

Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:30 p.m. Tuesday, December 7, 2021

On November 12, 2021, Governor Pritzker issued the twenty-third Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. **Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.**

Access to the Regular Board of Trustees meeting is provided via teleconference online: <https://rockvalleycollege-edu.zoom.us/j/98141852835?pwd=bEJkb3E1U05TZWQrS3FjRmQ2WEtQdz09> or by phone at 312-626-6799 using Meeting ID: 981 4185 2835 Password: 747108 The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:30 p.m. on December 7, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Review of Minutes:** Board of Trustees Committee of the Whole November 9, 2021
- F. General Presentations**
 - 1. ATC Phase II – Chief Operations Officer Rick Jenks
- G. Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
 - 1. Enrollment Update
 - 2. Academic Affairs Strategic Plan
 - 3. Workforce Equity Initiative Grant Report
 - 4. Illinois Community College Board (ICCB) Economic Impact Study Report / Employees and Community
 - 5. Linking Talent with Opportunity Program (LTO) Dual Credit Memorandum of Understanding (MOU) between Rock Valley College and Hononegah Community High School District #207
- H. Finance Discussion: Board Liaison Trustee Soltow**
 - 1. Purchase Reports (A and B)
 - 2. 2021 Tax Levy and Certifying Compliance
 - 3. Summary of FY2022 Estimated Revenues by Source for Rock Valley College
 - 4. Cash and Investment
 - 5. Capital Projects Plans Review
 - 6. FY 2022 Fund Transfer
- I. Operations Discussion: Board Liaison Trustee Kearney**
 - 1. Personnel Report
 - 2. Employee Culture Survey
 - 3. Board Policy 2:10.050 Official College Holidays / Juneteenth (First Reading)
 - 4. Board Policy 3:30.150 Bereavement Policy (First Reading)
 - 5. Board Policy 3:30.090 Family and Medical Leave / Expanded FMLA (Second Reading)
 - 6. Board Policy 3:30.110 Victims' Economic Security and Safety Act (VESSA) / Expanded VESSA (Second Reading)
 - 7. College Closure - December 28, 29, 30, 2021
 - 8. Association of Community College Trustees (ACCT) and American Association of Community Colleges (AACC) Memberships
 - 9. Buckbee Update
 - 10. RVC Events Calendar
 - 11. RVC Athletics Update
 - 12. Advanced Technology Center (ATC) Update
 - Advanced Technology Center Sponsorship Program Extension
 - ATC Cost Summary
- J. Other Business:** New Business/Unfinished Business
- K. Adjourn to Closed Session** to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees under Section 2 (c) (1) and/or 2) Collective negotiating matters per Section 2 (c) (2) and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act.
- L. Reconvene Open Session**
- M. Next Regular Board of Trustees meeting:** December 21, 2021, at 5:15 p.m.; Remote meeting held via teleconference.
- N. Next Committee of the Whole meeting:** January 11, 2022, at 5:15 p.m.; Remote meeting held via teleconference.
- O. Adjourn**

Jarid Funderburg, 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
5:30 p.m. Tuesday, November 9, 2021
MINUTES

On October 15, 2021, Governor Pritzker issued the twenty-second Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

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Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:36 p.m. by Chairperson Jarid Funderburg. Due to the absence of Board Secretary Robert Trojan, Trustee Kearney was appointed Secretary Pro Tem.

Roll Call

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

Mr. Jarid Funderburg	Mr. Paul Gorski
Ms. Lynn Kearney	Ms. Gloria Cudia
Mr. John Nelson	Ms. Crystal Soltow
Ms. Evelyn Molina, Student Trustee	

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

Also Present: Dr. Howard Spearman, President; Dr. Amanda Smith, Interim Vice President of Academic Affairs; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance; Ms. Heather Snider, Vice President of Institutional Effectiveness & Communications; Mr. Keith Barnes, Vice President of Equity and Inclusion; Ms. Janet Taylor, Executive Director of Facilities and Operations; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Ms. Lindsey Fish, Senior Manager, Sikich, LLP; Attorney Joseph Perkoski, Robbins Schwartz

Communications and Petitions

There were no public comments.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the October 12, 2021 Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Adjourn to Closed Session

At 5:37 p.m., a motion was made by Trustee Kearney, seconded by Trustee Cudia, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

Reconvene Open Session

At 6:15 p.m., a motion was made by Trustee Kearney, seconded by Trustee Funderburg, 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.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY 2022 enrollment update. Ms. Snider updated the Board that spring enrollment was down by 5.65% in credit hours; as of the week of November 8, 2021, spring enrollment was down by 5.43% in credit hours. Ms. Snider stated that she would keep the Board updated on the enrollment numbers for spring.

2. Illinois Community College Board (ICCB) Economic Impact Study Report: Students

Ms. Snider presented the ICCB Economic Impact Study Report, created by a collaboration of the ICCB, Illinois Community College System Economic Impact Study Advisory Committee, and Northern Illinois University Center for Governmental Studies Economic Impact Study Project Team.

The report consists of three sections; environmental scan, student-level outcome analysis, and the economic impact on employees and community. Ms. Snider will be reviewing the first two parts in tonight's Committee of the Whole meeting.

Environmental Scan: The district population has declined each year since 2011. The number of White residents has declined, while the number of African American, Asian, and Latinx residents has increased. These patterns are projected to continue. The district college-aged population is projected to decline from 2020 to 2025. Projections include a 3.7% decline for ages 15 to 19, and a 2.0% decline for ages 20 to 24; which is why the College continues to focus on adult enrollment. The top industries of study

continue to be manufacturing and health care. The district unemployment rate spiked during the beginning of COVID and has since declined.

Rock Valley College Student Outcomes: Ms. Snider discussed the student return on investment, stating that if a student put \$36,692 in an investment that returned 40 annual payments equivalent to the earnings gains from an associate degree and/or a long-term certificate, they would earn interest at a rate of 26.3%. Between 80% and 90% of RVC completers are employed in career jobs within one year of completion, which is comparable to the State data, with RVC performing slightly better. Post-secondary enrollments for RVC students have declined from 70.5% in 2010 to 63.5% in 2018. The average annual growth of earnings is 18.6%, three to five years post-completion, White completers are earning more than other racial/ethnic groups. The gap between White and Latinx completers is diminishing. Discussion ensued.

3. Advanced Technology Center (ATC) Information Session Presentation

Dr. Patrick Peyer, vice president of student affairs, presented the ATC Program Success Metrics presentation. The ATC will become a workforce and economic development engine that helps sustain and grow the manufacturing industry in our region. The ATC will provide innovative, hands-on learning to prepare both RVC students and currently-employed workers for high-demand jobs in local manufacturing companies. The ATC's mission will be not only to produce highly qualified manufacturing professionals but to help shape the values of the entire community to create an ecosystem that is supportive of modern advanced technologies as an agent for personal career success and a strong economy, and as a vehicle for community development and regional cooperation.

Dr. Peyer introduced Vicki Brust, dean of career technical education, to discuss the programs offered at the ATC. Ms. Brust stated CNC Machining would be a 32 week (two 16 week sessions). Mechatronics will be a two-semester credit program consisting of 16 weeks each semester; Mechatronics Certificate One and Advanced Mechatronics Certificate Two. Welding will be a two-semester credit program; Industrial Welder Certificate and Advanced Welder Certificate.

Dr. Peyer stated that there would also be advanced student support onsite consisting of academic advising and registration, student life, career advising, job placement support, financial aid, grants, and scholarships. Dr. Peyer went through the tuition and materials for the programs. Discussion ensued with Trustees.

Finance Discussion: Board Liaison Trustee Soltow

1. Fiscal Year 2021 Financial Audit Report

Ms. Ellen Olson, vice president of finance, introduced Ms. Lindsey Fish, Senior Manager, with Sikich, LLP, to discuss the status of the RVC audit. Ms. Fish stated that the following reports had been issued; the Comprehensive Annual Financial Report including ICCB Grants and state CYEFR; Uniform Guidance (Single Audit of Federal Expenditures); and the Communication with Those Charged with Governance Management letter. Ms. Fish stated that the last few pages of the report would be a little different this year as the ICCB had system issues and would issue the ICCB Credit Hours Report under separate cover. In addition, Ms. Fish discussed what Audit Opinions were given. Discussion ensued regarding the Management Letter that was issued and that it had not been received. Ms. Olson stated it would have come from Dr. Spearman and was sent on November 3, 2021. Because several trustees said they had not received the email, Ms. Olson will send it again.

2. First Quarter Vital Signs: Fiscal Year 2022

Ms. Olson presented the first quarter Vital Signs for Fiscal Year 2022. As of September 30, 2021, RVC was at 28% of budget. RVC's goal is to be at 25%. First-quarter operating expenses are at 18% of budget. Payroll year to date is below budget but anticipated to fall more in line next quarter

because the faculty overloads will be paid, and the collective bargaining agreements will fall into place. Healthcare costs year-to-date have increased due to increased medical claims as a result of employees utilizing their physicians and having medical procedures done now rather than during the 15 months of COVID.

3. Cash and Investment Report

Ms. Olson stated that the total operating cash and investments are \$70,928,131. Total capital funds on October 31, 2021 are \$23,288,062. The change in capital funds since September 30, 2021, is (\$3,701,274). This is directly due to the transfer of the drawdown of ATC capital funds to the operating funds and was offset by the receipt of property taxes.

4. Purchase Reports

Ms. Ellen Olson presented the purchase reports.

Purchase Report A – FY 2022 Addendum:

A. Online Communications – (Instructional Software and Administrative Software: General Institutional Software)

1. Zoom Video Communications	San Jose, CA	\$	2,550.00 (1)*
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Purchase Report B – FY 2022 Purchases:

A. Concert Revenue – (Other Contractual Services – Rockford Symphony)

1. Rockford Symphony Orchestra	Rockford, IL	\$	14,667.00 (1)*
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B. Ticketing System for the Starlight Theatre – (Auxiliary Enterprise Fund – Starlight, Other Contractual Services)

2. Tickets.com	Chicago, IL	\$	30,000.00 (2)*
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C. Software – (HEERF: General Institutional Expenses)

3. Siteimprove	Sacramento, CA	\$	23,871.00 (3)*
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D. Software – (HEERF: General Institutional Expenses)

4. Entre Computer Solutions	Machesney Park, IL	\$	39,944.84 (4)*
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E. Software – (Student Tech Fees)

5. Entrinsik, Inc.	Raleigh, NC	\$	20,493.00 (5)*
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F. Software – (HEERF: General Institutional Expenses)

6. Hyland	Olathe, KS	\$	46,780.87 (6)*
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G. Bulk Road Salt – (Operations and Maintenance Fund – Grounds Maintenance, Maintenance Supplies)

7. City of Rockford (\$61.00/ton)	Rockford, IL	\$	21,350.00 (7)*
			Not to Exceed
Midwest Salt (\$106.48/ton)	West Chicago, IL	\$	37,268.00
Get Salt Now, Inc. (\$109.50/ton)	West Chicago, IL	\$	38,325.00

5. Proposed 2021 Tax Levy and Setting a Date for Truth-In-Taxation Hearing

Ms. Olson presented the proposed tax levy. The assumption is for a five-year estimated increase in EAV from levy year 2020 to 2021. Boone County has provided an estimate of a 6.33% EAV increase.

Ms. Olson has not received any information from Winnebago County. The Administration recommends that the Board of Trustees approve the estimates for the amount of taxes necessary to be raised by taxation for 2021; this would represent a 4.99% increase over the 2020 tax levy.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for November 2021. There is one appointment and one departure. There were no questions from Trustees.

2. Election Day 2022 (November 8, 2022)

Mr. Handley explained the background of the 2022 Election Day holiday, which was signed into law by Governor Pritzker on June 17, 2021. Administration recommends that the Board of Trustees approve closing RVC on Tuesday, November 8, 2022, for the 2022 General Election Day holiday. There were no questions from Trustees.

3. Juneteenth National Freedom Day

Mr. Keith Barnes, vice president of equity and inclusion, presented information on the Juneteenth National Freedom Day holiday. Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865. Naming Juneteenth National Freedom Day as an official RVC Holiday aligns with the diversity and equity initiative tenet of the College's Strategic Plan. The estimated annual cost is approximately \$60,000. The Administration recommends that the Board of Trustees approve adding Juneteenth National Freedom Day as an additional paid holiday for RVC employees. Following the College's past practice for observing holidays that fall on a Saturday or Sunday, if June 19 falls on a Saturday, the College will be closed on the preceding Friday, and employees will receive a paid holiday. If June 19 falls on a Sunday, the College will be closed on the following Monday, and employees will receive a paid holiday.

4. Board Policy 3:30.090 Family and Medical Leave / Expanded FMLA (First Reading)

Mr. Handley stated that RVC has an existing Board Policy 3:30.090 for Family and Medical Leave. On August 10, 2021, Governor Pritzker approved House Bill 0012 (HB0012), which amended various Acts relating to educational institutions in Illinois. HB0012 provides that an employee of a community college district who has been employed for at least 12 months and who has worked at least 1,000 hours in the previous 12-month period shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act of 1993. The effective date is January 1, 2022. The Administration recommends that the Board of Trustees approve the revision of Board Policy 3:30.090 so that RVC complies with HB0012.

5. Board Policy 3:30.110 Victims' Economic Security and Safety Act (VESSA) (First Reading)

RVC has an existing Board Policy 3:30.110 for Victims' Economic Security and Safety Act (VESSA). On August 20, 2021, Governor Pritzker approved House Bill 3582 (HB3582), which amends VESSA. HB3582 provides that victims and family members of victims of other crimes of violence (such as criminal homicide, bodily harm, harassing and obscene communications, terrorism, or armed violence, in addition to victims of domestic violence, sexual violence, and gender violence) are subject to the provisions of the Act regarding unpaid leave and prohibited discriminatory acts. It also amends the Unemployment Insurance Act, which provides that victims of crimes of violence shall not be barred from collecting voluntary leave benefits. The effective date is January 1, 2022. The Administration recommends

that the Board of Trustees approve the revision of Board Policy 3:30.110 so that RVC complies with HB3582.

6. 2020 Campus Safety and Security Report (Cleary Act Report)

Thomas Yehl, interim chief of police, presented the Cleary Act Report. The purpose of the report is to provide the campus community with timely, accurate, and complete information about crime and the safety of the campus so that they can make informed decisions to keep themselves safe. Compliance with the Cleary Act allows us to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work-Study, Federal Perkins Loans, etc. Material published in the report also reflects requirements for the State of Illinois Security Enhancement Act. The Cleary Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st for the preceding year. The ASR must include campus crime statistics for the preceding three calendar years and details about improving campus safety. Interim Chief Yehl stated that during the 2020 school year, due to COVID-19 and remote learning, there were no reported Cleary Crimes at any RVC Campuses.

7. Boone County Intergovernmental Agreement (IGA) – Police Dispatch

Mr. Rick Jenks, vice president of operations, presented the IGA between the Boone County Sheriff's Department and Rock Valley College Community College District 511. The agreement establishes and formalizes the ability for the RVC Police Department officers to utilize the Boone County Sheriff's Department E-9-1-1 Center to monitor and dispatch RVC officers while traveling and working in Boone County. There is no cost to RVC to utilize these services. Administration recommends that the Board of Trustees approve the IGA with the Boone County Sheriff's Department to monitor and dispatch RVC police officers in Boone County, Illinois. There were no questions from Trustees.

8. Amendment to SHIELD Program COVID-19 Testing Support Agreement

Mr. Jenks stated that on May 25, 2021, an IGA was created between the Board of Trustees of the University of Illinois and Rock Valley College Community College District 511. Under the Agreement, RVC was designated as a SHIELD Illinois COVID-19 testing site. Due to the ongoing need for COVID-19 testing in Illinois, the University of Illinois has requested an extension of this IGA from December 31, 2021, to June 30, 2022. Therefore, the Administration recommends that the RVC Board of Trustees approve the extension of the IGA with the Board of Trustees of the University of Illinois extending the COVID-19 Testing Support Agreement with RVC designating RVC as a SHIELD Illinois testing site.

9. RVC Events Calendar

Mr. Handley presented the RVC events calendar. Trustee Kearney asked what the capacity limit is for fans being in the PEC. Mr. Handley referred the question to Mr. Jenks. Mr. Jenks stated that the seating capacity is 2,800. In addition, Mr. Jenks noted that there are no social distancing requirements anymore, just wearing a mask in public.

10. RVC Athletics Update

Dr. Peyer presented the RVC Athletics update. Dr. Peyer reported on the RVC Volleyball Team, Men's and Women's Soccer Teams, Men's and Women's Basketball Teams, RVC Men's and Women's Bowling Team, and the RVC Baseball Team and Softball Team.

11. Advanced Technology Center (ATC) Update

Progress Update: Ms. Janet Taylor, executive director of facilities and operations, presented the ATC progress update. Ms. Taylor reviewed a list of what construction/tasks have been completed and what equipment has come into the ATC. There were no questions from the Trustees.

ATC Cost Summary: Ms. Olson presented the ATC cost summary. Ms. Olson stated that RVC is still on budget with the ATC. Ms. Olson noted that there had been no additional change orders since the last report. Dr. Spearman added that there might be some ATC change orders coming up soon. Trustee Gorski suggested that all ATC items be placed together on the meeting agendas.

Other Business / New Business

There was no new or unfinished business.

Adjourn to Closed Session

At 7:55 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

Reconvene Open Session

At 9:15 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, 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 November 23, 2021, at 5:15 p.m. remotely via teleconference.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on December 7, 2021, at 5:15 p.m., remotely via teleconference.

Adjourn

At 9:18 p.m., a motion was made by Trustee Kearney, seconded by Trustee Funderburg, to adjourn the meeting. The motion was approved by a unanimous voice vote.

Submitted by: Tracy Luethje

Lynn Kearney, Secretary Pro Tem

Jarid Funderburg, Chairperson



Advanced Technology Center Phase II Plans

Rock Valley College Board of Trustees Committee of the Whole
December 7, 2021

Presented by: Rick Jenks, Chief Operations Officer

Phase II Programs

- Move the existing Automotive Program to ATC
- Add E vehicle repair program to automotive program



- Forklift training certification at site
- Develop warehousing / supply chain program
- Move Truck Driver Training (TDT) to ATC

Phase II Goals

- Ensure curriculum is developed before final design of new space is completed
- Work with internal and external stakeholders to develop proper curriculum to ensure existing and future needs are being met
- Develop bid documents that are comprehensive and minimize change orders and construction delays
- Have single point of contact for project (COO)
 - Team: Leadership, project manager, architect, and Executive Director of POM

Timeline

- December 2021
 - Select Architect
 - Recommend continuing with current architect
 - Familiar with project
 - Already have good working relationship
 - Developing Curriculum
 - December 6: Met with industry partner to discuss forklift and warehousing equipment and program
 - December 10: Traveling to Heartland Community College to visit E Vehicle Program
- January 2022 to April 2022
 - Determine if building addition is needed
 - Automotive current lab space is 14,650 sq. ft.
 - ATC space is 6,495 sq. ft.
 - Adding E Vehicle to program

Timeline Option One

No Building Addition is Needed

- April to May 2022
 - Develop Bid Specifications for TDT practice lot
 - Go out to bid and select contractor
- June 2022 to August 2022
 - Construct new practice lot
- August 2022
 - Move TDT to ATC

Timeline Option Two

- Option two would not allow TDT to move in August 2022 because of building addition. TDT will move with Automotive in Summer of 2023
- April 2022 to August 2022
 - Design space for programs at the ATC
- September 2022 to November 2022
 - Complete bid documents
 - Send information to City of Belvidere for review and permits
 - Go out to bid and select contractor
- December 2022 to July 2023 – Construction
- May 2023 to August 2023
 - Move programs from SCCE to ATC

QUESTIONS





ACADEMIC STRATEGIC PLAN 2021-2024

**Rock Valley College Board of Trustees Committee of the Whole
December 7, 2021**

Amanda Smith, Ed.D.

Strategic Planning Tenets

Rock Valley College empowers students and community through lifelong learning.

Access

Exceptional
Educational
Opportunities

Exceptional
Training
Opportunities

Diversity,
Equity, and
Inclusion



**** Diversity, Equity and Inclusion tenets are embedded in each of the Academic Plan Goals.***

Rock Valley College is accountable to the federal Department of Education, the Higher Learning Commission, the Illinois Board of Higher Education, the Illinois Community College Board, and district stakeholders.

ICCB partners with community colleges to augment and sustain a comprehensive data system to furnish information for state and federal accountability purposes, produce metrics to promote student and institutional improvement, meet research needs, and formulate policy.

Institutional Data Reports

- Student Success
- Equity Gap
- Early College
- Perkins Postsecondary Career & Technical Education

RVC's Institutional Student Learning Outcomes

Analytic Reasoning	Students will form logical inferences, judgments, or conclusions from facts or premises related to topics encountered in the classroom, workplace, and daily life.
Communication	Students will exchange ideas effectively in a variety of settings.
Global Awareness & Responsibility	Students will develop the knowledge and skills required to responsibly interact with social and natural communities, both locally and globally.
Personal Responsibility	Students will accept responsibility for their personal and professional wellness and development, positioning themselves for life-long learning.

RVC Academic Strategic Plan 2021-2024 GOALS

- Goal 1** – Increase access to post-secondary education and training.
- Goal 2** – Develop programs and pathways that respond to community and regional needs.
- Goal 3** – Ensure a quality learning environment that increases the rates of attainment and completion.
- Goal 4** – Utilize technology to advance and support teaching and learning.

Goal 1 – Increase access to post-secondary education and training

Pillar Alignment: Access; Diversity, Equity, and Inclusion

Initiative 1: Enhance bridges to higher education and careers for district residents who are currently underserved or underrepresented.

Strategies:

1. The College will seek additional partnerships with area high schools to prepare and recruit traditional age students.
2. The College will seek ways to make higher education more affordable.
3. The College will revise placement strategies to match national best practices.

Goal 1 – Increase access to post-secondary education and training (continued)

Pillar Alignment: Access; Diversity, Equity, and Inclusion

Initiative 2: Enhance and improve student's access to higher education and career training through alternative and varied delivery methods and locations.

Strategies:

1. The College will develop course schedules and offer courses at times and locations that serve identified needs.

Goal 2 – Develop programs and pathways that respond to community & regional needs.

Pillar Alignment: Access; Exceptional Education; Diversity, Equity and Inclusion

Initiative 1: Enhance pathways linking to higher education and careers for district residents who are currently underserved or underrepresented.

Strategies:

1. The College will increase pathways for high school students and adults in Career & Technical and transfer programs.

Goal 3 – Ensure a quality learning environment that increases the rates of attainment and completion.

Pillar Alignment: Exceptional Education; Diversity, Equity and Inclusion

Initiative 1: Enhance and improve students' academic achievements through ongoing assessment and evaluation of courses and programs.

Strategies:

1. The College will strengthen the quality of teaching and learning through assessment of curriculum and instruction.
2. The College will evaluate the effectiveness of programs and courses.

Goal 3 – Ensure a quality learning environment that increases the rates of attainment and completion. (continued)

Pillar Alignment: Exceptional Education; Diversity, Equity and Inclusion

Initiative 2: Develop and implement quality assurance procedures to support effective teaching practices.

Strategies:

1. The College will design and implement a plan to review Course Completion Data.

Initiative 3: Provide comprehensive academic support

Strategies:

1. The College will create more comprehensive strategies to support and retain diverse populations (e.g., race, ethnicity, gender identity, gender expression, sexual orientation, disability status, nationality, religion, socioeconomic status, and world views).

Goal 3 – Ensure a quality learning environment that increases the rates of attainment and completion. (continued)

Pillar Alignment: Exceptional Education; Diversity, Equity and Inclusion

Initiative 4: Create opportunities to increase equity and inclusion in academic programs.

Strategies:

1. The College will increase the academic success of diverse populations (e.g., race, ethnicity, gender identity, gender expression, sexual orientation, disability status, nationality, religion, socioeconomic status, and world views).
2. Increase the level of employee cultural competence of diverse populations (e.g., race, ethnicity, gender identity, gender expression, sexual orientation, disability status, nationality, religion, socioeconomic status, and world views).

Goal 4 – Utilize technology to advance and support teaching and learning

Pillar Alignment: Access; Exceptional Educational Opportunities; Exceptional Training Opportunities; Diversity, Equity, and Inclusion

Initiative 1: Increase the quality of online courses.

Strategies:

1. Implement recognized standards in hybrid and online course development.
2. Increase student success in online courses.

Initiative 2: Increase the use of technology in face-to-face classes.

Strategies:

1. Diversify the instructional strategies used to include educational technology.

Dr. Amanda Smith, Interim Vice President, Academic Affairs, CAO
Gina Caronna, Associate Vice President, Science, Technology, Engineering &
Mathematics

Dr. Kym Blanchard, Executive Director, Center for Instructional Design, Teaching
& Innovation

In collaboration with:

Heather Snider, Vice President of Institutional Effectiveness & Communications

Keith Barnes, Vice President of Equity and Inclusion

Dr. Patrick Peyer, Vice President of Student Affairs

RVC Board Trustee Gloria Cudia

Questions?





Workforce Equity Initiative (WEI) Grant Program

**Presented to Rock Valley College Board of Trustees Committee of the Whole
December 7, 2021**

Amanda Smith, Ed.D.

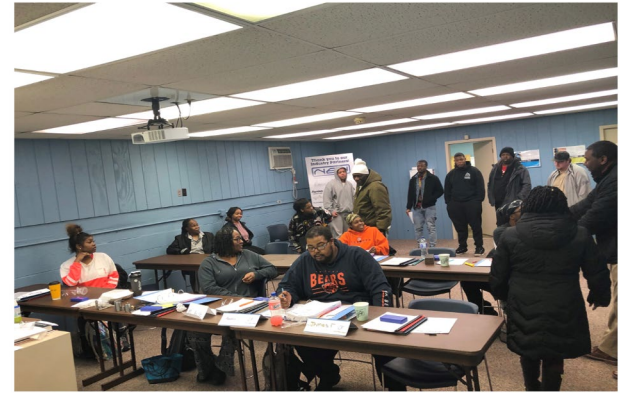
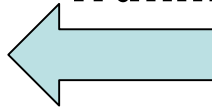
WEI Grant Goals

- **At least 150 (109) participants will begin an accelerated program of study in a high-demand area.**
 - **At least 60% of participants self-identified as African American.**
- **At least 75% of participants will successfully complete their identified program of study within the accelerated time frame.**
- **At least 75% of participants will successfully complete life-skills training addressing the Illinois Essential Employability Skills (e.g., STU 103: Workplace Ethics and Job Readiness).**
- **At least 60% of participants will continue within the field in which they prepared at the end of their program by either being employed in a full-time job at least 30% above the regional living wage or by being registered for continued training/education.**

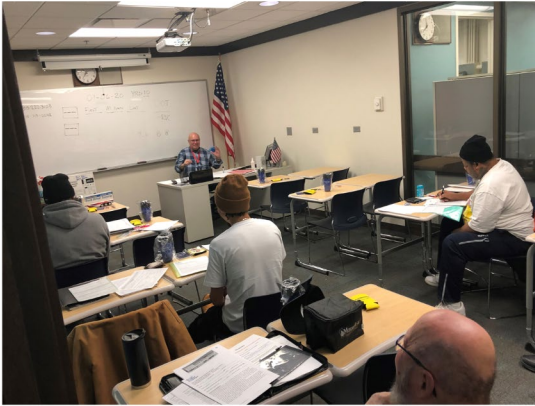
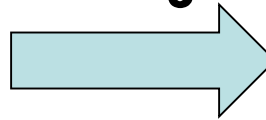
RVC's WEI Programs



**Truck
Driving
Training**



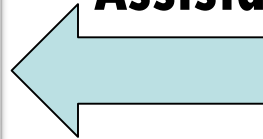
**Cold-
Forming
Training**



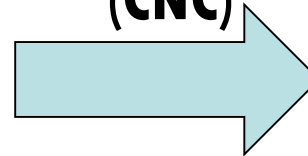
RVC's WEI Programs



**Dental
Assistant**



**Computer
Numerical
Control
(CNC)**



Students Served in Grant 1: September 18, 2019 - June 30, 2021

- **Students Served:** **142**
- **Student Completions:** **117**
- **Students Employed:** **55**
- **Percentage of Black/AA Students:** **60%**

Students Served in Grant 2:

November 1, 2020 – September 30, 2021

- **Students Served:** **109**
- **Student Completions:** **81**
- **Students Employed:** **50**
- **Percentage of Black/AA Students:** **57%**

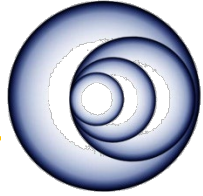
Advantages of WEI

- **Tuition Assistance**
- **Wrap-around Services**
- **Financial Assistance for Overcoming Barriers**
- **Job Assistance**

Grant 3

- **Application Submitted for Grant 3**
- **December 1, 2021-December 31, 2022**
- **Accelerated Programs Proposed:**
 - **TechWorks CNC**
 - **TechWorks Cold Forming**
 - **Industrial Welding**
 - **Mechatronics**
 - **Truck Driver Training**
 - **Dental Assistant**
 - **Medical Billing/Coding**

Questions?



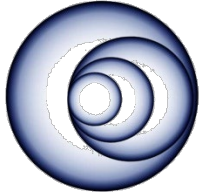
Rock Valley College

Board of Trustees Committee of the Whole
December 7, 2021

Illinois Community College Board Economic Impact Study Report

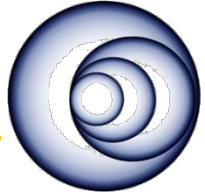
Part 2: Employees and Community

Heather Snider, Vice President Institutional Effectiveness and Communications



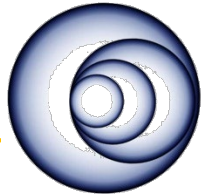
Study Collaborators

- Illinois Community College Board (ICCB)
- ICCS Economic Impact Study (EIS) Advisory Committee
- Northern Illinois University (NIU) Center for Governmental Studies (CGS) Economic Impact Study (EIS) Project Team



EIS Components

- Environmental Scan
- Student-level Outcome Analysis
- Economic Impact Analysis



Economic Impact Model



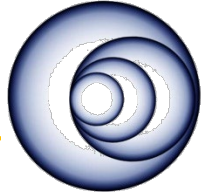
1
Direct Effects

Employment, payroll, and purchases of goods and services made directly by the college



2
Indirect Effects

Business to business purchases in the supply chain initiated by an initial purchase made by the college

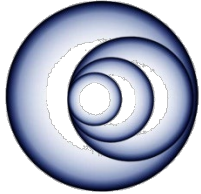


Operational Employment Impact – FY2020



Total
Impact

	Direct Effect	Indirect Effect	Total
Employment	Number of RVC employees living in the region	Number of jobs supported by business-to-business transactions	
	593	162	755
Employee Compensation	Wages and benefits paid to RVC employees	Wages and benefits supported by the transactions from RVC to connected businesses	
	\$ 23,563,397	\$ 6,635,725	\$ 30,199,122



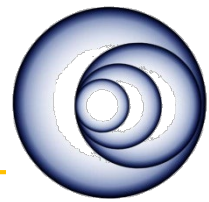
Operational Expenditures Output – FY2020



Total
Impact

	Direct Effect	Indirect Effect	Total
Output	RVC operating expenditures	Output generated by transactions from RVC to connected businesses	
	\$ 35,202,291	\$ 22,038,671	\$ 57,240,962
Value Added (difference between total output and the cost of intermediate inputs)	Generated by RVC operations	Contributed through business-to-business transactions as a result of economic activity generated by RVC	
	\$ 24,777,237	\$ 12,405,958	\$ 37,183,195

SOURCE: IMPLAN (www.implant.com)



Questions?

**2021-2022 Linking Talent with Opportunity Memorandum of Understanding between
Hononegah Community High School District #207 and Rock Valley College**

BACKGROUND:

Through the Linking Talent with Opportunity grant Rock Valley College received from the Community Foundation of Northern Illinois in 2018, Rock Valley College has worked to collaborate with our regional school districts to implement pathways at the high school and assist students with transitioning to Rock Valley College upon high school graduation.

The Linking Talent with Opportunity pathways initiative with high schools in Rock Valley College's district is designed to provide qualified students the opportunity to enroll in dual credit classes at the high school in designated career and technical education pathways. These pathway courses lead to advance standing for certificate and degree opportunities. Furthermore, this pathway initiative facilitates the transition of students from secondary coursework into Rock Valley College.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at the District as dual credit for the 2021-2022 academic year.

RECOMMENDATION:

It is recommended that the Rock Valley College Board of Trustees approve the newly established Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Hononegah Community High School District #207 beginning upon signature by both parties and ending June 30, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Linking Talent with Opportunity Memorandum of Understanding – Hononegah CHSD #207

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Rock Valley College and Hononegah Community High School
District #207**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 17th day of November, 2021 between Hononegah Community High School District ("School District"), located at 307 Salem Street, Rockton, Illinois 61072 and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.


NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the LTO Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that School District will:
 - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach:
 - i. Dual credit instructors submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. School District completes *Instructor Verification* form to verify official transcripts and formal identification are on record at District office for ICCB and HLC auditing purposes.


- d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Articulated Credit Instructors submit high school course syllabus with identified learning outcomes and samples of class assignments, projects, and exams to Early College Department for review, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of class each semester;
- k. Be responsible for School District Dual Credit Instructors collaborating with Early College department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework;
- l. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor bootcamps and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;

- o. Ensure that all students enrolled in dual credit sections meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention;
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
 - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the current approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Illinois Community College Board and Rock Valley College qualifications to teach dual credit requirements;
 - f. Provide the School District with all appropriate forms, including but not limited to a copy the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide guidance on appropriate placement of students using multiple measures;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
 - j. Review this MOU annually for accuracy and pricing; and
 - k. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.

8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2021-2022 academic year and will waive associated student fees.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. This agreement will be in effect upon signature by both Parties and end on June 30, 2022.


 High School Superintendent Date

 Rock Valley College President Date

 11/18/21
 Board of Education Date

 Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Hononegah Community High School District as dual credit effective during this agreement: ATM 106 Introduction to Automotive Electrical Systems and Powertrains and EGR 101 Introduction to Engineering.

Articulated Credit Courses

The following Hononegah High School District courses are eligible for Rock Valley College articulated credit: Credit for ATM 105 Intro to Brake and Chassis Systems earned upon successful completion of ATM 106.

Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Bootcamps where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the bootcamps, if desired. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework.

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Online Services. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates*. Reminder emails will also be sent prior to each deadline date.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to the high school roster **matches** the Rock Valley College course roster of registered students.
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades in Online Services by the assigned **midterm date**.
 - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
 - b) Mark "D" for each student who is currently earning a 'D' in the course.
 - c) Mark "F" for each student who is currently earning a 'F' in the course.
 - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking 'W' for any student.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

*Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course approximately 18 months prior to offering, but no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Enrollment form immediately following the high school roster verification.
6. High School provides official, verified high school final grading roster to Early College upon completion of the course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course; not to exceed one year after high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. RVC will transcript articulated credit upon successful completion of subsequent course(s) within timeframe given above.

Purchase Report-A – FY22 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Classroom Captioning – (Accommodations & Auxiliary Aid: Disability Services)

Classroom Captioning Monument CO	(\$65.00/per hour) NOT TO EXCEED \$24,500.00*(1)	
Alternative Communication Services Lombard IL	(\$98.00/per hour)	\$36,750.00
Caption Access Cary IL	(110.00/per hour)	\$41,250.00

1. This expense, based on an estimated 375 hours, is to establish a blanket purchase order for classroom captioning services through June 30, 2022 to provide remote real-time captioning to deaf and hard-of-hearing students attending classes at the college. This is the first time this service will exceed the \$10,000.00 threshold due to an increase in the number of classes being taken by deaf and hard-of-hearing students.

FY22 Budgeted Expense

B. Printing – (HEERF: General Institutional Expenses)

Action Printing Fond du Lac WI	\$20,687.00*(2)
KK Stevens Publishing Co Astoria IL	\$20,773.00
Meridian Direct Loves Park IL	\$55,930.00

2. This expense is for the printing of the Spring 2022 Community Education/Whiz Kids class schedule booklet to be mailed to all Winnebago and Boone County Households. The cost of printing this schedule booklet will count towards and reduce the Fiscal Year 2022 advertising contract requirement of \$100,000.00 spent with the Rockford Register Star due to both companies falling under the Gannett Company umbrella. The Department of Education has approved the community mailer, including the COVID-19 protocols for Rock Valley College, for the use of the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report B - FY22 Advanced Technology Center (ATC)**Change Orders**

Recommendation: Board approval for items marked with an asterisk

A. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL <\$1,710.00> (1)*

1. Change Order #48 is a credit to provide 6” stainless steel base in lieu of a 12” stainless steel base in the welding lab room# 1502. This credit will be applied against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

B. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL \$9,879.00 (2)*

2. Change Order #49 is to grind and remove epoxy sealer and reapply a densify sealer on all concrete areas. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

C. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL \$214.00 (3)*

3. Change Order #56 is for a bench with a handcuff rail for inside the RVC Police office. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

D. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL <\$4,375.00> (4)*

4. Change Order #60 is a credit for providing smaller alternate benches in the single restrooms. This credit will be applied against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Purchase Report B - FY22 Advanced Technology Center (ATC)**Change Orders**E. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$2,253.00 (5)***

5. Change Order #61 is to install a tamper switch on the existing reduced pressure zone (RPZ) fire sprinkler valve per the state plumbing inspector's request. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

F. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$6,833.00 (6)***

6. Change Order #62 is to provide sixteen additional data drops in computer lab room 1310 due to increasing the seating capacity to 40. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

G. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$8,932.00 (7)***

7. Change Order #63 is to furnish and install RG-11 coax from the main distribution frame (MDF) to each intermediate distribution frame (IDF) and 120V power; RG-11 coax and data cables to the two lobby TV displays. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Purchase Report B - FY22 Advanced Technology Center (ATC)

Change Orders

H. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$5,203.00 (8)***

8. Change Order #64 is for the installation of SOOW cord drops in lieu of rigid conduits for six Computerized Numerical Control (CNC) lathe machines. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

I. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$1,412.00 (9)***

9. Change Order #65 is for the installation of an access panel to the new transformers above the metrology lab from the computerized numerical control (CNC) lab. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

J. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$2,794.00 (10)***

10. Change Order #66 is for diagnosing and reworking the controls in four existing Carrier heating, ventilation, and air conditioning (HVAC) rooftop units and replacing the control boards. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

K. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$24,053.00 (11)***

11. Change Order #67 is to modify the existing overhead door opening 1514C to be three feet taller. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Purchase Report B - FY22 Advanced Technology Center (ATC)**Change Orders**L. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$5,517.00 (12)***

12. Change Order #68 is to install two electrical circuits with disconnect to the welding filter exhaust fan motor and welding filter variable frequency drive (VFD). This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

M. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$4,576.00 (13)***

13. Change Order #69 is to install an electrical circuit with disconnect to the exhaust fan for the welding oxygen-acetylene table in the welding lab. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

N. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$6,743.00 (14)***

14. Change Order #70 is to install electrical circuit breakers, plugs, and receptacles for welding equipment inside the ATC welding lab. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

O. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$1,161.00 (15)***

15. Change Order #71 changes to the fire alarm device locations due to the welding partitions blocking them. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

Purchase Report B - FY22 Advanced Technology Center (ATC)

Change Orders

FY21 Budgeted Expense

P. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL

\$26,777.00 (16)*

16. Change Order #72 is to install compressed airdrops to equipment in the CNC, welding, and mechatronics locations. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Howard J. Spearman, Ph. D.
President

Board Approval: _____
Secretary, Board of Trustees

**Levy Year 2021 Estimated Taxes Required and
Certificate of Compliance for Truth-In-Taxation Hearing**

Background: The Rock Valley College Board of Trustees approved the estimated taxes required for the upcoming levy year at the November 23, 2021 Board Meeting. The final 2021 tax levy did not change from the estimated taxes.

The total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 4.99%; therefore, a Truth-in-Taxation Hearing is not required. However, a Truth-in-Taxation Hearing was held on December 21, 2021, at 5:15 p.m. A notice was published within 14 days of the Truth-in-Taxation Hearing in accordance with the Truth-in-Taxation Law.

This does not include the Bond & Interest amounts, as those are filed with the counties upon issuance of the bonds

Recommendation: It is recommended that the Board of Trustees approve the following estimates for the amount of taxes necessary to be raised by taxation for the year 2021 as follows:

Educational Purposes – Fund 01 (\$.2300)	\$15,391,174
Operation and Maintenance Purposes – Fund 02 (\$.0400)	\$2,676,726
Fire Protection, Health, Life or Safety – Fund 03 (\$.0005)	\$0
Financial Audit Purposes – Fund 11	\$50,000
Liability Protection Settlement Fund – Fund 12	
Liability Insurance/Tort & Risk Management	\$0
Workers’ Compensation Insurance	\$0
Unemployment Insurance	\$0
Casualty Insurance	\$0
Athletic Insurance	\$0
Social Security and Medical Insurance	\$0
Total Tax Levy	\$18,117,900

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustee

The undersigned hereby certifies that as the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson and Ogle Counties, Illinois (Rock Valley College); further certifies that the attached “Levy Year 2021 Certificate of Tax Levy and Certificate of Compliance for the Truth-in-Taxation Hearing” is a true and authentic copy of the Board Report adopted on December 21, 2021, by the Board of Trustees.

Dated this 21st day of December 2021.

Secretary, Board of Trustees
Community College District
No. 511 Winnebago, Boone,
DeKalb, McHenry, Stephenson
and Ogle Counties, Illinois
(Rock Valley College)

Subscribed and sworn to before me
This 21st day of December 2021.

Notary Public

CERTIFICATE OF TAX LEVY

Community College District No. 511 County(ies) Winnebago, Boone, DeKalb, McHenry, Stephenson, & Ogle
Community College District Name: Rock Valley College and State of Illinois

We hereby certify that we require:

the sum of	\$15,391,174	to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of	\$2,676,726	to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1)
the sum of	-0-	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of	-0-	to be levied as a special tax for purposes of the Local Governmental, and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of	-0-	to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of	\$50,000	to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of	-0-	to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of	-0-	to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2021.

Signed this 21th day of December, 2021

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full (4) four.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

.....
(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 511 County(ies) of Winnebago, Boone, DeKalb, McHenry, Stephenson and Ogle and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2021 was filed in the office of the County Clerk of this county on

_____ , _____.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as Authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purposes for the year of 2021 is \$12,142,795.

Date

County Clerk and County

**Summary of Fiscal Year 2022 Estimated Revenues by Source for Community College District
No. 511 Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois
(Rock Valley College)**

Background: Each year the Chief Financial Officer for Rock Valley College is required to certify the upcoming year's estimated revenues by their source.

Recommendation: It is recommended the Board of Trustees approve the Summary of Fiscal Year 2022 Estimated Revenues by Source for Rock Valley College and request that Ellen K. Olson, the Treasurer for the College, sign the attached report.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Summary of Fiscal Year 2022 Estimated Revenues by Source for Community College District
No. 511 Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois
(Rock Valley College)**

Local- Real Estate Taxes (including Corporate Personal Property Taxes and others)	\$30,779,918
State of Illinois (Credit Hour Grants, Vocational Ed. Rehabilitation, SURS, on behalf of)	\$29,610,029
Federal Government	\$28,871,000
Student Tuition and Fees	\$19,342,776
Other Fees and Investments Income (Includes Auxiliary Enterprises)	<u>\$12,708,821</u>
Total	\$121,312,544

Ellen K. Olson, Treasurer of Community College No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College District) and Chief Fiscal Officer of Rock Valley College

Subscribed and sworn to before me this 21st day of December, 2021

Notary Public

ROCK VALLEY COLLEGE
Cash and Investment Report
November 30, 2021

Month End Balance

Operating Cash Accounts

Illinois Bank & Trust	11,248,404
PMA Operating Cash	10,002,134
Petty Cash	3,274
ISDLAF*	29,737,184

Total Operating Cash:	<u>50,990,996</u>
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Operating Investments Accounts

PMA Operating	5,662,437
ISDLAF*	4,315,264
CD's and CDARS	5,227,094
Treasuries	1,500,313
ISDLAF Term Series	4,000,000

Total Operating Investments:	<u>20,705,108</u>
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<i>Total Operating Cash & Investments:</i>	<u><u>71,696,104</u></u>
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Total Operating Cash and Investments on October 31, 2021	<u>70,928,131</u>
Total Operating Cash and Investments on November 30, 2021	<u>71,696,104</u>
Total Operating Cash and Investments on November 30, 2020	<u>59,174,467</u>
% of Operating Budget	65.92%
Change in Operating Cash and Investments since October 31, 2021	767,973

*Illinois School District Liquid Asset Fund

Month End Balance

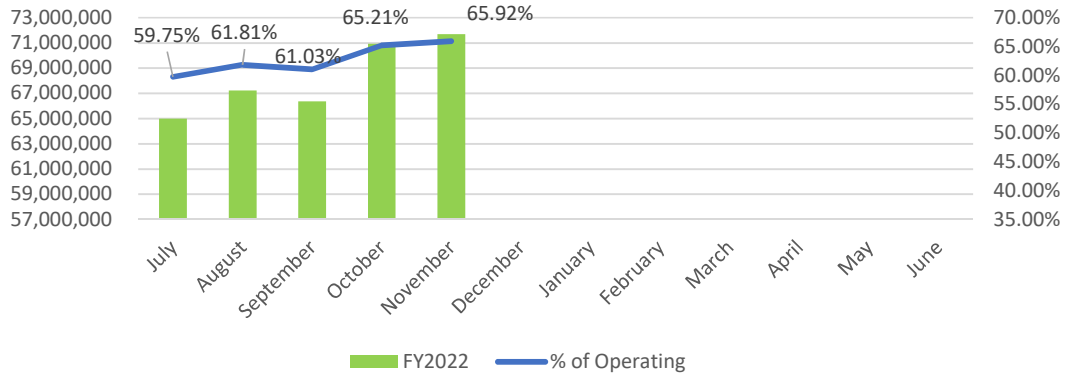
Capital Funds

Debt Service	11,107,473
Life Safety	1,817,280
CDB Escrow	4,139,718
Building Funds	3,757,388
ATC Capital	2,669,749

<i>Total Capital Funds:</i>	<u>23,491,608</u>
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Total Capital Funds on October 31, 2021	<u>23,288,062</u>
Total Capital Funds on November 30, 2021	<u>23,491,608</u>
Change in Capital Funds since October 31, 2021	203,546

Operating Cash Balance and % Coverage of FY'22 Operating Budget



Month / Year	Cash & Investments	Capital	Total	Column1
November 2021	71,696,104	23,491,608	95,187,713	
November 2020	59,174,467	23,724,660	82,899,127	
October 2021	70,928,131	23,288,062	94,216,193	
October 2020	60,310,843	23,527,607	83,838,450	
September 2021	66,373,319	26,989,336	93,362,655	
September 2020	63,680,363	23,314,770	86,995,132	
August 2021	67,229,922	24,163,878	91,393,799	
August 2020	57,188,522	26,624,788	83,813,309	
July 2021	64,988,026	22,955,921	87,943,946	
July 2020	56,297,105	25,271,236	81,568,341	
June 2021	65,999,909	22,845,925	88,845,834	
June 2020	54,510,977	23,758,781	78,269,758	
May 2021	58,904,746	17,697,700	76,602,446	
May 2020	50,905,472	19,385,048	70,290,520	
April 2021	57,702,722	16,321,268	74,023,990	
April 2020	53,537,017	9,820,346	63,357,363	
March 2021	57,889,015	16,320,911	74,209,926	
March 2020	54,181,766	9,814,807	63,996,573	
February 2021	58,371,407	18,029,220	76,400,627	
February 2020	57,211,177	10,832,793	68,043,970	
January 2021	58,933,599	17,961,949	76,895,548	
January 2020	60,673,218	10,821,135	71,494,353	
December 2020	59,642,700	17,962,058	77,604,758	
December 2019	61,039,969	10,808,269	71,848,238	
November 2020	59,174,467	23,724,660	82,899,127	
November 2019	59,159,008	15,998,883	75,157,891	



Fiscal Year 2022

Capital Projects Plans

Presented to RVC Board of Trustees Committee of the Whole
December 7, 2021

Rick Jenks, Chief Operations Officer

Background

- Rock Valley College has not invested in many areas of capital in several years due to budget issues in the State of Illinois.
- Many areas of the college are now needing improvements.
- This is a one to two-year plan.
- The goal is to develop a ten-year capital plan that is updated annually. This plan will be in conjunction with the Facilities Master Plan.
- The first step is to transfer funds from our operations fund to capital for FY22.

Areas of Improvement

- Fleet and POM vehicles
- Equipment
- Buildings
- Parking Lots, Roadways, and Grounds
- Other State Deferred Maintenance Requests

ICCB Deferred Maintenance Requests

Power Shed Replacement and Electrical Upgrade	The power shed is leaning, and it has become difficult to enter the structure. The switchgear located inside the building is original to the campus and in need of replacement.	\$380,000	Deferred 25% Local \$95,000
Rock Valley College Circle Drive replacement	Repair, resurface RVC Circle Drive Road surface and drainage grate locations on drive. The roadway is deteriorating, and grates are collapsing	\$1,100,000	Deferred 25% Local \$380,008
SSB Parking Lot	Repair, resurface SSB Parking Lot. The subbase is failing, and the parking lot has cracks and holes. Drainage grates are collapsing.	\$1,000,000	Deferred 25% Local \$250,000
Classroom Building II asbestos abatement	Complete the removal of the asbestos in CLII	\$550,000	Deferred 25% Local \$137,500
Building F repair	Building F is the original barn for the homestead, and it has been determined there are structural issues with the framework of the building.	\$800,000	Deferred 25% Local \$200,000

ICCB Deferred Maintenance requests are submitted through ICCB to CDB and are for repairs or replacement of RVC existing capital that needs repair. Twenty-five percent local funding is often, but not always, required.

Listed by priority for each section.

ICCB Deferred Maintenance Requests

Upgrade existing aging card access hardware and software	The current card access system and hardware are over 18 years old and need to be upgraded. Some door hardware is now obsolete and no longer supported, making repairs difficult.	\$450,000	Deferred 25% Local \$112,500
Student Center 2 nd floor carpeting	SC carpeting on second floor is 16 years old and has become faded and worn out. A high volume of students and staff visit this area every day.	\$150,000	Deferred 25% Local \$37,500
Replace ERC Heat Exchanger	The heat exchanger located in our ERC is undersized for the current building configuration and cannot keep up with demand, causing issues controlling the environment inside the building.	\$55,000	RVC Capital Deferred
Intrusion Alarm Upgrades	The current alarm system is 19 years old and is now obsolete. The system is having connection issues, and alarms are not reporting correctly.	\$100,000	RVC Capital Deferred

Deferred maintenance requests are shown throughout the capital plan. Since the State of Illinois may not approve these requests, some of these projects may need to be funded entirely by local funds.

Listed by priority for each section.

Resource Allocation and Management Program (RAMP)

Deferred maintenance projects are different from RAMP projects through CDB. RAMP projects are new construction or remodeling of existing buildings. Currently, CLII and the Performing Arts venue are the two projects listed on RVC's RAMP documents.

Project Name	State Funding	Local Funding	Project Total	Project Description
Performing Arts Venue	\$ 6,450,000	\$ 2,150,000	\$ 8,600,000	Construction of Performing Arts Venue in area of current tent
CLII	\$ 15,642,565	\$ 5,214,188	\$ 20,856,753	Remodel of CLII

Should these projects be awarded, RVC would need to look at each project as the applications are several years old. New RAMP applications will be part of the Facility Master Plan and discussed more in future presentations.

FLEET

Item	Justification	Estimated Cost	Funding Source
Mailroom van #1 – replace 2014 van	Transfer 80,000+ mile mailroom van to POM, which would replace van #8 with 162,000 miles which was unsafe and junked. Purchase a new van for the mailroom that travels more miles on non-campus roadways.	\$28,000	RVC Capital
Fleet minivan – replace Ford Fusion	Transfer 80,000 mile fleet van to POM to replace truck #11, which is rusted and unsafe.	\$28,000	RVC Capital
Fleet minivan – replace large eight-passenger van	Transfer 66,000 mile passenger van to POM to replace 2005 van #31 with 153,000 miles, rusted body. More practical to have a minivan for staff travel. An eight-passenger van is difficult to drive.	\$28,000	RVC Capital
Fleet minivan – replace large eight-passenger van	Transfer 63,000 mile passenger van to POM to replace 2006 van with 126,000 miles, rusted body. More practical to have a minivan for staff travel. An eight-passenger van is difficult to drive.	\$28,000	RVC Capital
Pickup truck with plow and lift gate - replace 2006 Ford diesel	Diesel is not practical for on-campus driving at a lower speed. The engine is worn and weak. Known issue with this model. Have three more trucks with similar engine issues.	\$60,000	RVC Capital
Mailroom van #2 – replace 2014 van	Transfer to POM to replace van #5; 2006 Dodge van 85,000 miles rotten body & frame. Purchase a new van for the mailroom that travels more miles on non-campus roadways.	\$28,000	RVC Capital
	The cost is an estimate and may differ upon final ordering due to supply/demand issues.	\$200,000	Not to Exceed \$230,000

Listed by priority for each section.

Sample of existing POM vehicles



EQUIPMENT

Item	Justification	Estimated Cost	Funding Source
Compact wheel loader – replace tool cat with plow	Out-of-service; the frame is broken beyond repair. The unit was sold on Gov.deals.	\$95,000	RVC Capital
16 foot Toro mower – replace 2002 16 foot Jacobsen	20-year-old tractor over 5,000 hours – engine/head blown; no replacement motor available. The unit does not function.	\$77,000	RVC Capital
Toro rear discharge mower- replaces 2004 Kubota mower	18-year-old tractor is beyond the recommended life expectancy of between 4,500 and 5,500 hours.	\$22,000	RVC Capital
Yale fork truck – replace 1988 fork truck	34-year-old oil tank, and the frame is rusted out. The oil tank is within the frame and leaking. Unable to repair the unit due to location of the oil tank.	\$24,000	RVC Capital
Body camera	Body cameras are now becoming a requirement in Illinois. Winnebago County, Rockford, and Rockford Park District currently have cameras. All departments in Winnebago County are moving to them.	\$60,000	Protection, Health, and Safety
Treadmill replacement	Replace three Treadmills. Need to get on a rotation of replacing fitness lab cardio equipment. Current equipment is over ten years old.	\$17,400	RVC Capital
	The cost is an estimate and may differ upon final ordering due to supply/demand issues. Capital Only Amount	\$235,400	Not to exceed \$270,000

Listed by priority for each section.

BUILDINGS

Item	Justification	Estimated Cost	Funding Source
Replace Fire Pump control panels	The existing Fire Pump Control panels are obsolete and we cannot find any replacement parts. Last spare parts were used to fix ERC panel.	\$250,000	RVC Capital
Replace ERC heat exchanger	The heat exchanger located in our ERC is undersized for the current building configuration and cannot keep up with demand, causing issues controlling the environment inside the building.	\$55,000	RVC Capital
Power shed replacement and electrical upgrade	The power shed is leaning, making it difficult to enter the structure. The switchgear located inside the building is original to the campus and needs replacement.	\$380,000	Deferred 25% Local -\$95,000
Intrusion alarm upgrades	The current alarm system is 19 years old and is now obsolete. The system is having connection issues, and alarms are not reporting correctly.	\$100,000	RVC Capital
Boilerhouse exterior painting	Existing paint is wearing and peeling on the exterior of the building and needs to be repaired.	\$30,000	RVC Capital
Building E carpet and interior paint	The carpet and paint are 20 years old. The carpet is loose and has folds in carpet, creating possible trip points. Walls have several locations that are damaged.	\$25,000	RVC Capital

Listed by priority for each section.

BUILDINGS

Item	Justification	Estimated Cost	Funding Source
Carpet mass comm	Replace approximately 6,000 sq. ft. of 20-year-old stained and worn thin carpet.	\$50,000	RVC Capital
Student Center second-floor carpeting	Student Center carpeting on the second floor is 16 years old and has faded and is worn out. A high volume of students and staff visit this area every day.	\$150,000	Deferred 25% Local- \$37,500
Access control upgrade - boilerhouse	Replace the existing system with new access control at the boilerhouse. The current system is nearing the end of life and needs upgrading.	\$22,703	Deferred 25% Local - \$5,675
Access control upgrade – Bell School	Replace the existing system with new access control at Bell School. The current system is nearing the end of life and needs upgrading.	\$67,431	Deferred 25% Local - \$16,857
SSB shop balcony	Add balcony to current SSB garage area. Will utilize existing space to assist with an increased need for inventory storage for building equipment.	\$30,000	RVC Capital
	The cost is an estimate and may change upon final ordering due to supply/demand issues. Total is capital plus the 25% deferred local cost total.	\$695,032	Not to exceed \$750,000

Listed by priority for each section.

Buildings



ROADWAYS, PARKING, GROUNDS, and OTHERS

Item	Justification	Estimated Cost	Funding Source
Replace walkways between PEC and SC	Walkways have been cut into and patched for years. Asphalt is falling apart and needs replacement.	\$150,000	RVC Capital
BST bridge washout repair	Repair bridge washout with a permanent solution.	\$30,000	RVC Capital
Rock Valley College Circle Drive replacement	Repair, resurface RVC Circle Drive Road surface and drainage grate locations on the drive. The roadway is deteriorating, and grates are collapsing.	\$1,100,000	Deferred 25% Local - \$275,000
SSB parking lot	Repair, resurface SSB Parking Lot. The subbase is failing, and the parking lot has cracks and holes. Drainage grates are collapsing.	\$1,000,000	Deferred 25% Local - \$250,000
	The cost is an estimate. Total is capital plus 25% deferred local costs.	\$ 705,000	Not to exceed - \$750,000
Tree replacement	Replace trees that were lost during the tornado. Three-year plan at \$60,000 a year. First-year \$20,000.	\$60,000	RVC Capital
Building F repair	Building F is the original barn for the homestead, and it has been determined there are structural issues with the framework of the building is in need of repair.	\$800,000	Deferred 25% Local - \$200,000
Upgrade existing aging card access hardware and software	The current card access system and hardware are over 18 years old and need to be upgraded. Some door hardware is now obsolete and no longer supported, making repairs difficult.	\$450,000	Deferred 25% Local - \$112,500
	The cost is an estimate. Total is capital plus 25% deferred local costs.	\$372,500	Not to Exceed - \$372,500
	TOTAL NOT TO EXCEED		\$2,372,500.00

Listed by priority for each section.

Roadways, Parking, and Grounds



QUESTIONS



Fiscal Year 2022 Fund Transfer Request

BACKGROUND:

Board Policy 5:10.160 – Operating Fund Balance goal is to establish and maintain an operating fund (education fund and operations and maintenance fund) balance of thirty-five to fifty percent of the following year’s budgeted expenses. The College’s fiscal year 2021 revenues exceeded expenses by \$13,728,763, bringing the Operating Funds Balance (Funds 01 and 02) to \$36,945,519.

Below is a request to transfer funds from Operating Fund (Funds 01 and 02) for various strategic initiatives. The total request below will maintain a 43.90% balance.

Fund 18– Health Insurance Fund	\$1,000,000
Fund 06 – Athletic Division II Scholarships	\$1,200,000
Fund 19 – Other Post Employment Benefit (OPEB) Fund	\$1,000,000
Fund 20 – SURS Penalty Fund	\$500,000
Fund 03 – Operations and Maintenance (Capital)	
• Current Capital Needs	\$2,750,000
• Advanced Technology Center Phase 2	\$2,250,000
• Facility remodeling	\$2,000,000
Total Transfer from Fund 01 – Operating Fund	\$10,700,000

These transfers will allow the College to strategically plan for the future for:

- Volatility of health insurance increases.
- Funding for Athletic Division II scholarships
- Other Post Employment Benefit Liability (OPEB) total funded by transfers will be \$9,500,000, which represents 39% of the College’s liability of approximately \$25,000,000.
- Current capital needs
- Advanced Technology Center Phase 2
- Future facility remodeling

In addition, on December 15, 2020, Board Report #7778, the Board of Trustees approved \$1,500,000 for the Advanced Technology Center Sponsorship Program. Those funds are currently in Operations and Maintenance (Fund 03), and the Administration requests to transfer those funds to Restricted Purposes (Fund 06).

Fund 06– Advanced Technology Center Sponsorship Program	\$1,500,000
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RECOMMENDATION: It is recommended that the Board of Trustees approve the College administration to allocate \$10,700,000 for the above strategic initiatives from Operating Funds and transfer \$1,500,000 from Operations and Maintenance to Restricted Purposes.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Board Personnel Report

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

A. APPOINTMENTS

Bill Formanek, Executive Director of Industrial Development, full-time with benefits, exempt, grade F, \$90,000, prorated for the balance of the calendar year, effective January 18, 2022.

_____, Chief of Police, full-time with benefits, exempt, grade E, \$ _____, prorated for the balance of the calendar year, effective _____, 2022.

_____, Project Manager, full-time with benefits, exempt, grade E, \$ _____, prorated for the balance of the calendar year, effective _____, 2022.

B. DEPARTURES

Michael Beert, full-time Faculty, Music, retiring effective May 31, 2022.

Kaye Eckstaine, full-time Faculty, Nursing, retiring effective June 30, 2022.

Dion Carr, full-time Faculty, Aviation Technology, retiring effective August 10, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval:

Secretary, Board of Trustees



Employee Culture Survey

Board of Trustees – Committee of the Whole Meeting

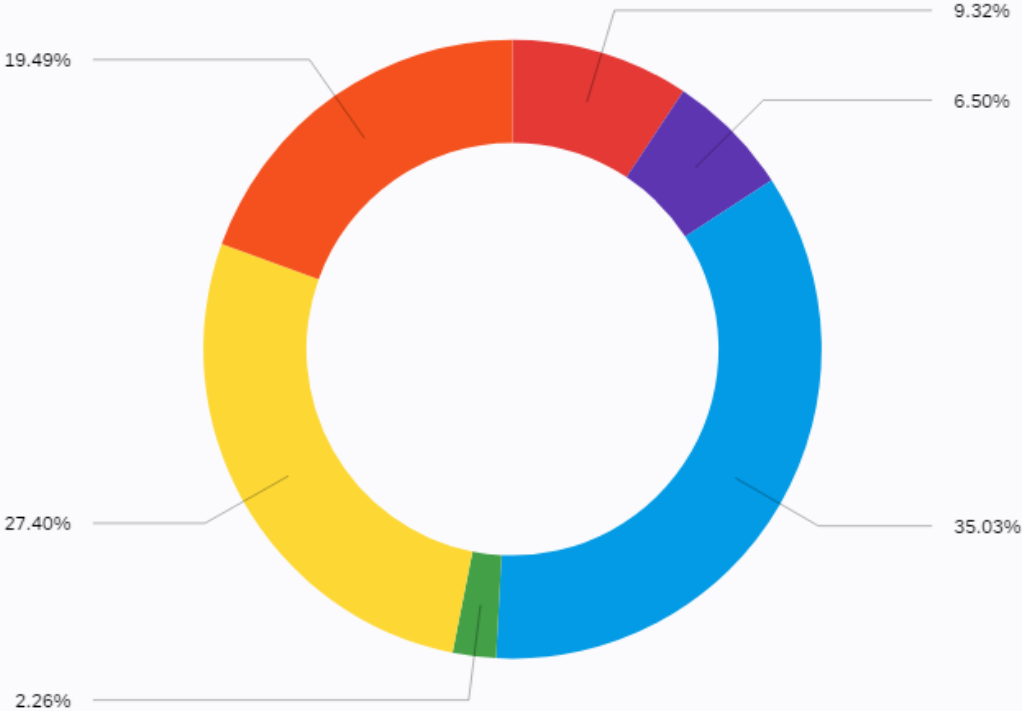
December 7, 2021

Culture Survey Overview

- Who participated in creation of survey?
 - Heather Snider
 - Jim Handley
 - Keith Barnes
 - PAIC
- Types of Questions?
 - Communication
 - Culture
 - DEI
 - Leadership
 - Professional Development
- How many questions?
 - 47
- What employees were invited to complete survey?
 - All employees including Faculty, Adjuncts, Staff, and Administration

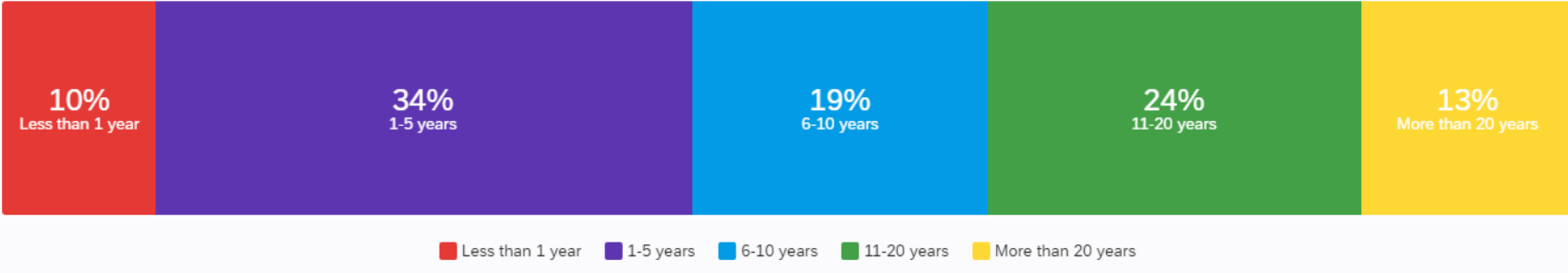


382 Employees Participated (+/- 46%)

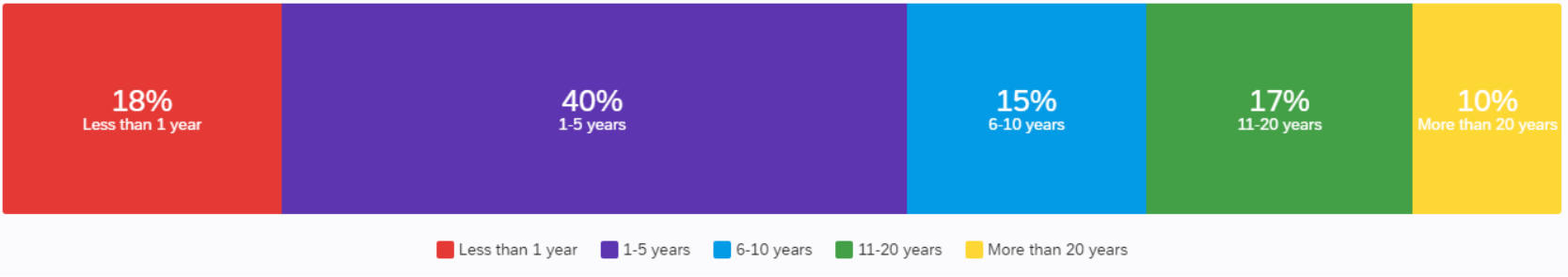


Administration (ADM) Educational Support Personnel (ESP) Faculty (FAC) Fraternal Order of Police (FOP) Professional Staff Association (PSA) Support Staff Association (SSA)

Time working at College –



Time in current role –



Factors to Celebrate

(90+ % Strongly Agree or Agree)

- Good response rate (382!)
- RVC is a welcoming and safe for members of the Service (96), and people of all Ages (92)
- Employees feel respected by Students (94) and their Team (91)
- President's Cabinet supports needs of Students (92)
- Immediate Supervisors give autonomy to direct reports (92)

Factors that are strong at RVC

(80% - 89% Strongly Agree or Agree)

- Employees feel respected by their Supervisor (89) and Faculty (84)
- Colleagues have the best interest in mind for Students (89)
- Assigned workload matches employee's skills (88)
- Employees enjoy working at RVC (87)
- President's Cabinet supports need of Community (87)
- Employees are Proud to work at RVC (86)
- Immediate Supervisor supports Professional Growth (86), Treats staff Fairly (84), Values Input of staff (83), Personal Growth (82), & gives Timely Feedback (80)

Factors that are strong at RVC - DEI

(80% - 89% Strongly Agree or Agree)

- RVC is a welcoming and safe place for people of all Religious affiliations (89), LGBTQ+ Community (88), People with Disabilities (87), Genders (85), Ethnicities (83), & Races (82)
- Employees understand the process to file a complaint (85)
- Programs on campus promote appreciation of Cultural Education (85) & Differences (82)
- RVC is dedicated to DEI in its Student Engagement (84) & Student Recruitment (80)
- Employees feel comfortable having conversations with people who have different beliefs (83)
- RVC has an appreciation of Cultural Differences (82)
- President's Cabinet responds to DEI issues in timely manner (80)

Potential Areas of Focus

(<79% Strongly Agree or Agree)

- Employees feel their Workload is Reasonable (76)
- President's Cabinet has a clear vision for direction of RVC (75)
- Employees have a good Work/Life Balance (74)
- The college acts in a Socially Responsible manner (74)
- Employees have a Development Plan (70)
- Employees have Opportunity to Develop in current role (69)
- President's Cabinet supports the needs of Faculty and Staff (67)
- Employees would Recommend RVC as a Great Place to Work (67)
- Employees have Job Security (67)
- Employees feel a sense of Belonging at RVC (67)
- Employees feel their Work is Valued (65)
- Employees feel Respected by Senior Administration (64)
- Employees are encouraged to share their Opinions (64)
- Leadership Communicates with me the way I want to be Communicated with (59)
- RVC has a Culture of Teamwork and Cooperation (56)
- Leadership keeps me Informed (54)
- Opportunity for Advancement at RVC (52)

Potential Areas of Focus - DEI

(<79% Strongly Agree or Agree)

- The Process to file a Complaint works Effectively (74)
- RVC creates Opportunities to Learn from others who have different beliefs (73)
- Administrators speak about the value of DEI (73)
- RVC is dedicated to DEI in its Hiring and Promotion (71) and Training and Development (68) practices
- RVC works to Resolve Inequities on campus (67)
- RVC rewards those who Participate in DEI efforts (62)

Next Steps

- Share the data – Board & Employees (Town Hall & Small Group)
- Continue disaggregating the data
- Identify specific employee populations to meet with
- Hold small group discussions to better understand responses
- Summarize feedback from small group sessions and review with Cabinet
- Develop and execute action plans to address areas of focus
- Determine milestones and update employees regarding progress

ANY
QUESTIONS
?

**Official College Holidays
Board Policy 2:10.050
First reading**

BACKGROUND:

Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865.

Illinois Governor Pritzker signed legislation on June 16, 2021 amending the State Commemorative Dates Act, which provides that Juneteenth National Freedom Day shall be observed throughout the State as a holiday on June 19 of each year. Prior to this legislation, June 19 was not a holiday and Juneteenth was observed on the third Saturday of June. This legislation (HB 3922, Public Act 102-0014) is effective January 1, 2022.

The federal government made Juneteenth National Freedom Day a paid holiday with a 415-14 vote in the U.S. House of Representatives and a unanimous vote in the U.S. Senate.

The Illinois General Assembly made Juneteenth National Freedom Day a paid holiday with a 98 yes and 1 present vote in the Senate and a unanimous vote in the House.

On November 23, 2021, the Board of Trustees approved Juneteenth as an official college holiday.

RECOMMENDATION: It is recommended that the Board of Trustees approve a revised Board Policy 2:10.050 Official College Holidays adding Juneteenth National Freedom Day as an additional paid holiday for RVC employees. Following the College's past practice for observing holidays that fall on a Saturday or Sunday, if June 19 falls on a Saturday, the College will be closed on the preceding Friday, and employees will receive a paid holiday. If June 19 falls on a Sunday, the College will be closed on the following Monday, and employees will receive a paid holiday.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**ROCK VALLEY COLLEGE
BOARD POLICY**

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**OFFICIAL COLLEGE
HOLIDAYS
First Reading**

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The following holidays are official Rock Valley College holidays:

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- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth National Freedom Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Day
- Friday following Thanksgiving Day
- Christmas Day
- New Year's Eve Day

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The Board of Trustees reserves the right to designate additional days as days on which the College is closed.

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Reference: Board Report 4510
Implemented: February 19, 1990
Revised: April 8, 2014

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Bereavement Leave
Board Policy 3:30.150
First Reading

BACKGROUND: On July 29, 2016, Governor Rauner signed into law the Child Bereavement Leave Act, Public Act 99-0703 (the “Act”). The Act provides a maximum of two weeks (10 work days) of unpaid leave for bereavement of an employee’s child. The Board of Trustees adopted Board Policy 3:30.150 on March 28, 2017 to be in compliance with the Act.

The current board policy does not address employees needs to care for the grieving or funeral planning of other family members, nor does it allow any paid time off to grieve the loss of a family member, including the loss of a child.

RECOMMENDATION: It is recommended that the Board of Trustees update existing Board Policy 3:30.150 to rename the policy from Child Bereavement Leave to Bereavement Leave; expand time off to also include time away from work to plan for funerals and grieve the loss of other members of the immediate household in addition to a child; and include up to three days of paid time off to plan for and grieve the loss of their immediate family member. The revised board policy would allow for up to an additional 7 days (maximum of 10 days off to be in accordance with the Child Bereavement Leave Act), plus any other provisions required by the Act. Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

BEREAVEMENT LEAVE

The Board of Trustees of Rock Valley College recognizes that employees require time following the death of an immediate family member to grieve such loss and make arrangements for or attend funerals or other similar services. Accordingly, all full-time employees are eligible for bereavement leave under this Policy.

Subject to administrative procedures adopted by the College, each employee shall be eligible for up to three (3) days of paid days of bereavement leave in the event of the death of a person in the employee's immediate family. For purposes of this Policy, the term "immediate family" shall include the team member's spouse, domestic partner, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step-sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step-niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.

In addition to the leave described above, eligible employees shall be entitled to additional bereavement leave in accordance with the Child Bereavement Leave Act (the "Act"), 820 ILCS 154/1 et seq. Any paid leave provided in accordance with this policy shall be provided concurrently with the use of leave under the Act.

The College shall adopt administrative procedures to implement this Policy. Where applicable, this Policy will be administered with the College's collective bargaining obligations.

[Insert link to administrative procedures]

Reference: BR #7395
Implemented: March 28, 2017
Revised: TBD

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Deleted: , Public Act 99-0703

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¶ The Act adopts the definition of "Employer" and "Eligible Employee" from the federal Family and Medical Leave Act. An employer is required to comply with the Act if it has more than 50 employees for each working day during 20 or more calendar workweeks in the current or preceding calendar year.¶

¶ An employee is eligible for leave under the Act if he or she has worked for the employer for at least 12 months and at least 1,250 hours during the previous 12-month period. An employee is entitled to take leave under the Act to:¶

¶ Attend the funeral or alternative to a funeral of a child;¶

¶ Make arrangements necessitated by the death of a child; or¶

¶ Grieve the death of a child.¶

¶ A child is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.¶

Leave Under the Act¶

¶ Employees are entitled to a maximum of two weeks (10 work days) of unpaid leave under the Act. In the event of the death of more than one child during a 12-month period, employees may be entitled to up to 6 weeks of bereavement time. Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act and may not exceed unpaid leave time allowed under that law.¶

¶ The employee must take any unpaid leave allowed under the Act within 60 days after being notified of the child's death. Where possible and practical, an employee is required to provide 48 hours' advance notice of his or her intent to use unpaid leave under the Act. An employer may ask for documentation verifying an employee's use of unpaid leave, such as a death certificate, published obituary, or written verification from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. ... [1]

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Penalties for Failure to Comply

An employer is prohibited from taking any adverse action against an employee for exercising his or her rights under the Act. If an employee believes his or her employer has violated the Act, he or she has 60 days to file a complaint with the Illinois Department of Labor or file a civil action. An employer who violates the Act is subject to a penalty of up to \$500 per employee for a first offense and a penalty of up to \$1,000 per employee for any subsequent offense. An employee may also recover any equitable relief (e.g., a court order to allow the leave) that is necessary to remedy a violation of the Act.

**Update to Board Policy 3:30.090 Family and Medical Leave
Second Reading**

BACKGROUND:

Rock Valley College has an existing Board Policy 3:30.090 for Family and Medical Leave. The Family Medical Leave Act (FMLA) of 1993 is a Federal employment law requiring covered employers to provide eligible employees with unpaid but job-protected leave due to qualifying family and medical needs. Among other requirements, an employee must have worked at least 1,250 hours for the employer in the previous 12-month period to qualify for FMLA leave.

On August 10, 2021, Governor Pritzker approved House Bill 0012, which amended various Acts relating to educational institutions in Illinois. HB0012 provides that an employee of a community college district who has been employed for at least 12 months and who has worked at least 1,000 hours in the previous 12-month period shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act of 1993. The effective date is January 1, 2022.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revision of Board Policy 3:30.090 so that Rock Valley College is in compliance with HB0012. Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Revised Board Policy 3:30.090 Family and Medical Leave

FAMILY AND MEDICAL LEAVE
SECOND READING – December 21, 2021

1. FAMILY AND MEDICAL LEAVE DEFINED:

In accordance with and subject to the *Family and Medical Leave Act of 1993* (the "FMLA") and the *Public Community College Act* ("PCCA"), unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take family and medical leave when the employee is unable to work because of the following reasons:

- a) The birth and first-year care of a child;
- b) The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
- c) To care for a child, parent or spouse who has a serious health condition, as those terms are defined by the FMLA;
- d) The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
- e) The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty service). "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care and additional activities as provided in the FMLA regulation; or
- f) To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. A "covered servicemember" means (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. *Covered veteran* means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible

employee takes FMLA leave to care for the covered veteran.

An employee seeking family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under the FMLA, an employee must:

- a) have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
- b) have been employed for at least 1250 hours of service over the 12-month period immediately preceding the commencement of the leave; and
- c) be employed at a worksite where Rock Valley College employs at least 50 employees within a 75 mile radius of that worksite.

To be eligible for family and medical leave under the PCCA, an employee must:

- a) have been employed by the College for at least 12 months; and
- b) have worked at least 1000 hours in the previous 12-month period.

The College will grant family and medical leave under the PCCA under the same terms and conditions as FMLA leave, as described further in this Policy.

Spouses employed by the College are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a dependent child or parent (but not a parent-in-law) who has a serious health condition as defined in the regulations implementing the FMLA. Spouses employed by the College are entitled to a combined total of 26 weeks if a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty exists.

Family and medical leave is unpaid. However, employees on family leave must use accrued vacation, personal or family leave for the birth or placement of a child for adoption or foster care. Employees must also use vacation, personal and/or sick leave to care for an immediate family member (spouse, child or parent, but not parent-in-law) or the employee's own serious health condition prior to being placed in unpaid status. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid. Employees are required to use available paid time off first, before unpaid leave is granted.

2. JOB PROTECTION/REINSTATEMENT:

Upon return from an approved family or medical leave that is equal to or less than the aggregate maximum of 12 weeks required by law, an employee will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee is not entitled to job protection within the aggregate leave exceeds 12 weeks in any rolling 12-month period.

However, Rock Valley College may refuse to reinstate:

- a) certain highly paid "key" employees after using family or medical leave. "Key employee is an eligible salaried employee who is among the highest paid ten percent of employees. Such employees would be notified of their status as a "key" employee in response to the employee's notice of intent to take family or medical leave. The employee would be offered a reasonable opportunity to work. A final determination as to whether reinstatement will be denied will be made at the end of the leave period if the employee requests restoration.
- b) employees who would have been laid off or otherwise had their employment terminated had they continued to work during the period the family or medical leave was used.

3. REQUESTING FAMILY OR MEDICAL LEAVE:

An employee requesting family or medical leave is required to:

- a) provide 30-day advance notice before the leave is to begin to his/her supervisor and the Vice President of Human Resources when the need for family or medical leave is foreseeable. Where the need for leave is not foreseeable, the employee must give notice as soon as possible (within 1 to 2 business days of learning of the need for leave, except in extraordinary circumstances). Employees must provide at least verbal notice sufficient to make the College aware of their need for family or medical leave, and the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay in granting the leave;
- b) within fifteen calendar days after the College's request for family or medical certification is made, provide a medical certification from the employee or family member's health care provider supporting the need for a leave due to the employee's own serious health condition or that of an immediate family member. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember and any other additional information in accordance with the FMLA's regulations. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty status in support of a contingency operation, the dates of the covered military member's active duty service and any other additional information in accordance with the FMLA's regulations. Failure to provide a satisfactory certification may result in a denial or postponement of a leave;
- c) provide periodic, (normally every thirty (30) days) written updates to the Vice President of Human Resources during the leave on the employee's status and intent to return to work.

The Human Resources Department will require clarification or authentication of medical certification that is incomplete or insufficient as needed in accordance with

the FMLA.

4. INTERMITTENT FAMILY AND MEDICAL LEAVE

An eligible employee may take family or medical leave on an intermittent basis in accordance with the FMLA's regulations. An employee needing intermittent leave must consult with the College regarding the scheduling of such leave so as to minimize the disruption to the College's operations.

5. VACATION ACCRUAL AND GROUP HEALTH COVERAGE WHILE ON LEAVE:

An employee on family or medical leave is not eligible to accrue vacation time.

An employee on family or medical leave will continue in the group health insurance, life insurance and long-term disability programs under the same terms and conditions that the employee was covered prior to the leave. The employee is responsible for paying the employee's portion of the premiums associated with these programs while on family or medical leave. The obligation of Rock Valley College to continue an employee's medical coverage shall cease if the employee's premium payment is more than thirty (30) days late or informs Rock Valley College of an intent not to return to work at the end of a leave period. In the event either of the foregoing occur, or if the employee fails to return to work when the leave entitlement is used up, the employee shall be responsible for reimbursing the College for the employer-paid portion of the employee's benefits premiums. When an employee exhausts his or her family or medical leave and is unable to return to work, the employee will be entitled to continuing medical insurance coverage under COBRA.

6. MEDICAL CERTIFICATION TO RETURN TO WORK

Upon return from a leave resulting from the employee's own serious health condition, the employee must provide the College's Human Resources Department with certification from a health care provider indicating that the employee is fit to return to work and able to perform the essential duties of his or her job. The College may deny the employee's return to work until the medical certification is submitted.

7. ADMINISTRATION OF POLICY

Rock Valley College intends to administer this policy in accordance with the requirements of the FMLA and any other applicable law pertaining to family and medical leaves. Therefore, this policy will be interpreted and applied in a manner that accords with all applicable legal regulations and requirements. Any leave of absence that is granted to an eligible employee under this policy or any other College policy, including but not limited to the Worker's Compensation policy, for a purpose specified above shall run concurrently and be credited against the 12-week benefit contained in this policy to the extent permitted by applicable law.

8. EXIGENCY AND SERVICEMEMBER FAMILY LEAVE

In accordance with the National Defense Authorization Act, an eligible employee who is the family member of a covered servicemember is permitted to take up to 26 work weeks of leave in a single 12-month period to care for a covered servicemember with a serious illness or injury incurred in the line of duty on active duty. These 26 work weeks include the 12 work weeks of job protection provided by Rock Valley College's Family and Medical Leave policy that will be available to eligible employees with a covered military member serving in the National Guard or Reserves to use for any "qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. Accordingly, all eligible employees shall be entitled to Exigency and Servicemember Family Leave, on a gender neutral basis, provided leave is taken in accordance with the following provisions.

Applicable Definitions and Limitations.

A. Definitions

- (1) "Covered Servicemember," as used herein, shall mean a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in the line of duty.
- (2) "Qualified Exigency," as used herein, shall be defined to include one or more of the following exigencies as provided in the U.S. Department of Labor ("DOL") Regulations implementing the Military Family Leave provisions of the *Family and Medical Leave Act*:
 - (a) Short-notice deployment (for up to seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation);
 - (b) To attend military events and related activities;
 - (c) For childcare and school activities as enumerated by the DOL Regulations (29 C.F.R. Section 825.106(a)(3));
 - (d) To make or update financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty status or to act as the Covered Servicemember's representative before a federal, state or local agency to obtain, arrange, or appeal military benefits while the Covered Servicemember is on active duty or call to active duty status;
 - (e) To attend counseling provided by someone other than a health care provider for oneself, for the Covered Servicemember, or the Covered Servicemember's child or stepchild, provided that the need for counseling arises from the active duty or call to active duty status of the Covered Servicemember;

(f) To spend time with a Covered Servicemember who is on short-term, temporary rest and recuperation leave during the period of deployment (for up to five days for each instance of rest and recuperation);

(g) To attend post-deployment activities and address issues arising from the death of a Covered Servicemember while on active duty status; and

(h) To address other events which arise out of the Covered Servicemember's active duty or call to active duty status provided that the College and the employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

B. Exigency Leave. Eligible employees shall be entitled to a total of twelve (12) work weeks of unpaid leave during the twelve (12) month period because of any "Qualifying Exigency" arising out of the active duty or call to active duty in the Armed Forces in support of a contingency operation of the employee's spouse, son, daughter or parent, subject to the following:

- (1) the employee must state a qualifying reason for the needed leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;
- (2) leave may be taken on an intermittent basis (in separate blocks of time) or reduced schedule (reducing the usual number of hours per week or per day) because of a "Qualifying Exigency," subject to the requirements and limitations set forth in the FMLA Regulations; and
- (3) the College may require requests seeking leave due to a "Qualifying Exigency" be supported by a signed Certification of Qualifying Exigency for Military Leave in the form provided by Rock Valley College.

C. Servicemember Family Leave. Eligible employees (the spouse, son, daughter, parent, or next of kin of a Covered Servicemember) shall be entitled to a total of twenty-six (26) work weeks of unpaid leave during a single twelve (12) month period to care for a Covered Servicemember (beginning the first day the eligible employee takes leave to care for a Covered Servicemember) provided that the Covered Servicemember's injury or illness renders him or her medically unfit to perform duties of the member's office, grade, rank or rating, subject to the following:

- (1) the employee must state a qualifying reason for the leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;
- (2) a husband and wife who are both employed by the College and both eligible for leave, are only permitted to take a combined total of twenty-six (26) weeks of leave during a single twelve (12) month period;

- (3) leave to care for a Covered Servicemember and leave for any other FMLA-qualifying event may not exceed twenty-six (26) weeks in a single twelve (12) month period;
- (4) leave may be taken on an intermittent basis (in separate blocks of time due to a single illness or injury) or reduced schedule (reducing the usual number of hours per week or per day) if medically necessary; and
- (5) The College may require that requests seeking leave for Servicemember Family Leave be supported by medical certification from the Covered Servicemember's health care provider sufficient to establish that the Covered Servicemember is in need of care. Such medical certification must be submitted within 15 calendar days after the Superintendent or his or her designee requests the certification.

In cases where the College has reason to doubt the validity of a medical certification it may seek authentication or clarification in accordance with DOL Regulations (29 C.F.R. Section 825.307(a)).

The College reserves the right to request certification at a later date in cases where it does not initially request medical certification to support the leave request but it later has reason to question the appropriateness or duration of the leave. The College may deny a leave request, for foreseeable leaves, or deny continuation of leave, for unforeseeable leaves, until the employee provides the required certification.

D. Substitution of Paid Leave. Other available paid vacation, personal or family leave must be substituted for Exigency and Servicemember leave prior to being placed in unpaid status. Where leave is necessitated by the care for a seriously ill or injured Servicemember, sick leave must be used prior to an employee being placed in unpaid status. Any substitution required by this policy will count towards the employee's Exigency or Servicemember Family Leave entitlement. The College will pay sick leave only under circumstances permitted by the applicable sick leave policy. Use of Exigency or Servicemember Family Leave shall not necessarily preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, or 26 weeks where applicable, provided that the use of Exigency or Servicemember Family Leave shall not serve to extend such other unpaid leave.

E. Notice. When practicable, employees must provide at least 30 days' notice to the College of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given as soon as practicable. Employees shall provide at least verbal notice sufficient to make the College aware that he or she needs Exigency or Servicemember Family Leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in the delay in granting the requested leave until at least 30 days after the date the employee provides notice.

- F. Continuation of Health Benefits.** During Exigency or Servicemember Family Leave, employees are entitled to continuation of health benefits that would have been provided if they were working. If the College contributes a portion of an employee's health plan premiums during a period of unpaid Exigency or Servicemember Family Leave, it may recover the amount of such payments if the employee fails to return to work after such leave has been exhausted or expires, as provided under the FMLA.

- G. Return to Work.** An employee returning from Exigency or Servicemember Family Leave will be given an equivalent position to his or her position before the leave, subject to the College's reinstatement policies and practices set forth in its Family and Medical Leave policy and FMLA regulations.

- H. Implementing Procedures:** Rock Valley College may develop procedural guidelines to implement this policy consistent with the Family and Medical Leave Act.

[Link to Administrative Procedure for this Policy](#)

Reference: Board Report 6575; Board Report xxxx
Implemented: January 16, 2009
Revised: April 8, 2014, _____, 2021

**Update to Board Policy 3:30.110 Victims' Economic Security and Safety Act
Second Reading**

BACKGROUND:

Rock Valley College has an existing Board Policy 3:30.110 for Victims' Economic Security and Safety Act (VESSA). VESSA currently allows employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. The Act also prohibits employers from discriminating against employees who are victims of domestic or sexual violence or who have family or household members who are victims of domestic or sexual violence.

On August 20, 2021, Governor Pritzker approved House Bill 3582, which amends VESSA. HB3582 provides that victims and family members of victims of other crimes of violence (such as criminal homicide, bodily harm, harassing and obscene communications, terrorism, or armed violence, in addition to victims of domestic violence, sexual violence, and gender violence) are subject to the provisions of the Act regarding unpaid leave and prohibited discriminatory acts. It also amends the Unemployment Insurance Act, which provides that victims of crimes of violence shall not be barred from collecting voluntary leave benefits. The effective date is January 1, 2022.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revision of Board Policy 3:30.110 so that Rock Valley College is in compliance with HB3582. Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Revised Board Policy 3:30.110 Victims' Economic Security and Safety Act

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)
SECOND READING – December 21, 2021

Rock Valley College will grant full-time and part-time employees up to a total of 12 workweeks of leave to address domestic violence.

Rock Valley College will grant employees unpaid leave in accordance with the *Victims' Economic Security and Safety Act* ("VESSA" or "the Act"), 820 ILCS 180/1, et seq. The Act provides an employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence as defined by VESSA, or who has a family or household member who is a victim of such crimes of violence, the right to take up to a total of 12 workweeks of unpaid leave from work during any 12-month period to address the violence by:

- (A) seeking medical attention for, or recovering from, physical or psychological injuries caused by any crime of violence to the employee or the employee's family or household member;
- (B) obtaining services from a victim services organization for the employee or the employee's family or household member;
- (C) obtaining psychological or other counseling for the employee or the employee's family or household member;
- (D) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future crimes of violence or ensure economic security; or
- (E) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from any crime of violence.

Such leave shall not be available to an employee to address violence against the employee's family or household member if the employee's interests as they relate to the violence are adverse to the interests of the family or household member.

The Act governs the requirements, scheduling, continuity of benefits, and all other terms of the leave. This Act prohibits the College from discharging, discriminating, or retaliating against any employee who exercises his or her rights to take such unpaid leave. If the basis for an employee's leave under the Act also qualifies for FMLA leave, both leaves

will run concurrently.

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

Reference: Board Report 6149
Implemented: March 24, 2009
Revised: _____, 2021

College Closure - December 28, 29, 30, 2021

BACKGROUND: Board Policy 2:10.050 Official College Holidays provides that RVC will celebrate Christmas Day and New Year's Eve Day each year as a paid holiday for employees. In 2021, Christmas Day is observed on Monday, December 27 (due to the actual holiday falling on a weekend), and New Year's Eve Day falls on Friday, December 31. As such, in 2021, the campus will be open on Tuesday, December 28, Wednesday, December 29, and Thursday, December 30. Per Board Policy 2:10.050, the Board reserves the right to designate additional days which the college will be closed.

RECOMMENDATION: It is recommended that the Board of Trustees close the college on Tuesday, December 28, Wednesday, December 29, and Thursday, December 30, and designate those days as additional paid days off for employees scheduled to work. Members of the Fraternal Order of Police (FOP) and Support Staff Association (SSA) who are required to work on any of those days to keep the campus safe and secure will be paid in accordance with their respective collective bargaining agreements, treating compensation for those days as a campus closure day.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE 2021 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in person scheduled events)

Date	Event	Staff	Student	Athletic	Community
December					
12/01/21	RVC Vaccination Clinic - PEC 1100, 12pm	x	x		x
12/01/21	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
12/02/21	ATC Employee Tours - ATC Building, 7:30am	x			
12/03/21	High School Partners Visit - ATC 1300, 7:30am	x	x		x
12/03/21	International Student Gathering - SC 1118, 3pm	x	x		x
12/03 - 12/04	Old Towne Band Fall Concert - ERC 0214, 7:30pm	x	x		x
12/04/21	Women's Basketball Game - PEC 1100, 1pm	x	x	x	x
12/04/21	Men's Basketball Game - PEC 1100, 3pm	x	x	x	x
12/08/21	Starlight Presents Best Christmas Pageant Ever - BST 106, 7pm	x	x		x
12/09/21	High School Partners Visit - ATC 1300, 7:30am	x	x		x
12/09/21	ADN Nursing Fall Pinning - SC 1118, 1pm	x	x		x
12/09 - 12/12	Starlight Presents Best Christmas Pageant Ever - BST 106, 7pm	x	x		x
12/11 - 12/12	Starlight Presents Best Christmas Pageant Ever - BST 106, 2pm	x	x		x
12/11/21	Women's Basketball Game - PEC 1100, 1pm	x	x	x	x
12/13/21	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
12/15/21	Employee Appreciation Luncheon - SC 1118, 11am	x			
12/16 - 12/19	Starlight Presents Best Christmas Pageant Ever - BST 106, 7pm	x	x		x
12/18/21	Rockford Park District Police Testing - PEC 1100, 8am	x			x
12/18 - 12/19	Starlight Presents Best Christmas Pageant Ever - BST 106, 2pm	x	x		x
12/30/21	Women's Basketball Game - PEC 1100, 1pm	x	x	x	x
12/30/21	Men's Basketball Game - PEC 1100, 3pm	x	x	x	x
January					
01/05/22	New Student Welcome - SC 1118, 1pm	x	x		x
01/08/22	Rumble in the Rock - PEC 1100, 8am	x	x	x	x
01/08/22	Women's Basketball Game - PEC 1100, 1:45pm	x	x	x	x
01/08/22	Men's Basketball Game - PEC 1100, 3:45pm	x	x	x	x
01/11/22	Men's Basketball Game - PEC 1100, 5pm	x	x	x	x
01/22/22	Women's Basketball Game - PEC 1100, 1pm	x	x	x	x
01/22/22	WEI Skilled Trades Career Fair - SCCE 0285, 2pm	x	x		x
01/22/22	Men's Basketball Game - PEC 1100, 3pm	x	x	x	x
01/25/22	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
01/25/22	Men's Basketball Game - PEC 1100, 7pm	x	x	x	x
01/27/22	WEI Commencement Ceremony - ERC 0214, 2pm	x	x		x
01/28/22	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
01/29/22	Men's Basketball Game - PEC 1100, 1pm	x	x	x	x
February					
02/03/22	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
02/03/22	Men's Basketball Game - PEC 1100, 7pm	x	x	x	x
02/05/22	MathCounts Chapter Competition - ERC 0214, 11am	x			x
02/08/22	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
02/08/22	Men's Basketball Game - PEC 1100, 7pm	x	x	x	x
02/11/22	Men's Basketball Game - PEC 1100, 5pm	x	x	x	x
02/15/22	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
02/15/22	Men's Basketball Game - PEC 1100, 7pm	x	x	x	x
02/21/22	New Student Visit Day - SC 1118, 8:30am	x	x		x
02/26/22	ICTM Regional Mathematics Contest - Campus, 8am	x	x		x

**Athletics Report
Committee of the Whole
December 7, 2021**

Volleyball:

RVC Volleyball finished its season as the NJCAA DIII National Runner-Up, falling in a five-set match in the National Championship game to Owens Community College. Addison Metts and Madison Perry were named to the All-Tournament team.

Men's Basketball:

RVC Men's Basketball is 3-3 overall on the season and is currently ranked #15 in the country. All three losses are to NJCAA DI and NJCAA DII programs so far. Two of their three wins are over nationally-ranked NJCAA DII programs.

Women's Basketball:

RVC Women's Basketball is 1-4 overall on the season and is currently ranked #2 in the country. All four losses are to NJCAA DI and NJCAA DII programs.

Women's Bowling:

The Lady Golden Eagles Bowling Team has bowled in five tournaments this year, finishing fourth three times and seventh in the Leatherneck, the largest tier-two tournament of the season. The team made the cut to the top eight teams against a lot of nationally-ranked teams, along with pushing the #1 ranked women's team (Mount Mercy) to the last frame of a best of three series. They also won one bracket at the Hammer Golden Eagle Invite to bring home a championship trophy this year. The women's team has been led by Olivia Watton (183.2 avg), Sammantha Meyers (182.8 avg), and Jocelynn Eggert (182.7 avg). The Women's Bowling Team is currently ranked 62nd nationally out of 142 teams and the second-ranked NJCAA team.

Men's Bowling:

The Men's Bowling Team has also bowled in five tournaments this year, finishing third once, and fourth twice, along with two 24th place finishes in large tier-one tournaments. The men's team has been led by James Stewart (204.5 avg), Zach Joiner (194.4 avg), Josh Roth (198.0 avg), and Kai Horton (196.6 avg). The Men's Bowling Team is currently ranked 37th out of 154 teams and the second-ranked NJCAA team.

Extension of Advanced Technology Center Sponsorship Program

Background: Rock Valley College's Advanced Technology Center (ATC) is a regional approach that has commitment and collaboration from regional partners that will help transform the region through education and workforce development. The ATC will offer both credit and non-credit programs, including certificate programs and stackable credential models that can be completed in as few as five weeks.

On December 15, 2020, Board Report #7778, the Board of Trustees approved \$1,500,000 to fund the Advanced Technology Center Sponsorship Program for fiscal year 2022. As a result, the College expects to award approximately \$400,000 in sponsorships through June 30, 2022.

Rock Valley College proposes to offer free tuition for students who enroll in coursework at RVC's new Advanced Technology Center (ATC) during fiscal year 2023 (July 1, 2022 – June 30, 2023). Programs of study will include, but not be limited to CNC Machining, Mechatronics, Truck Driver Training and Welding.

In order to qualify for the free tuition, students will need to have been a resident of RVC's service area (District 511) as of July 1, 2021. Free tuition will be limited to \$10,000 per student during fiscal year 2023 and by course and program enrollment capacity, estimated at 150 students. Course, program or institutional fees, textbooks, and related instructional materials are not provided as part of the free tuition initiative.

Recommendation: It is recommended that the Board of Trustees extend the ATC Sponsorship Program through fiscal year 2023 and approve using the remaining \$1,100,000 to fund the Advanced Technology Center Sponsorship Program.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Advanced Technology Center Cost Summary

<u>1400 Big Thunder Blvd OZ, LLC</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	<u>Comments</u>
Building Acquisition	2,000,000.00	2,001,758.00	(1,758.00)	Board Report #7733, additional closing costs

<u>Stenstrom & Sons Construction</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	
Total Contract Value:	5,887,000.00	5,016,483.55	870,516.45	Board Report #7774-B and #7774-C
<i>Building Construction</i>	4,069,931.00	3,898,030.91	171,900.09	
FFE for Building Construction	1,317,069.00	1,118,452.64	198,616.36	
<i>Construction Allowance</i>	500,000.00	-	500,000.00	

<u>District 100</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	
Total Approved	418,000.00	354,723.91	63,276.09	Board Report #7767-C
Equipment	7,000.00	-	7,000.00	
Signage	13,000.00	2,730.00	10,270.00	
Permits & Fees	25,000.00	12,155.71	12,844.29	
Architect & Engineering	100,000.00	83,193.30	16,806.70	
Architect & Engineering (Additional Scope)	273,000.00	256,644.90	16,355.10	Board Report #7792-B

Total Project Construction:	8,305,000.00	7,372,965.46	932,034.54
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<u>Furniture, Fixtures & Equipment (FFE)</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining</u>	<u>Comments</u>
Total Approved*	4,400,185.69	2,566,008.77	1,834,176.92	

Total Project FFE:	4,400,185.69	2,566,008.77	1,834,176.92
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BUDGET

	<u>Budget</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining to be Spent</u>	<u>Remaining in Budget</u>
ATC Building	8,305,000.00	8,305,000.00	7,372,965.46	932,034.54	0.00
ATC Equipment & FF&E*	5,300,000.00	4,400,185.69	2,566,008.77	1,834,176.92	899,814.31
ATC Operational Costs*	310,000.00	310,000.00	287,520.94	22,479.06	0.00
ATC Tuition	1,500,000.00	1,500,000.00	0.00	1,500,000.00	0.00
	15,415,000.00	14,515,185.69	10,226,495.17	4,288,690.52	899,814.31

*Expenditures \$10,000 and greater have been approved by the Board

Total Funds Available	15,728,870.42
Funds Unallocated	313,870.42

ATC CHANGE ORDERS

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #1	Steel stud framing of the soffit columns	14,021.00	7,717.00		BR #7785-G, PR #759G
Change order #2	Replace plumbing fixtures and flush valves in existing restrooms	9,172.00	9,172.00		BR #7785-G, PR #759G
Change order #3	Provide 3 ADA hand washing stations in labs	2,407.00	1,010.00		BR #7785-G, PR #759G
Change order #4	Credit to reuse existing door frames	(7,050.00)	(7,050.00)		BR #7808-D, PR #762D
Change order #7	Reinforcement in concrete topping over the precast in the Metrology lab	2,514.00	2,514.00		BR #7808-D, PR #762D
Change order #8	Elimination of the exit sign for a credit	(230.00)	(230.00)		BR #7808-D, PR #762D
Change order #9	Changing the overhead door from glass to steel in 1314 storage room for a credit (PR- 002)	(4,680.00)	(4,680.00)		BR #7808-D, PR #762D
Change order #10	Revisions to eliminate water service to building (PR-003)	(6,678.00)	(7,062.00)		BR #7808-D, PR #762D
Change order #11	Revisions to hardware (PR-004)	24,153.00	23,880.00		BR #79822-B, PR #765B
Change order #12	Changes per State Plumbing Inspector's rough in inspection (PR-005)	7,792.00	7,792.00		BR #7808-D, PR #762D
Change order #13	Extend walls of Modular Conference Room 1115 to ceiling (PR-006)	428.00	428.00		BR #7808-D, PR #762D
Change order #14	Force main piping material in-lieu of scheduled piping material (RFP-007)	3,139.00	3,139.00		BR #7808-D, PR #762D
Change order #15	Flue extension to RTU-15 as directed by OEMA (RFI-010)	526.00	526.00		BR #7808-D, PR #762D
Change order #16	Remove existing damaged drywall in Men's & Women's restroom & replace with new moisture resistant drywall	10,634.00	9,358.00		BR #7808-D, PR #762D
Change order #17	Ceiling grid and tile in storeroom 1157 (RFI-44)	1,204.00	1,204.00		BR #7817-E, PR #763E
Change order #18	Saw cutting and patching floor at the front entrances	1,433.00	1,433.00		BR #79822-B, PR #765B
Change order #19	Add drywall ceiling in existing women's restroom 1149 (PR-009)	1,363.00	1,363.00		BR #7817-E, PR #763E
Change order #20	Install new Astro 2x4 ceiling tiles in existing grid. (PR-008 Option A)	21,303.00	0.00	REJECTED BY ARCHITECT	Not Approved
Change order #21	Install new USG Radar second look (old) 2x4 ceiling tiles in existing grid. (PR-008 Option B)	18,322.00	0.00	REJECTED BY ARCHITECT	Not Approved

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #22	Credit for 2x2 USG Radar second look 2x2 ceiling tile in lieu of 2x2 Astro ceiling tile. (PR- 008 Option A base bid rooms only)	(5,830.00)	0.00	REJECTED BY ARCHITECT	Not Approved
Change order #23	Credit for providing cable tray and PVC cable in lieu of pipe and wire for Welding Room 1502, plus provide cable tray in lieu of pipe and wire for CNC (- 960+320=640)	(640.00)	(640.00)		BR #7817-E, PR #763E
Change order #24	Revision to IT Network Rack, additional data port and plywood on walls for mounting equipment	823.00	823.00		BR #79822-B, PR #765B
Change order #25	Provide power to the 3 overhead doors at the loading dock (RFI-43)	9,867.00	7,473.00		BR #7817-E, PR #763E
Change order #26	Reduced length of marker boards	(1,055.00)	(1,055.00)		BR #7817-E, PR #763E
Change order #27	Add small wall to cover plumbing piping in storeroom 1608 (RFI-17)	1,256.00	1,256.00		BR #7817-E, PR #763E
Change order #28	Add drywall from top off existing wall in welding room to roof deck. (RFI-41 Alternate 1)	5,371.00	5,371.00		BR #7817-E, PR #763E
Change order #29	Add drywall from top of existing wall to bottom of duct work. (RFI-41 Alternate 2)	2,452.00	0.00	REJECTED BY ARCHITECT	Not Approved
Change order #30	Credit for eliminating floor finish in TDT waiting area	(1,247.00)	(1,247.00)		BR #7822-B, PR #765B
Change order #31	Vinyl plank flooring for front lobby	13,988.00			BR #7822-B, PR #765B
Change order #32	Credit for eliminating the installation of lockers	(3,705.00)	(3,705.00)		BR #7822-B, PR #765B
Change order #33	Remove existing conduit stubs on exterior front wall from old signage	1,615.00	1,615.00		BR #7822-B, PR #765B
Change order #34	Skim coating of the front vestibule walls to minimize different textures	946.00	946.00		BR #7822-B, PR #765B
Change order #35	Five access panels in restrooms 1601 & 1603	1,553.00	1,553.00		BR #7822-B, PR #765B
Change order #36	New diffusers & grills in restrooms 1601 & 1603 because of new hard ceiling	2,054.00	1,716.00		BR #7822-B, PR #765B
Change order #37	Credit for eliminating the welding gas shut off valves which are now being provided by Praxair	(1,503.00)	(1,503.00)		BR #7822-B, PR #765B

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #38	Replaced a large number of couplings on existing sprinkler system that were leaking	3,296.00	3,296.00		BR #7822-B, PR #765B
Change order #39	Demolition of curbing and Installation of new ADA ramp and crosswalk for bus stop	7,350.00	5,088.00		BR #7822-B, PR #765B
Change order #40	Installation of 10 X 10 overhead door on the exterior wall of CNC Lab	23,467.00	23,467.00		BR #7822-B, PR #765B
Change order #41	Remove 5 old additional electrical boxes no longer in use in office 1139, Patch and paint.	832.00	832.00		BR #7822-B, PR #765B
Change order #42	Provide electrical receptacles to each IT rack for UPS system	149.00	149.00		BR #7822-B, PR #765B
Change order #43	Drain sprinkler system and relocate 2 sprinkler heads that conflict with the new ceiling grid in open office area 1121	626.00	626.00		BR #7946-D
Change order #44	Provide one additional vertical wire manager for the second floor IDF rack due to the number of cables	1,350.00	1,350.00		BR #7946-D
Change order #45	Credit for eliminating parking lot signs which will now be provided by RVC Police to meet IDOT requirements	(530.00)	(530.00)		BR #7946-D
Change order #46	Demo existing wall and reconstruct around mop sink basin in equipment room 1608 which has rotted through the steel studs	4,047.00	3,987.00		BR #7946-D
Change order #47	Change on demand water heating for restrooms 1109 & 1109 to meet plumbing inspector code requirements	890.00	890.00		BR #7946-D
Change order #48	Credit to provide 6" stainless steel base in lieu of 12" stainless steel base in Welding Lab	(1,710.00)		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #49	Grind and remove epoxy sealer and reapply a densify sealer on all concrete areas	9,879.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #50	To disconnect the duct heaters and remove diffusers & supply ducts to IT network rooms	5,412.00			BR #7851-D
Change order #51	Additional electrical for the CNC lab to accommodate additional machines	122,364.00			BR #7851-D
Change order #52	Replace the outside fire connection per the fire inspection report	993.00			BR #7851-D
Change order #53	Furnish & install new Bradley hand washing stations in the large restrooms	15,235.00	0.00	REJECTED, due to cost and long lead time. Will retrofit for less than \$6,000 with another contractor solution	

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #54	Install new expansion tank on the existing hot water heater per the state plumbing inspection	3,033.00			BR #7851-D
Change order #55	Install new hot water heater per the state plumbing inspection	6,931.00			BR #7851-D
Change order #56	Stainless Steel security bench with handcuff rail for the Police office 1101	214.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #57	Replace the double check valve with an RPZ back flow device per the state plumbing inspection	9,767.00			BR #7851-D
Change order #58	Relocate 2 light fixtures in conference room that conflict with modular glass walls	543.00			BR #7851-D
Change order #59	Cap plumbing, remove light fixture & patch drywall in office area	1,770.00			BR #7851-D
Change order #60	Provide smaller alternate benches in single restrooms	(4,375.00)		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #61	Install tamper switch on existing RPZ fire sprinkler valve per the state plumbing inspector request	2,253.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #62	Provide 16 additional data drops in computer lab 1310 due to increasing the seating capacity to 40	6,833.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #63	Furnish & install RG-11 coax from MDF to each IDF and 120V power, RG-11 coax and data cables to two lobby TV displays	8,932.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #64	Installation of SOOW cord drops in lieu of rigid conduits for 6 CNC lathe machines	5,203.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #65	Installation of access panel to new transformers above the Metrology Lab from the CNC Lab	1,412.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #66	Diagnose and rework controls in 4 existing Carrier HVAC roof top units and replace control boards	2,794.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #67	Install taller overhead door in CNC lab to Flex lab 1514	24,053.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/29/21

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #68	Install 2 electrical circuit with disconnect to the welding filter exhaust fan motor and welding filter VFD	5,517.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #69	Install electrical circuit with disconnect to the exhaust fan for the welding oxygen acetylene table	4,576.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #70	Install electrical circuit breakers, circuit breakers, plugs and receptacles on welders	6,743.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #71	Changes to the fire alarm devices due to the Welding partitions blocking them	1,161.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/18/21
Change order #72	Compressed air drops to equipment in CNC, Welding and Mechatronics	26,777.00		Submitted 11/16/21, going to December Board for approval	Verbal approval received 11/24/21
Change order #100	Assignment of Praxair to Stenstrom for the Welding Lab Fume & Exhaust	71,777.79		Assigned to Stenstrom \$679,564.79, increase due to project management \$71,777.79	BR #7851-D
	Total	453,800.79	102,272.00		