operating cash and investment funds were 96.45% of the FY2026 operating budget. Ms. Olson also stressed that the negative figure for Illinois Bank and Trust (IBT)/UMB of <\$430,739> was due to a general ledger timing issue related to outstanding checks, not to an overdrawn account.

5. Fiscal Year (FY) 2026 Second Quarter Vital Signs

Ms. Olson presented the FY 2026 Second Quarter Vital Signs. Ms. Olson stated that Operating Funds (Fund 01 and 02) revenue is \$41.3 million as of December 31, 2025, representing 59.61% of the budget and 71.94% excluding SURS on Behalf. The state government is running behind budget, and RVC is expected to fall short by approximately \$1.6 million (13.8%). As Ms. Olson mentioned previously at the January 27, 2026, Regular Board meeting, state appropriations will continue to perform behind budget expectations. As a reminder, other sources include the employee retention tax credit RVC received in August 2025, for \$3.8 million, and if RVC excludes that from the number, RVC will still place at 65% of the budget excluding the SURS on Behalf as of December 31, 2025.

Operating expenses were \$23.1 million as of December 31, 2025, representing 35.24% of the budget and 43.04% excluding SURS on Behalf. Ms. Olson stated that expenses are projected to be at or below budget right now for the fiscal year.

Vice President Olson said that payroll is running under budget due to unfilled positions, and medical claims are running 11.70% ahead of budget, largely due to high service costs and a spike in claims in December 2025. Trustee Trojan asked whether Ms. Olson anticipated an increase in medical claims, and Ms. Olson stated that she did and would continue to monitor them.

6. *Informational Only – FY 2026 Purchase Report Second Quarter Update (\$10k-\$25k)

The FY2026 Purchase Report for the second quarter was included in the packet for purchases between \$10,000 and \$25,000.

Operations Discussion: Board Liaison Trustee Trojan

1. Classroom Building II (CLII) Update

Trustee Gorski requested an update on CLII before getting into the Downtown West Update. Mr. Jenks, vice president of operations, stated that there is currently no physical update as the project is awaiting the finalization of financing and approvals to move funds into the PTMA account for the Capital Development Board (CDB) to proceed.

2. Downtown West Update

Mr. Jenks explained that Architect's Supplemental Instructions (ASIs) are formal documents used by architects to issue minor, no-cost, and time-neutral changes or clarifications to construction documents. Examples include correcting dimensions, detailing material finishes, clarifying construction details, replacing sheet revisions, and modifying layout details to avoid conflicts. Vice President Jenks said there were nine pending ASIs, of which six have been fixed. As of this afternoon, a seventh one was resolved. Mr. Jenks said the remaining two are expected to be completed within two weeks. Management is working to get the project back on schedule. Discussion ensued.

3. Change Order Update

Vice President Jenks discussed the following change orders:

- **Athletic Soccer Fields:** a change order for \$3,795 was approved for two 8-foot gates to allow maintenance equipment access. The project remains on schedule.
- **Health Sciences Center (HSC) Buildout/Elevator:** A recent change order was added for a divider curtain system in room 3254 to assist with instructional privacy. While the project is under budget, the elevator installation is delayed due to vendor resource issues and product unavailability.
- **Tuckpointing-Phase II-Turret:** \$39,800; Labor and material to remove concrete pad.

4. Personnel Report

Mr. Jenks discussed the February 2026 Personnel Report. There is a placeholder for the Executive Director of Institutional Design. Interviews are currently underway for this full-time position. A recommendation is expected at the Regular Board Meeting on February 24, 2026.

Trustee Trojan inquired about the Foundation position. Dr. Terrica Huntley, vice president of human resources, replied that the new fundraising position was approved two weeks ago and is currently in the "job analysis" phase. Due to the complexities of onboarding a brand-new role, it may take 2–4 weeks to post.

5. RVC Events Calendar

Mr. Jenks discussed the February 2026 RVC Events Calendar. Black History Month, State of the College Town Hall, and the ICTM Mathematics Competition were highlighted.

6. *Informational Only – FY 2026 Personnel Second Quarter Report

The FY26 Second Quarter Human Resources report was provided for informational purposes.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, provided an update on current enrollment metrics, noting that figures have remained relatively stable since the last report. Spring enrollment is currently 1.6% ahead of last year, and 9% ahead of the budget, and 5% ahead of the "stretch goal." Total Academic Year enrollment is 3.6% ahead of last year and 8% ahead of the budget. Upcoming important dates are Summer registration opens on March 2, 2026, and Fall registration begins the week of March 16, 2026.

Trustee Trojan asked why spring enrollment is lower than fall enrollment; VP Snider clarified that spring enrollment is historically lower, though anomalies can occur due to adult education cycles.

2. Workforce Development Metrics Update

Dr. Hansen Stewart, vice president of career and technical education (CTE) and workforce connection, reviewed the second annual comparative analysis of non-credit workforce programs. Truck Driver Training's revenue fell from \$675,000 to \$488,000 and maintained a 93% completion rate despite funding delays for student grants.

Computer Numerical Control (CNC) machining increased revenue to \$42,000 in FY 2025, and completion rates jumped from 62% to 80% due to a new support coordinator.

Collision Repair's revenue reached \$71,500, and achieved a 100% completion rate; however, job placement dropped to 67% due to a need for greater technical skills.

Tech Works is a specialized accelerated training program focused on advanced manufacturing, particularly CNC programming, set-up, and operations. The program provides job-readiness coaching and initiatives for underserved populations, including those in the Winnebago County Jail. Revenues for the Tech Works program increased to \$54,000, and enrollment is steady at approximately 53 students; non-completions are primarily due to inmate releases.

Trustee Trojan shared the history of the "Tech Works" program, noting John Lundeen created it. He suggested honoring John Lundeen's legacy by potentially renaming a facility or seeking branding opportunities.

Trustee Gorski debated the term "profit." Trustee Gorski challenged Dr. Stewart's use of "net revenue," arguing that true profit calculations should include overhead, bond debt, and facility maintenance, not just direct program expenses.

3. *Informational Only – Faculty Tenure Update

Dr. Amanda Smith, vice president of academic affairs, provided a list of faculty entering tenure.

New Business/Unfinished Business

There was no new or unfinished business.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on Tuesday, February 24, 2026, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

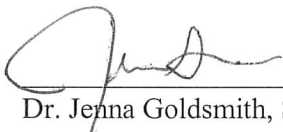
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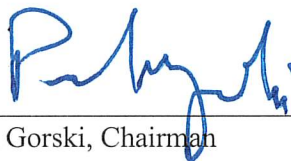
Adjourn

At 6:23 p.m., a motion was made by Trustee Simpson, seconded by Trustee Trojan, 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

